

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

English (US) ▾

Welcome to ADP

User ID [Administrator Sign In](#)

Remember My User ID [?](#)

Password (case sensitive)

SIGN IN

[Forgot your user ID/password?](#)

Need an account? **SIGN UP**

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

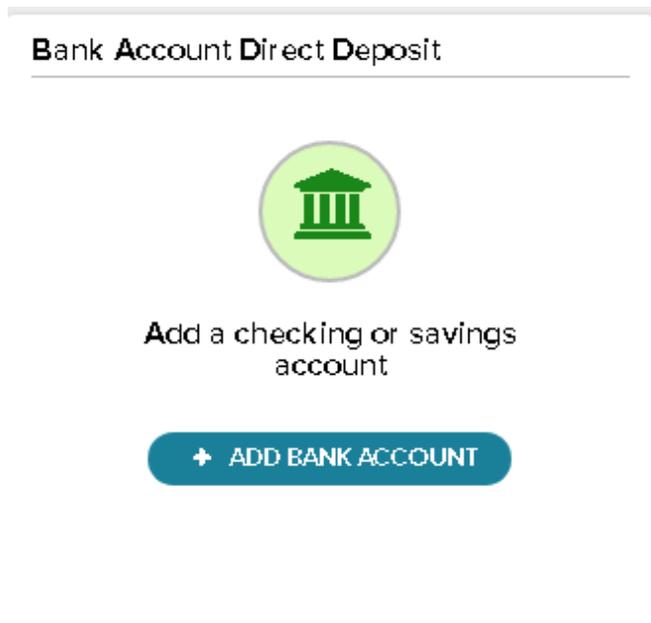


Direct Deposit enrollment

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



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



Partnering with Older Adults

Step 3

Add an Account ?

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

Y

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 x CANCEL ADD

Step 4

Add an Account ?

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

Y

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 x CANCEL ADD

Step 5

Security Verification

Select an option to verify your identity and continue.

Send me an email >

Send me an email >

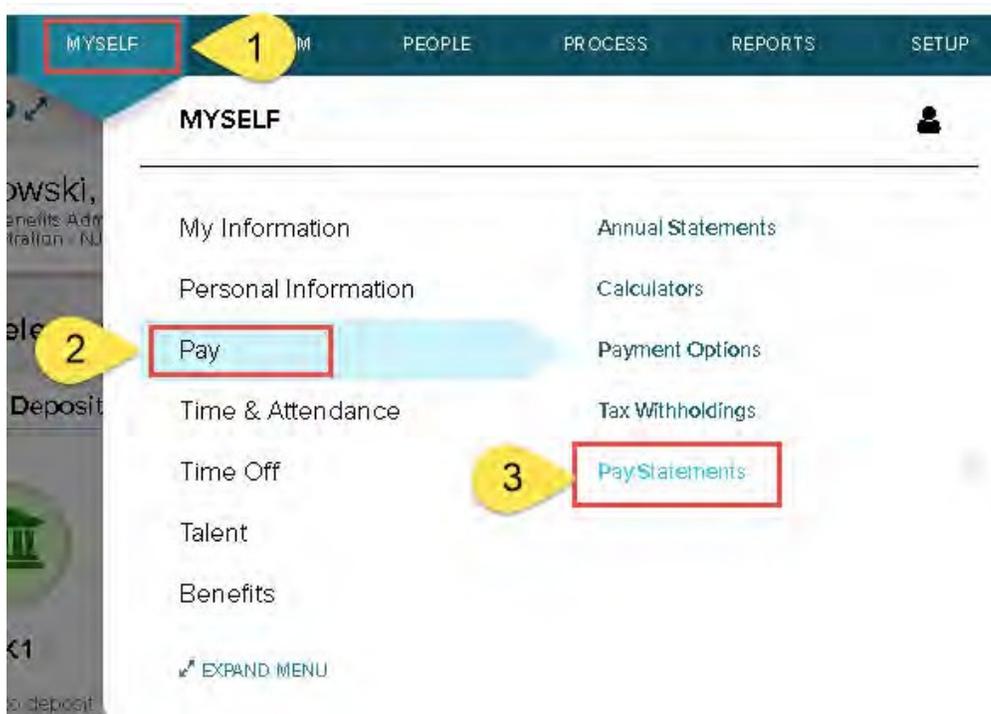
Send me a text >

x CANCEL

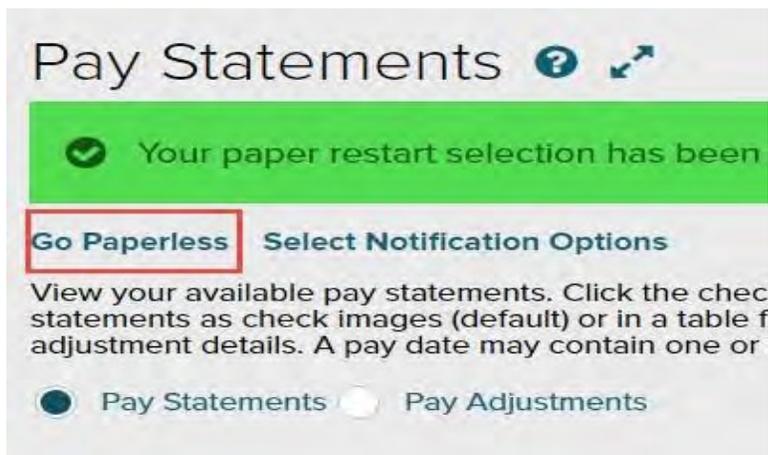
Stop Receiving Paper Statements

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**.

