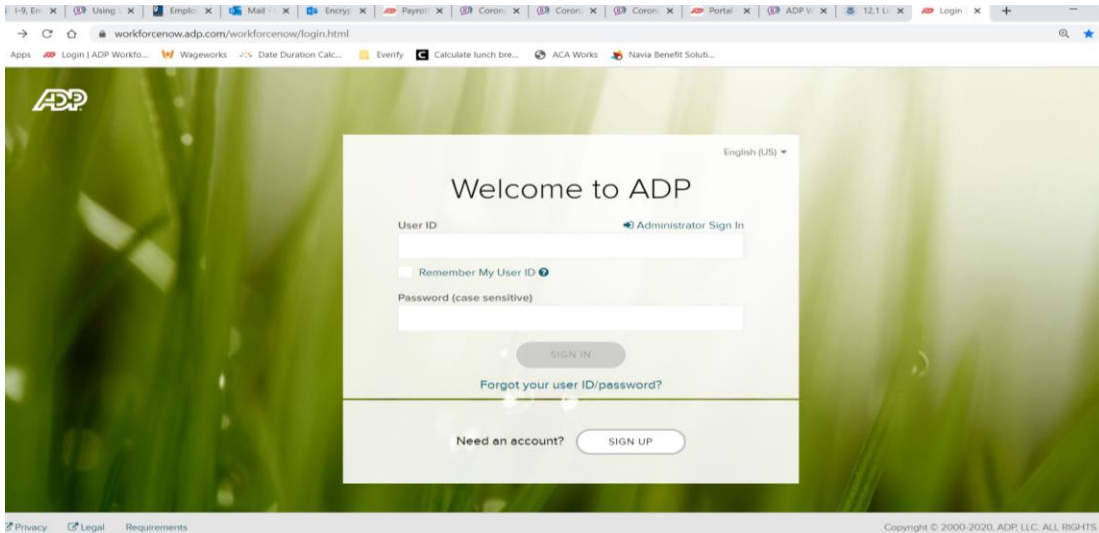


# ADP Self Service Guide

## Accessing ADP Workforce Now

- Go to <https://workforcenow.adp.com/workforcenow/login.html>

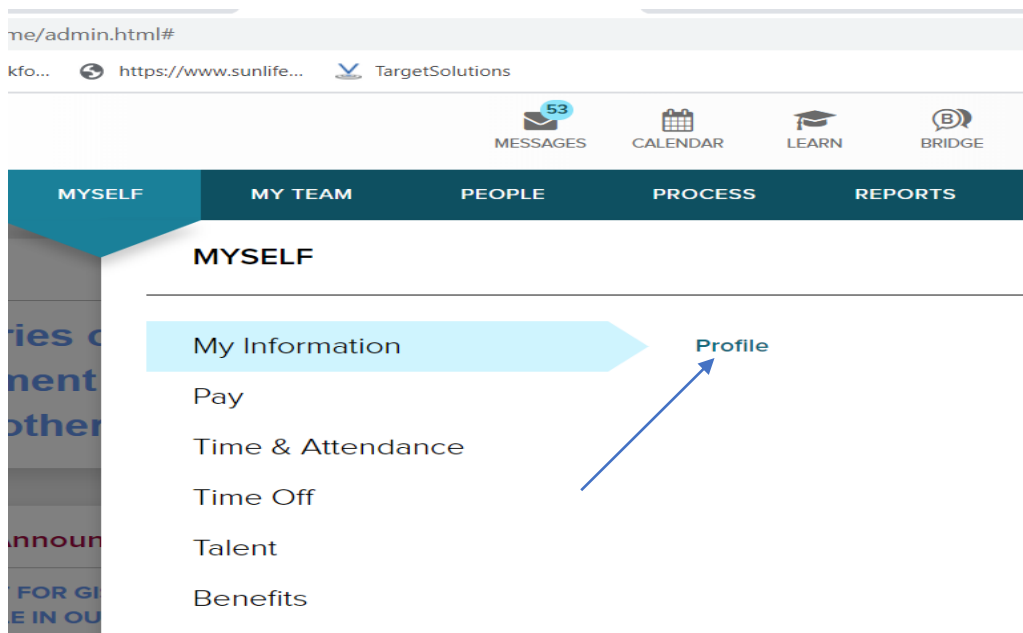


- Put in your Username and Password (same as you would for punching in and out)

