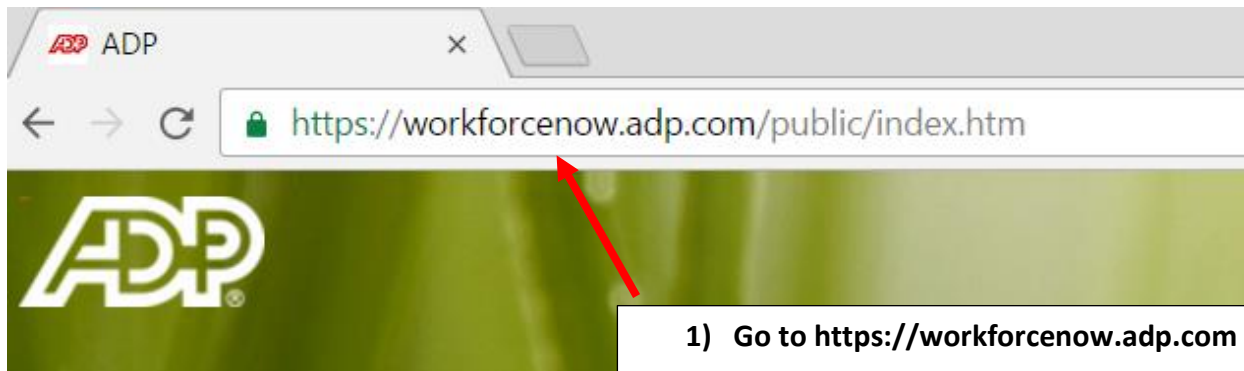




## HOW TO REGISTER FOR ADP SELF-SERVICE

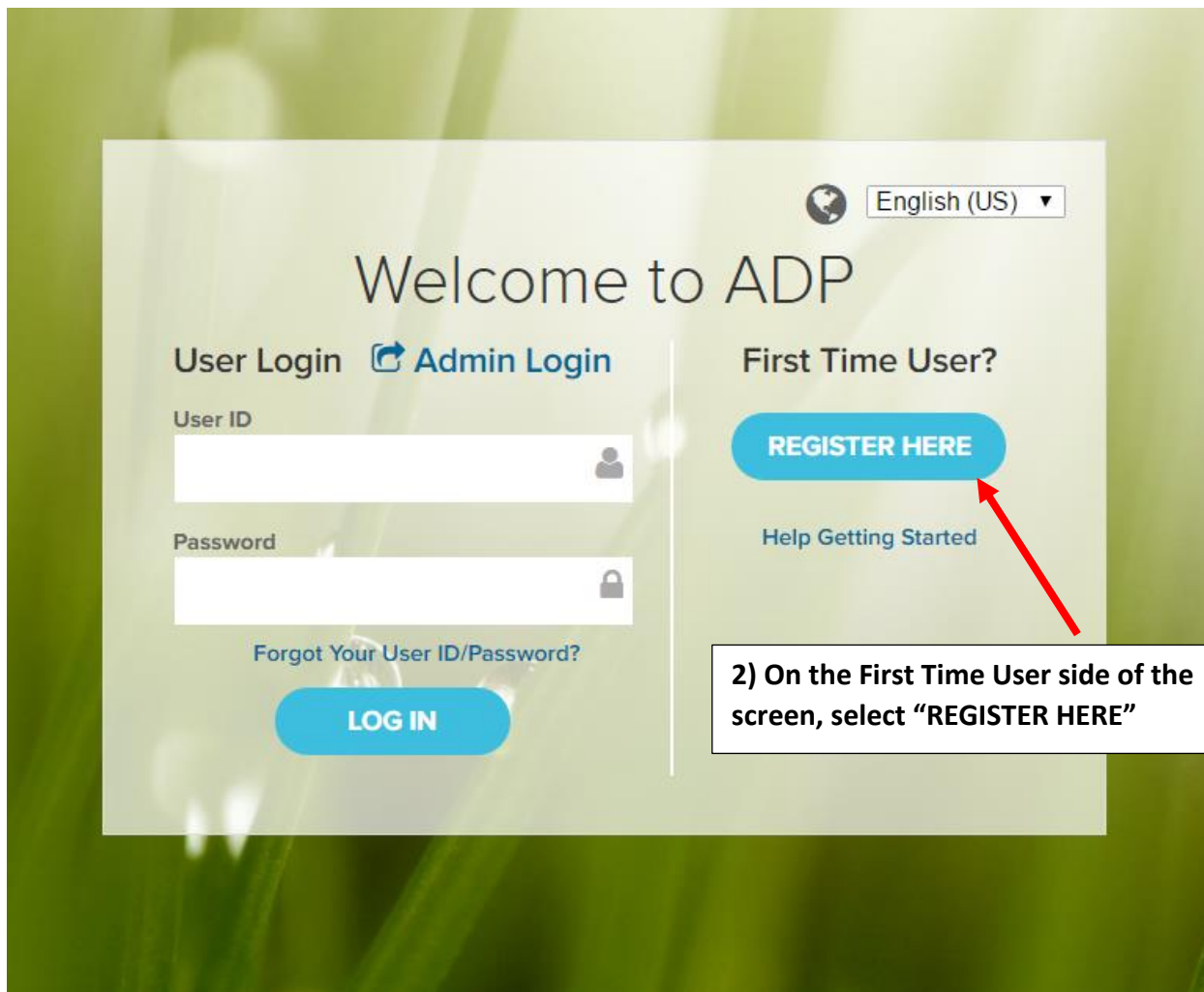


ADP

← → ↻  <https://workforcenow.adp.com/public/index.htm>



1) Go to <https://workforcenow.adp.com>



English (US) ▼

# Welcome to ADP

User Login [Admin Login](#)

User ID

Password

[Forgot Your User ID/Password?](#)

[LOG IN](#)

First Time User?

[REGISTER HERE](#)

[Help Getting Started](#)

2) On the First Time User side of the screen, select “REGISTER HERE”

3) For registration code, enter

**VOLAMKYINC-0020**

## Create your account

Registration code

VOLAMKYINC-0020



NEXT

4) Click "YES"

Do you want to set up an account  
with Volunteers of America of KY,  
Inc?

NO

YES

**5) Enter First Name**

Identify yourself ⓘ

First name\*

Last name\*

And at least one of these \*

Associate ID

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day\*

