
Welcome to ADP Workforce Now Carolyn,

Employee Self Service allows you view your pay statements and tax forms on-line along with a host of other options. Accessing Employee Self Service is easy!

Below are the instructions on how to register.

1. Go to: <https://workforcenow.adp.com/public/index.htm>
2. Click on "Register Here" at the bottom of the page
3. Enter the Registration Code as per below: PROADMIN-1234



4. Click Next and enter the following information in the next screen

First Name	Carolyn
Last Name	Shipp
Associate ID	ZKXX3S70H
Birth Date (DD/MM/YYYY)	16/05/1962

Once you have entered the above information, a new screen will allow you to enter your User ID and password. The next screen is for 3 Security questions and answers - this information is used to allow you to reset your password if you forget either your user ID and/or password.

The next screen is for your contact information. Your contact information is very important because an activation code will be sent to you at the email address you provide at this stage.

Input the activation code and click next.

The final step allows you to review and confirm your information. Click "previous" to go back and change/correct any information.

If you encounter any problems with your registration, please contact your Security Master:

Peter De Souza

peter@proadmin.ca

T. 604-5750006 x120