## Accessing Personal Information

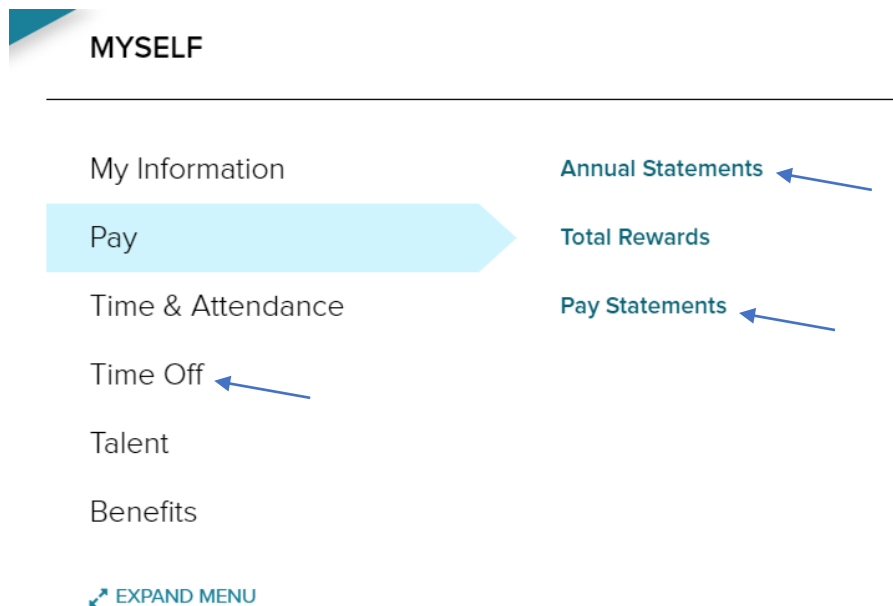
- Go to **MYSELF**> **My Information**> **Profile**

This is where you can view your hire date, position, employee number, and make changes to your address, email, phone number, and emergency contact number.



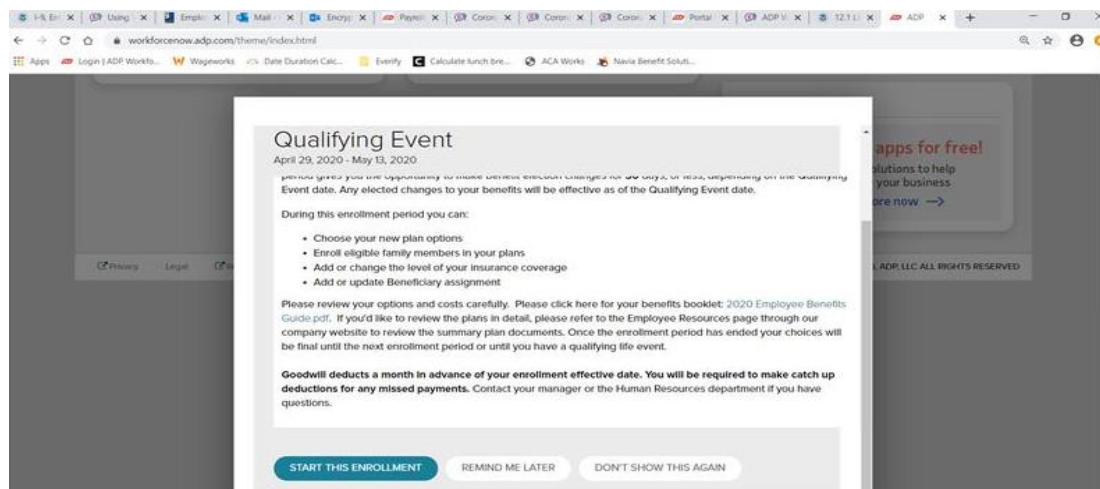
## Accessing Pay Information and Time Off Balances

- **Go to MYSELF> Pay> Pay Statements or Annual Statements**  
This is where you can view and print pay statements, as well as W2 forms.
- **Go to MYSELF> Time Off> Time off Balances**  
This is where you'll find the balance for your accrued Sick Time and Vacation



## How to Enroll in or Waive Benefits

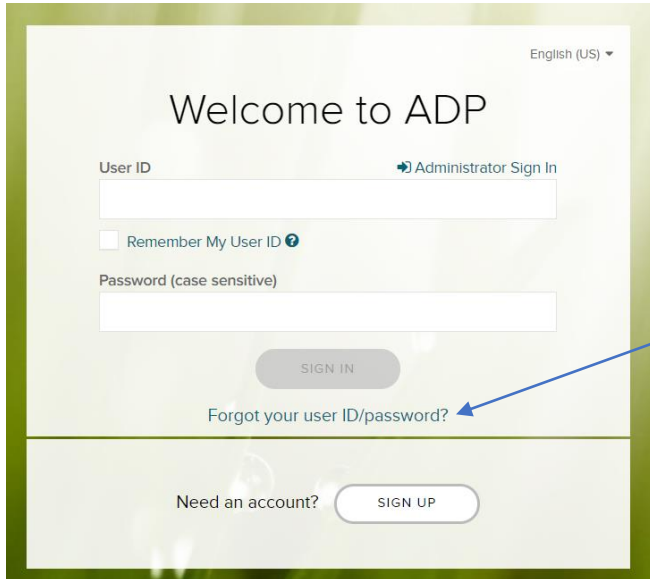
- Log in (at <https://workforcenow.adp.com/workforcenow/login.html>). You will immediately see a pop up message urging you to start your enrollment. You can also find the benefits enrollment profile, by going to **Myself> Benefits >Enrollments**



- You will select **“Start This Enrollment”** and follow the prompts to add coverage or waive coverage.

