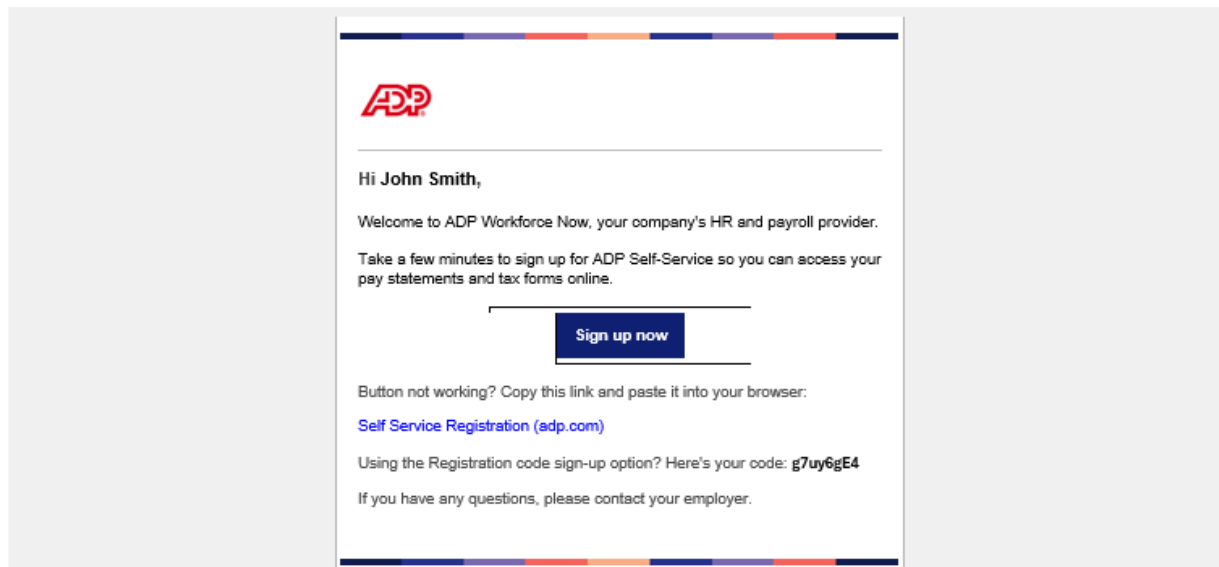


MYADP ACTIVATION DETAILS

You will receive a personal registration code via email from “noreply@adp.com” with the subject line “Access your pay statements with ADP Self-Service”.

Click on the “Sign up now” link provided to complete the registration process.

From: <noreply@adp.com>
Date: Thu, Dec 7, 2023 at 5:26 PM
Subject: Access your pay statements with ADP Self-Service
To: <jsmith@email.com>



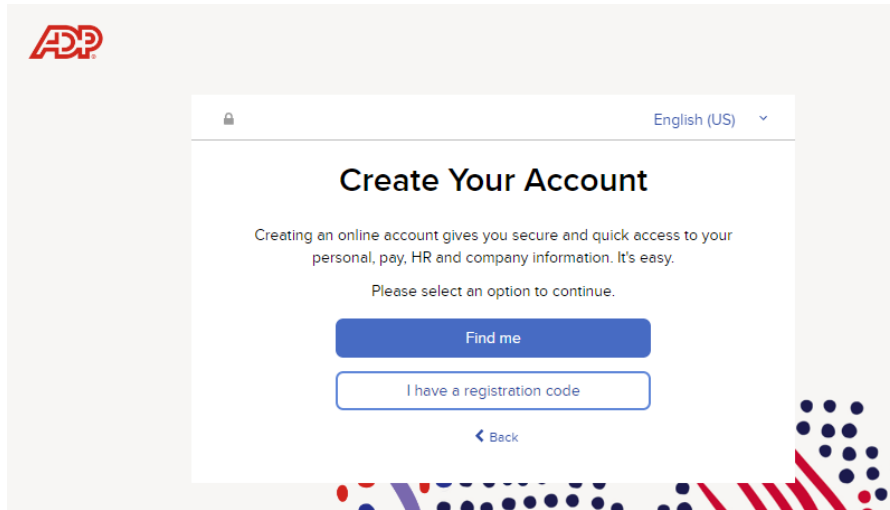
Please be sure to check your inbox, spam, and junk folder for this email. If you have not received a personal registration code after receiving your first paycheck, reach out to payrollcorporatehr@solomonpage.com for assistance.