Pay Statements - Go Paperless

1. Select Options

2. Accept Agreement

3. Verify Online Viewing

4. Confirm

Choose to access your pay statements online, and stop receiving a copy of a statement for longer than 3 years, you must elect one of the following options.

Access my Pay Statements online only

I would like to receive a paper copy of my pay statements

By selecting this option, you will receive your pay statements online. Please read the terms and conditions and then verify that you can view your statements online.

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.

Pay Statements - Go Paperless

1. Select Options ✓

2. Accept Agreement ✓

3. Verify Online Viewing ✓

4. Confirm

ADP

Please enter the confirmation number shown below into the designated area.

Enter confirmation number here:

CANCEL PREVIOUS NEXT DONE

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

Partnering with Older Adults

ADP Employee Portal

Federal and State Tax Withholdings

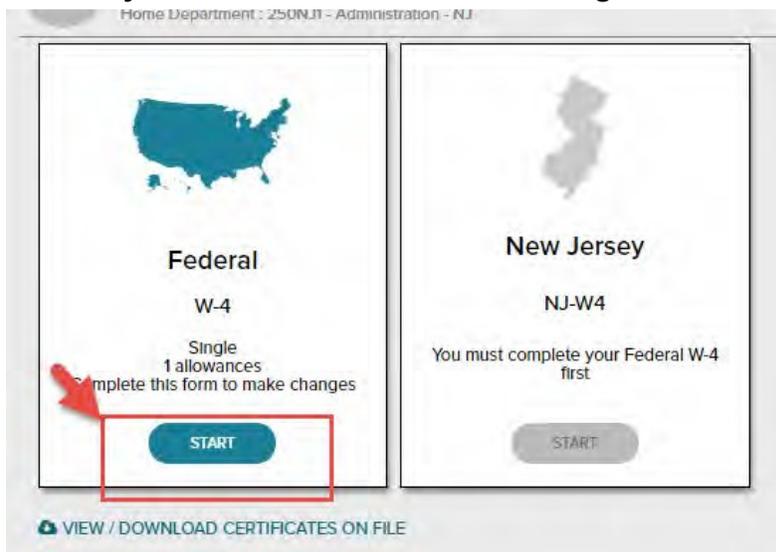
To complete your Federal and State Tax Income Tax Withholdings, go to the ADP Portal <https://workforcenow.adp.com>