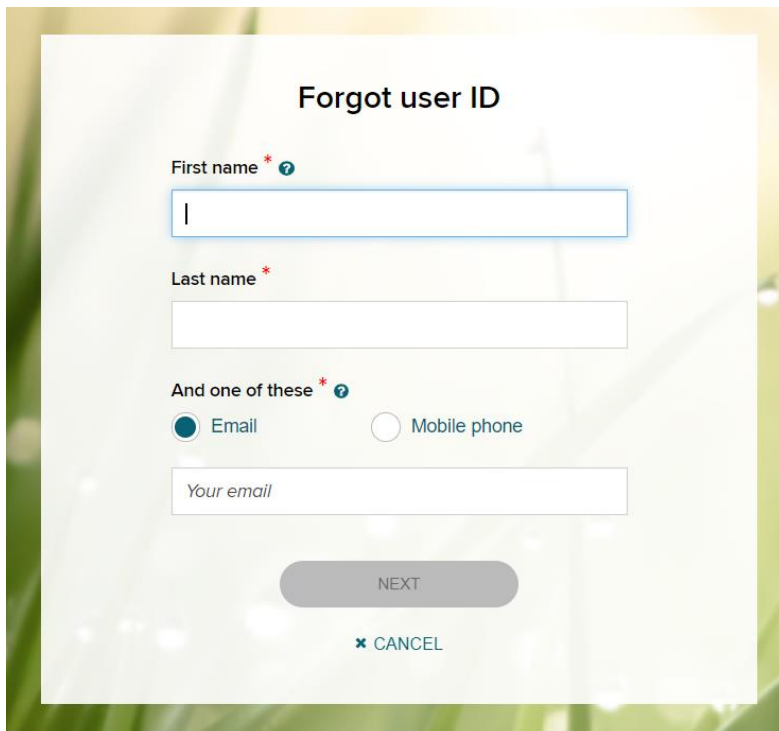
# How to Reset Your ADP Password

- On the <https://workforcenow.adp.com/workforcenow/login.html> window select “Forgot your user ID/password”



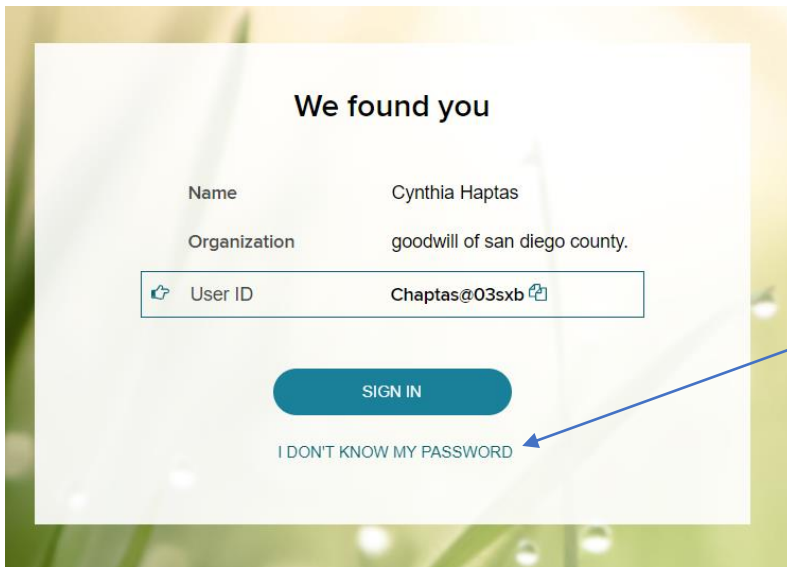
The screenshot shows the ADP login page. At the top right, there is a language dropdown menu set to "English (US)". The main heading is "Welcome to ADP". Below this, there is a "User ID" input field with a "Administrator Sign In" link to its right. A "Remember My User ID" checkbox is located below the User ID field. The "Password (case sensitive)" input field is below that. A "SIGN IN" button is centered below the password field. Below the button is a link that says "Forgot your user ID/password?". A blue arrow points from the right side of the image to this link. At the bottom, there is a "Need an account?" section with a "SIGN UP" button.

- Enter in your First and Last Name as it is spelled in ADP, and Enter an email address and/or mobile phone number linked with your account.



The screenshot shows the "Forgot user ID" form. The title is "Forgot user ID". There are three required input fields: "First name", "Last name", and "And one of these". The "First name" field has a cursor. Below the "Last name" field, there are two radio button options: "Email" (which is selected) and "Mobile phone". Below these options is a text input field labeled "Your email". At the bottom of the form, there is a "NEXT" button and a "CANCEL" link.

- Once you have been found in the system, you will select “I don’t know my password”.



- You will then be prompted to answer some security codes. Once you have answered correctly, you will be given a chance to reset your password.
- If you are unable to reset your password by following these steps, please reach out to Human Resources at [HR@sdgoodwill.org](mailto:HR@sdgoodwill.org)