



ADP WORKFORCE REGISTRATION

ADP Workforce Now is an online portal that allows employees to enroll in benefits, view pay statements & W2's, and more!

If you have been employed by Eight Eleven Group previously, you may use the same credentials you used when you registered from the first time. If you are new, select **New User? Get Started**, then select the **Find Me** option, and enter your information. If you have problems, please reach out to benefits@eighttelevengroup.com.

1. Go to www.workforcenow.adp.com
2. Click **New User? Get Started**
3. Select the **Find Me** Option
4. Choose the **Your Information** circle
5. Enter your First Name, Last name, SSN and your birthday
6. Finish completing the Identity and Contact Info
7. Create a user ID and Password
8. Return to ADP Workforce Now
9. Congratulations! You are now successfully registered with ADP WorkforceNow

Note: If you receive an error that says ADP cannot find you in their system, please email benefits@eighttelevengroup.com with a description of your error, your full name, last 4 of SSN, and DOB. The benefits team will need to verify your details.

NAVIGATING THE PORTAL

Enroll in/View Benefits – Myself → Benefits → Enrollments

View Pay Statements – Myself → Pay → Pay Statements

View/Print W2 & 1095-C – Myself → Pay → Annual Statements

Update phone number or email – Myself → My Information → Profile → **View More** in Personal info box

***You may not set up your own HSA direct deposit. Reach out to benefits@eighttelevengroup.com to add this type of account.**

*** If you need to update direct deposit information, tax withholdings, or your home mailing address, you may do so [through Able](#).**