Note: of 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

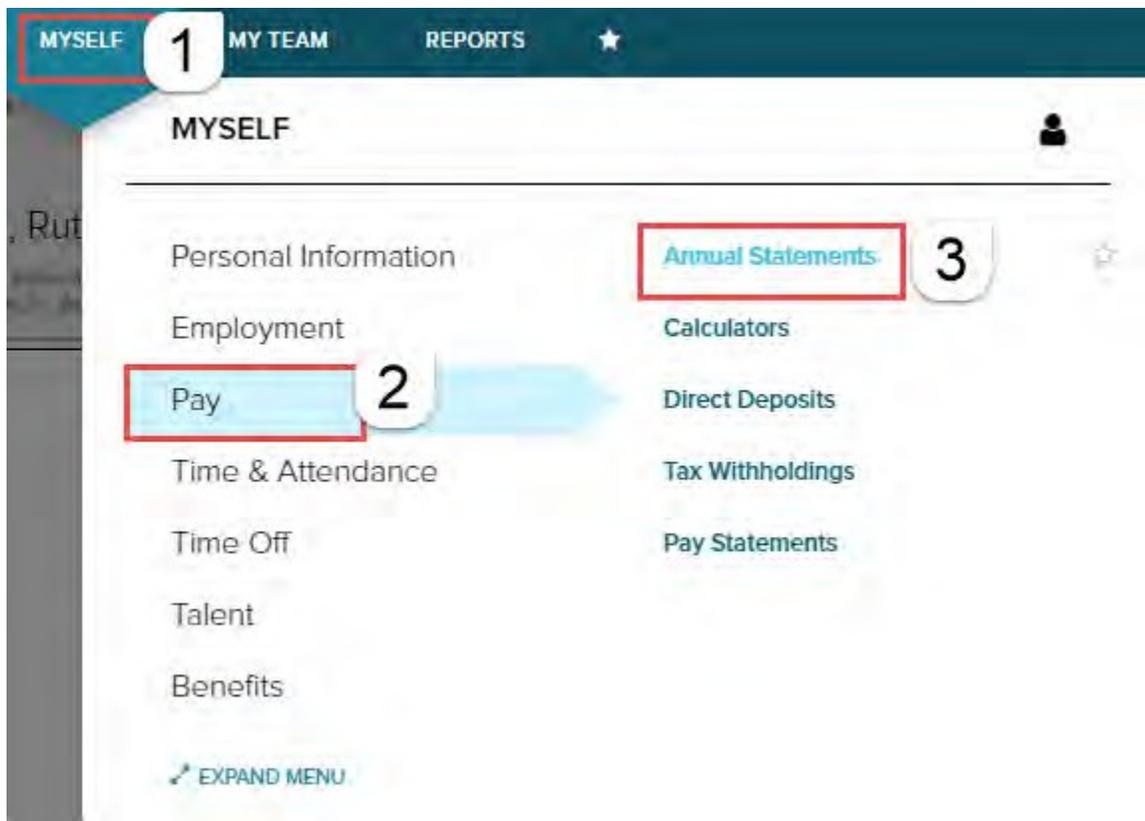


Note: You can make changes to your Federal and/ or State Tax Income Tax Withholdings at any time after your initial setup.

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> 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”

Pay
[VIEW YOUR TRENDS](#)

Date	Take Home	Gross Pay	
Jan 4, 2019			
Take Home	\$X,XXX.XX	Gross Pay	\$X,XXX.XX
Dec 21, 2018			
Take Home	\$X,XXX.XX	Gross Pay	\$X,XXX.XX
Dec 7, 2018			
Take Home	\$X,XXX.XX	Gross Pay	\$X,XXX.XX
Nov 23, 2018			
Take Home	\$X,XXX.XX	Gross Pay	\$X,XXX.XX
Nov 9, 2018			
Take Home	\$X,XXX.XX	Gross Pay	\$X,XXX.XX
Oct 26, 2018			
Take Home	\$X,XXX.XX	Gross Pay	\$X,XXX.XX

[VIEW ALL PAY STATEMENTS](#)

Gross Pay		\$X,XXX.XX
Regular	Rate	\$X,XXX.XX
80 hours		\$X,XXX.XX
EXPAND ALL		
> Taxes		\$X,XXX.XX
> Benefits		\$X,XXX.XX
> Retirement		\$X,XXX.XX
> Take Home		\$X,XXX.XX

[DOWNLOAD PAY STATEMENT](#)

Gross Pay
\$X,XXX.XX

For Your Records

Year to Date Gross Pay
\$X,XXX.XX

[VIEW YEAR TO DATE](#)

Time Off

Balance as of: **Jan 09, 2019**

SICK LV HRS BAL -24

Tax Statements

Tax Year: 2017

W2
DIVERSANT LLC
\$X,XXX.XX

[DOWNLOAD STATEMENT](#)

Your Retirement >

Partnering with Older Adults

Employee Discount Program

MYSELF 1 MY TEAM REPORTS

MYSELF

Personal Information

Employment

Pay

Time & Attendance

Time Off

Talent

Benefits 2

EXPAND MENU

Enrollments

Employee Discounts - LifeMart 3

Retirement Savings

Documents

Work-Life | LifeMart Welcome, Ruth

LifeCare ADP A more human resource

BROWSE MY LIFE SEARCH GET EXPERT HELP

Wherever life takes you...
We're right by your side

Guide me through a life event

Show me money-saving offers

Help is always available
Confidential and professional assistance when you are facing a personal, family or workplace problem.
Whether you are looking for counseling sessions with a clinician or resources and guidance, our trained staff can assist you 24/7.
Call 800 697-7315 today.

Partnering with Older Adults

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.

The image shows a website's promotional banner and navigation menu. The banner has a dark background with the text "Show me money-saving offers" and a play icon. Below the banner is a navigation menu with the following categories: TAX PREP, TRAVEL, HOTELS, CAR RENTALS, HOME, AUTO, TICKETS, INSURANCE, CHILD CARE, and MORE. Below the navigation menu are three promotional offers: "Choose From 9,000+ Gyms For \$25/Month! >", "Save Up To \$20 On TurboTax Federal Products! >", and "Save \$200 Off Invisible Teeth Aligners! >". Below these offers is a large advertisement for a mattress. The advertisement features a white bed in a bedroom and the text "2020 SLEEP BETTER SLEEP CAN BE YOURS Buy a Luxury Mattress Online and Save Thousands". A blue button says "View Deal >>". Below the advertisement are several small promotional tiles: "Exclusive Savings" (Apple Employee Purchase Program), "Place an Ad" (Advertise Your Business!), "Canadian Discounts" (LifeMart Canada), "Unlimited Plan" (Sprint), "Download Now" (LifeMart App), "10% Off", "Up To \$20 Off", "Up To 60% Off", "Over 30% Off", and "Up To 45% Off".