

## REGISTER FOR ADP SELF SERVICE PORTAL

- Receive email notification when your paystub is available to view. No waiting for your paystub to arrive in the mail.
- Update your address, federal tax withholding or direct deposit information online
- Secure website is available 24/7
- Access continues after your assignment ends

### Step 1: Register Online:

1. Go to: <https://workforcenow.adp.com>
2. Select First Time User? Register Here
3. Enter the Self Service Registration Pass Code: **ATR1-1**
4. Enter your First and Last Name
5. Select Last 4 digits of SSN as the item to verify your identity.
6. Enter the last 4 digits of your SSN twice
7. Enter your birthdate
8. Select Confirm
9. If the system finds you, select Register Now. If it doesn't find you, select cancel and reenter your information or contact HR at [hr1@atr1.com](mailto:hr1@atr1.com).
10. Enter your contact information. Use your personal email address not your work email address.
11. Create a userid, password and security questions/answers.
12. Read and accept the terms and conditions.
13. Once you have completed the steps above, select Register Now.
13. You can now logon to the ADP system.

### Step 2: Go Paperless:

1. Log into your account: <http://workforcenow.adp.com>
2. Select "See My Pay Statements" in the Quick Links Section at the bottom
3. Select "Access my pay statements online only"
4. Choose Go Paperless (A new screen will pop up)
5. Click Access my Pay Statements online only. Then click Next
6. Accept the terms and conditions.
7. **Enter the confirmation number shown on the screen.** Then Click Next.
8. Choose Done.
9. Choose "Select your notification options"
10. Check the box "Send an email notification when a new Pay Statement is available"
11. Once the paperless process is in place, you will receive a confirmation email each time there is a new paystub to view.

**It may take 1 – 2 weeks to become effective.**