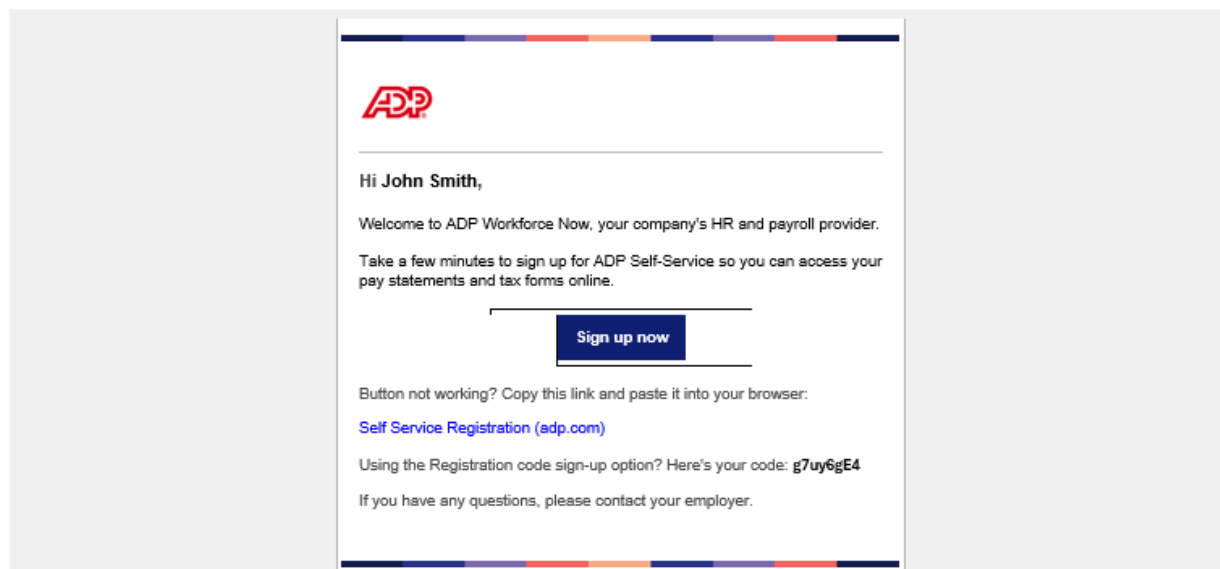


## MYADP ACTIVATION DETAILS

You will receive a personal registration code via email from “[noreply@adp.com](mailto: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](mailto:noreply@adp.com)>  
Date: Thu, Dec 7, 2023 at 5:26 PM  
Subject: Access your pay statements with ADP Self-Service  
To: <[jsmith@gmail.com](mailto:jsmith@gmail.com)>



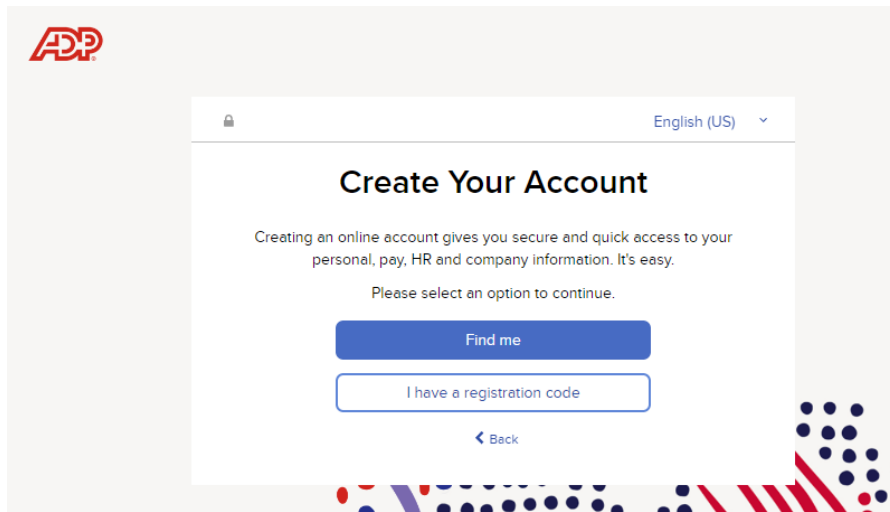
Please be sure to check your inbox, spam, and junk folder for this email. If you have not received a personal registration code after receiving your first paycheck, reach out to [payrollcorporatehr@solomonpage.com](mailto:payrollcorporatehr@solomonpage.com) for assistance.

