



# ADP WORKFORCE REGISTRATION

ADP Workforce Now is an online portal that allows employees to enroll in benefits, view pay statements & W2's, make address updates, change direct deposit details, 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, you will have received a personal registration code to your email (please check spam and deleted folders). Once you have located the email, please follow the steps below to register. **If you cannot find your personal registration code, please use the "Find Me" option. If you continue to have problems, please reach out to [benefits@eighttelevengroup.com](mailto:benefits@eighttelevengroup.com).**

1. Go to [www.workforcenow.adp.com](http://www.workforcenow.adp.com)
2. Click 'Need an Account? SIGN UP'
3. When prompted for a registration code, enter your personal registration code or select the "Find Me" Option
4. Enter your First and Last name. Choose to enter 'last 4 digits of SSN, EIN, or ITIN' and enter the last 4 of your SSN or your birthday
5. You will be asked to provide contact information to back up your account. Enter the verification code they send you
6. Create a user ID and Password
7. Return to ADP Workforce Now
8. 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](mailto: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

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Enroll in/View Benefits – Myself → Benefits → Enrollments

View Pay Statements – Myself → Pay → Pay Statements

Change/Add Direct Deposit\* – Myself → Pay → Payment Options → Edit

Update tax withholding – Myself → Pay → Tax Withholdings → Start (fed or state)

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

Update address 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](mailto:benefits@eighttelevengroup.com) to add this type of account.**