Register for the ADP Employee Portal

Go to https://www.workforcenow.adp.com

For first time users go to: Need an account? Click “SIGN UP”

Create your account.

Enter registration pass code: DIVERSANT1-SS

Complete the next steps, don’t forget to make note of your User ID and Password.

Your user ID going forward should be the initial of your first name plus your last name and @DIVERSANT1

Example
First Name: Mary
Last Name: Jones
Username: MJones@DIVERSANT1
Once registered please go to “MYSELF” >>>> My Information >>>> Profile. Complete the items below:

1- Confirm your own contact information. This is the first thing you will be prompted to do when you log-in for the first time.

2- Enter your emergency contact information. Under MYSELF, MY INFORMATION, PROFILE

3- To complete your Emergency Contact select If you want to add a contact select “ADD”
4- Read and confirm the Company Policies. Go to RESOURCES >>COMPANY INFORMATION >> COMPANY POLICIES.

5- Review and acknowledge the applicable policies
Direct Deposit enrollment

1-Direct Deposit Information go to >>> MYSELF, >>> PAY, >>> PAYMENT OPTIONS.

2- Select “ADD BANK ACCOUNT” to enter your direct deposit information.

Bank Account Direct Deposit

Add a checking or savings account

ADD BANK ACCOUNT
Step 1

Add an Account

- ROUTING NUMBER
- ACCOUNT NUMBER
- ACCOUNT TYPE
- REVIEW

Next, enter your account number.

ACCOUNT NUMBER

Account Number is required *

CONFIRM ACCOUNT NUMBER

Step 2

Add an Account

- ROUTING NUMBER
- ACCOUNT NUMBER
- ACCOUNT TYPE
- REVIEW

Account Type *

Y - Checking

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

- Deposit a specified amount.
- Deposit a percentage of my pay %
- Deposit the remainder of my pay

The remainder of your pay is already being deposited in another account.
Step 3

Add an Account

<table>
<thead>
<tr>
<th>ROUTING NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT TYPE</th>
<th>REVIEW</th>
</tr>
</thead>
<tbody>
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</table>

Last step: Check your account information and agree to the terms and conditions.

Routing Number
021000021

Account Number
981230222

Amount Per Pay Check
$25.00

- I've double checked my account number.
- I agree to the terms and conditions.

< BACK  CANCEL  ADD

Step 4

Add an Account

<table>
<thead>
<tr>
<th>ROUTING NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT TYPE</th>
<th>REVIEW</th>
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Last step: Check your account information and agree to the terms and conditions.

Routing Number

Account Number

Amount Per Pay Check
$25.00

- I've double checked my account number.
- I agree to the terms and conditions

< BACK  CANCEL  ADD

Step 5

Security Verification

Select an option to verify your identity and continue.

- Send me an email
- Send me an email
- Send me a text

< BACK
Stop Receiving Paper Statements

Since the company has chosen to “go paperless”, you must opt out of receiving paper pay statements. Please note that pay statements are available to view and print online anytime and will remain available to you for up to 3 years. **You will be able to select the "go paperless" option after you received your first payment.**

Go to Myself >> Pay >> Pay Statements

1- On the Pay Statements page, **Click Go Paperless**
2- Select **Access my pay statements online only** and click **next**.

3- Read the information, click **I Agree** then click **Next**.

4- Enter the confirmation number and click **Next**. The confirmation information sometimes are letters or numbers.

5- Verify your email address and click **Done**.

Reminder: You will be able to select the "go paperless" option after you received your first payment.

If you run into any issues, or have questions regarding where to find information or how to navigate, please call **MyLife Advisor at 844-448-0325**, you may also email the service center at **MyLifeAdvisor@adp.com**
ADP Employee Portal

Federal and State Tax Withholdings

To complete your Federal and State Tax Income Tax Withholdings, go to the ADP Portal https://workforcenow.adp.com

Note: if you do not follow these steps, your Federal and State Income Tax Withholdings will automatically default to "Single, 0"

Select the MYSELF tab >> PAY >> TAX WITHHOLDINGS

Select START to begin your Federal Income Tax Withholdings then repeat same steps for completion of your State Income Tax Withholdings

Note: You can make changes to your Federal and/ or State Tax Income Tax Withholdings at any time after your initial setup.

If you run into any issues, or have questions regarding where to find information or how to navigate, please call MyLife Advisor at 855-547-8508, you may also email the service center at MyLifeAdvisor@adp.com Service Hours: 8:00am - 11:30pm (EST)
ADP W-2 Print out Instructions

To print your W-2 please make sure to use [https://workforcenow.adp.com](https://workforcenow.adp.com) to access ADP. Under “MYSELF”>>>Pay>>>Annual Statements.

Click “Your pay has a new face”
On the page below you can download “Tax Statements”, “Pay Statements”
If you want information about a life event please select below your life event.

For money savings: TAX PREP>> TRAVEL>>HOTELS>>CAR RENTALS >>HOME >>AUTO >>TICKETS>>INSURANCE>>CHILD CARE.