

ADP Payroll Self-serve Access Instructions

Setting Up A NEW Account:

- ✓ Go to <https://workforcenow.adp.com>
- ✓ On that page, you will see: First Time User? Register Here (Click REGISTER HERE to begin the 7 Step Set up Process)
- ✓ Step 1 of 7: Begin Registration- by entering the company Registration Code: **cirruscc-alto**
- ✓ Step 2 of 7: Verify Identity (Enter your personal information)
- ✓ Step 3 of 7: Get User ID and Password
- ✓ Step 4 of 7: Select Security Questions
- ✓ Step 5 of 7: Enter YOUR Contact Information (you must have a valid email address for this step or you can use your mobile phone number)
- ✓ Step 6 of 7: Enter Activation Code (you will receive this via the email address or mobile number you enter in step 5)
- ✓ Step 7 of 7: Review and Submit

*Existing Account Password Reset Instructions:

- ✓ Go to: <https://workforcenow.adp.com>
- ✓ Click "FORGOT YOUR PASSWORD" on the log in page to begin the 5 step process of RESETTING your password.
- ✓ Step 1 of 5: Identify yourself (Enter your user name)
- ✓ Step 2 of 5: Select Reset Method
- ✓ Step 3 of 5: Verify Information (you will answer a security question)
- ✓ Step 4 of 5: 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)
- ✓ Step 5 of 5: 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.**