Month  Day

I'm not a robot

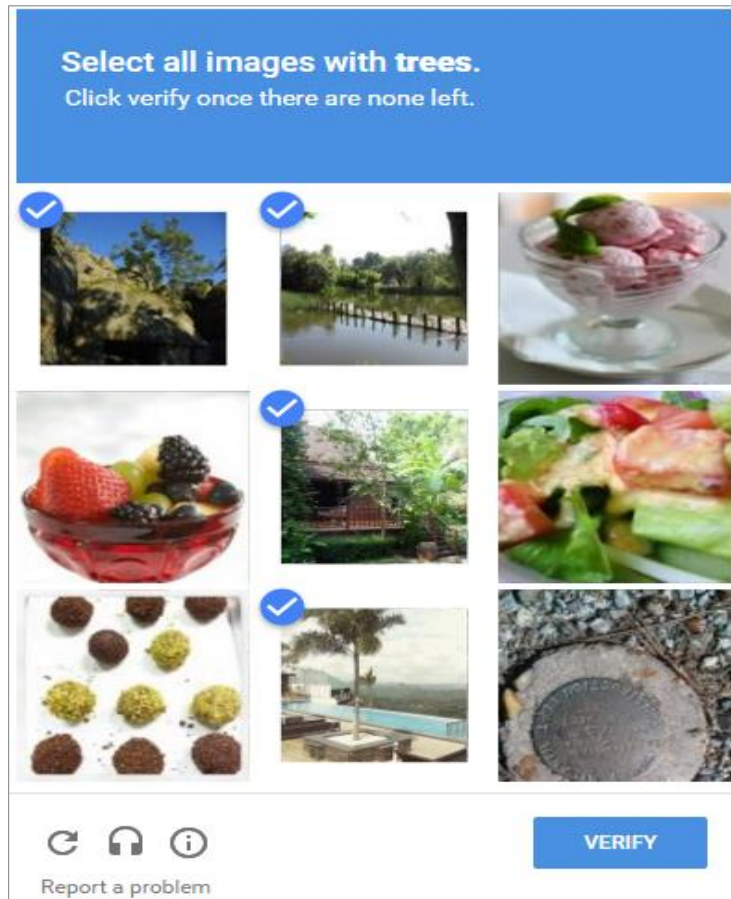
reCAPTCHA  
Privacy - Terms

**Last Name**

**Last 4 Digits of SSN**

**Birth Month and Day**

**Click the box next to "I'm not a robot"  
Then click "Confirm"**



Answer a quick challenge and prove you are human.

**Note: The appearance of your challenge might vary slightly based on your browser and its settings**

Then click "Verify"

## Help us verify your identity

ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.

CANCEL

NEXT

Click "Next"

### How this works:

You select a valid response to each question within 30 seconds.

These questions and their answer choices are generated from public records and other commercially available data sources. Your responses are not used for any purpose other than to verify your identity and are not shared with your organization.

