



# ADP Payroll Self-serve Access Instructions

## Setting Up A NEW Account:

1. You will not be able to create your account until you receive your first paycheck
2. Go to <https://workforcenow.adp.com>
3. On that page, you will see: Need an account? Click the Sign Up button
4. Enter in the Company Code: cirruscc-alto
5. Verify Identity (Enter your personal information)
6. Get User ID and Password
7. Select Security Questions
8. Enter YOUR Contact Information ( you must have a valid email address for this step or you can use your mobile phone number)
9. Enter Activation Code ( you will receive this via the email address or mobile number you enter in step 5)
10. Review and Submit

## \*Existing Account Password Reset Instructions:

1. Go to: <https://workforcenow.adp.com>
2. Click "FORGOT YOUR PASSWORD" on the log in page to begin the 5 step process of RESETTING your password.
3. Identify yourself (Enter your user name)
4. Select Reset Method
5. Verify Information (you will answer a security question)
6. Reset your password (a temporary password will be sent to your email address or mobile number- however you originally set up you account for notifications)
7. Enter you temporary password and then create a NEW password.

\*ALTO Health Care Staffing Payroll Administrator or Staff will NOT be able to send you password resets with ADP. You must follow instructions above.