

# ADP Payroll Self-serve Access Instructions

## Setting Up A NEW Account:

1. Prior to your first paycheck, during the week you will receive an email from Alto/ADP with our company code.
2. Go to <https://workforcenow.adp.com>
3. On that page, you will see: First Time User? Register Here >Click REGISTER HERE
4. Enter in the Company Code that was emailed to you the week prior to your first paycheck.
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.**