Help us verify your identity 00:27

\* = Required

Help us verify your identity 00:28

\* = Required

Based  
Your an

- C
- M
- N
- S
- I

Which of

Your ans

Help us verify your identity 00:22

\* = Required

Do you \_\_\_\_\_?

Your answer (select one)\*

- Answer Choice 1
- Answer Choice 2
- Answer Choice 3
- Answer Choice 4
- Answer Choice 5

C

CAN

CANCEL

NEXT

Click "Next"

# Complete the information required on this page to continue.

## Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address\*

John.doe@organizationxyz.com

Business  Personal

Mobile phone number

United States

973-974-5556

Business  Personal

I authorize ADP to send me notifications regarding my account, according to [ADP'S TEXT MESSAGING TERMS AND CONDITIONS](#).

## View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID\*

jdoe@volamkyinc

User ID **MUST** be the first letter of your first name followed by your last name followed by @volamkyinc

Password (case sensitive) \*

travel@2016

Good

Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)\*

.....

Show password

## Select security questions and answers

Use answers to your security questions that you can easily remember later.

Question 1\*

What was the name of your first pet?

Your answer (not case-sensitive)\*

Bubbles

Question 2\*

What was the first foreign country you visited?

Your answer (not case-sensitive)\*

australia

Question 3\*

In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive)\*

boston

Click "Register Now"



REGISTER NOW

✔ Congratulations! Your registration is complete!

#### Your account

👤 Your user ID: Jdoe@organizationxyz

📁 Your available ADP services:

SELF SERVICE

#### Activate your email / phone

⚠️ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

✉️ John.doe@organizationxyz.com

📞 +1 555-555-5555

**Your registration is complete. You can use your user ID and password to access your ADP service(s).**

- **Activate your email and mobile phone number to receive important notifications from your organization or ADP.**
- **Manage your account information to keep it accurate.**

## Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService\_NoReply@ADP.com to complete the activation.

### ADP Generated Message: Activate Your Email Address

SecurityServices\_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:

[<Your activation link>](#)

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.

Message ID: FT-Y8E-H30-2EYEAQ

## Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code.



## Forgot Your User ID/Password?

If you forget your login information, you can use the “**Forgot Your User ID/Password?**” link on your ADP service login page to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Forgot User ID/Password

\* = Required

First name\* ⓘ

Last name\*

And at least one of these\* ⓘ

Email address

Mobile phone number

Enter your first name and last name exactly as they exist in your organization’s records.

Enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

**Your user ID**

John Doe, this is your user ID for OrganizationXYZ:

JDoe@VOLAMKYINC

LOGIN I DON'T KNOW MY PASSWORD

Click **I DON'T KNOW MY PASSWORD** to reset your account password.

The process will be different for administrators / practitioners.

**Congratulations! You have successfully retrieved your user ID of your ADP service account.**

### To Reset Your Password

Select the “I don’t know my password” option. If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code.

**Your security code**

Select where you want to send the security code and click Send Code.

.....5556 (SMS text)

J.....e@organizationxyz.com

SEND CODE

I don't have access to any of these emails/phones

CANCEL NEXT

Send the code to your email or mobile phone...

...and enter it here within 15 minutes.

**Your security code**

Select where you want to send the security code and click Send Code.

.....5556 (SMS text)

J.....e@organizationxyz.com

SEND CODE

Enter your security code here in 14:10

514235

I don't have access to any of these emails/phones

CANCEL NEXT



If you don't have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.

**Your security questions** \* = Required

What was the name of your first pet?  
**Your answer (not case-sensitive)\***  
bubbles|  
 Show answer

What was the first foreign country you visited?  
**Your answer (not case-sensitive)\***  
.....  
 Show answer

In what city was your father born? (Enter full name of city only)  
**Your answer (not case-sensitive)\***  
.....  
 Show answer

**CANCEL** **NEXT**

**Click Show answer to reveal your answer briefly.**

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

**Reset password** \* = Required

**New password (case sensitive)\***  
tr@Vel2916 Strong  Show password

**Confirm new password**  
 Show password

**CANCEL**

**Your password is valid**

**Your password MUST have:**

- ✓ At least 8 characters
- ✓ A lowercase or uppercase letter
- ✓ A number

**Your password MUST NOT have:**

- ✓ Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
- ✓ More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

**To strengthen your password, do the following:**

- ✓ Increase the length from 12-20 characters.
- ✓ Add one or more special characters such as @, \$, or &.
- ✓ Use a combination of uppercase and lowercase letters.

**Click Show password to reveal your password briefly.**

**Click to see how well your password meets the requirements and how to make it stronger.**

**Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.**