EMPLOYEE REGISTRATION

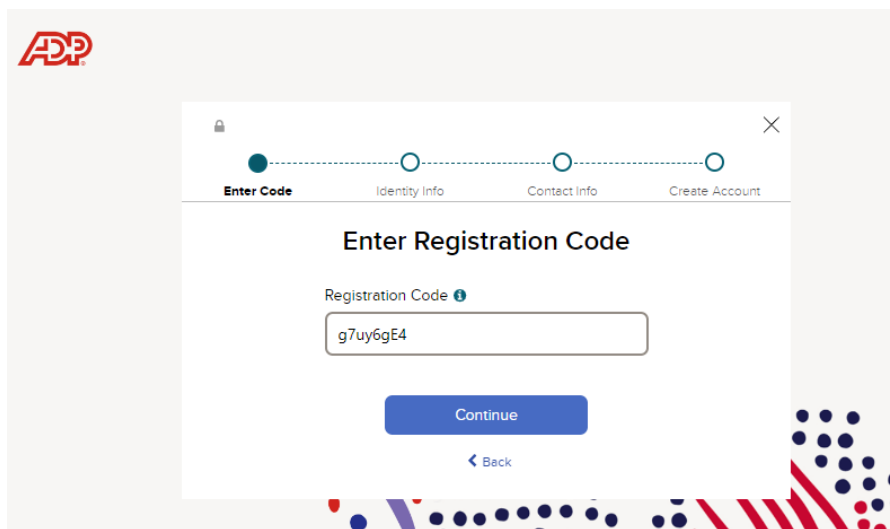
Please note that even if you have an ADP account with a previous employer, you will need to register an account with Solomon Page, the parent company of Clinical Resource Network (CRN).

Go to [Self Service Registration \(adp.com\)](https://adp.com) to begin the registration process. Once the steps below have been completed, you will have the ability to review your Direct Deposit and W2 information.

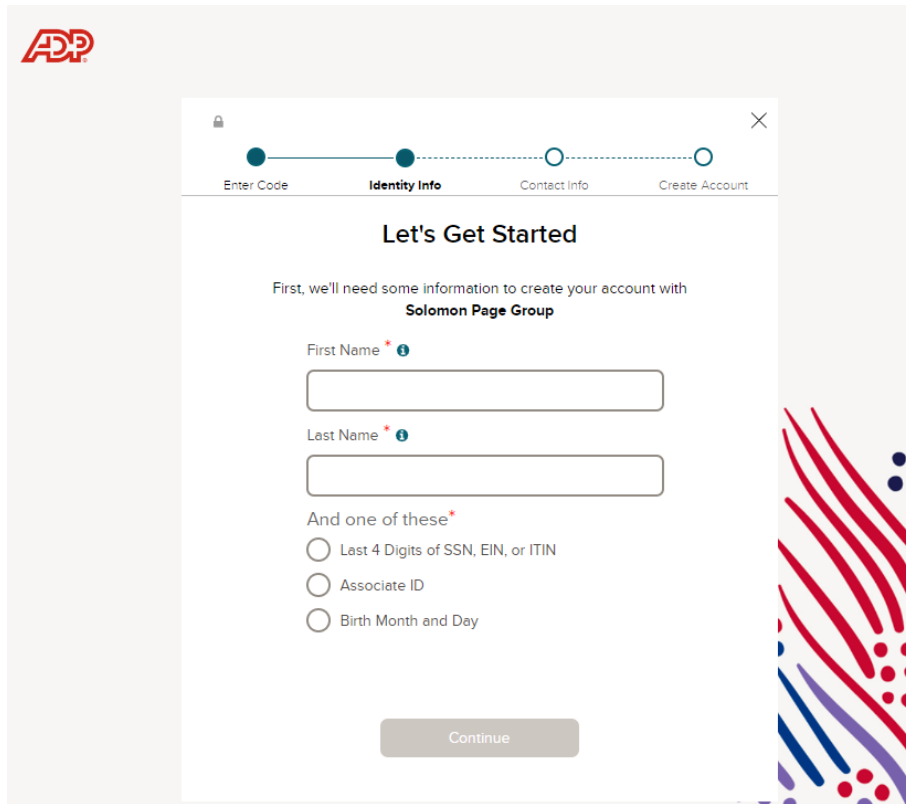
Step 1: On your ADP service website, select “I have a registration code”



Step 2: Enter registration code
(Code is case sensitive and is valid for 15 days from the date of issue)



Step 3: Enter your personal information to verify your identity



The screenshot shows the ADP registration interface. At the top left is the ADP logo. A progress bar at the top indicates four steps: 'Enter Code', 'Identity Info' (which is the current step and is highlighted with a solid circle), 'Contact Info', and 'Create Account'. Below the progress bar, the heading reads 'Let's Get Started'. The text says 'First, we'll need some information to create your account with Solomon Page Group'. There are two text input fields: 'First Name' and 'Last Name', both with red asterisks and information icons. Below these are three radio button options: 'Last 4 Digits of SSN, EIN, or ITIN', 'Associate ID', and 'Birth Month and Day'. A 'Continue' button is at the bottom center. The right side of the screen features a decorative graphic with red, white, and blue stripes and dots.

Step 4: Complete the registration process by entering your contact information and creating a user ID and password

Step 5: To log back in any time after your registration is complete, use this link (workforcenow.adp.com) and the username and password you created.

Step 6: View your pay stubs and W2 information