## **EMPLOYEE REGISTRATION**

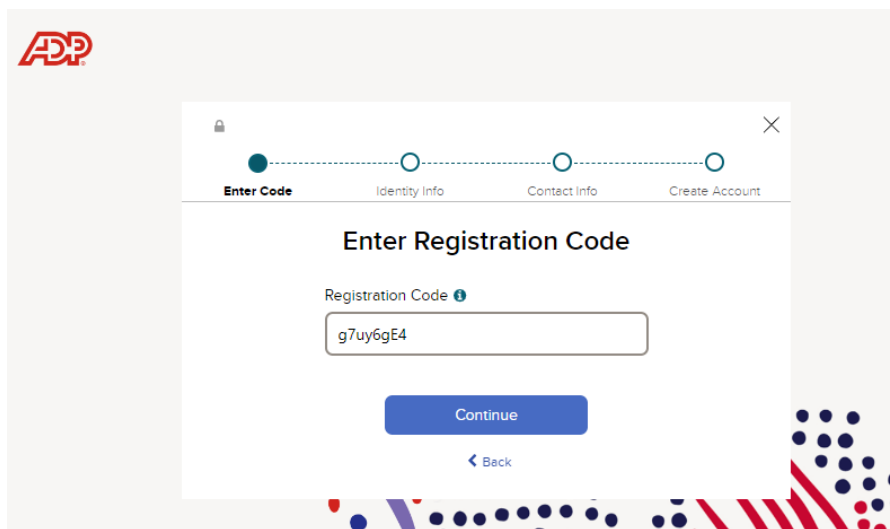
Please note that even if you have an ADP account with a previous employer, you will need to register an account with Solomon Page.

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.

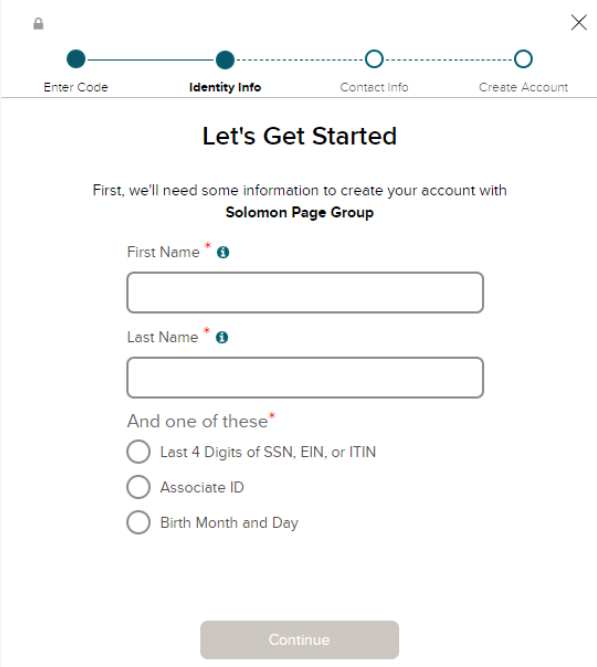

**Step 1:** On your ADP service website, select “I have a registration code”



**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



**Let's Get Started**

First, we'll need some information to create your account with  
**Solomon Page Group**

First Name \* 

Last Name \* 

And one of these\*

☐ Last 4 Digits of SSN, EIN, or ITIN

☐ Associate ID

☐ Birth Month and Day

Continue

**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](https://workforcenow.adp.com)) and the username and password you created.

**Step 6:** View your pay stubs and W2 information

