

ADP Self Registration Crib Sheet

SET UP A NEW ACCOUNT – NEW HIRE

1. <https://workforcenow.adp.com/>
> click **SIGN UP**
2. Enter REGISTRATION CODE: BigRedF-portal
> click **NEXT** button
3. Create an account with Big Red F Restaurant Group
> select 'Enter Information' or 'Send verified info from your Capital One account'
4. Enter your FIRST NAME and LAST NAME
5. Click the option for 'Last 4 Digits of SSN, then enter SSN and BIRTH MONTH and DAY
6. Verify Primary Contact Information
> click **YES** or **NO** – it's ok to text me about my account (ADP will often text verification codes)
7. Create your account with Big Red F Restaurant Group
> create a **User ID**
> create a **Password**
8. Accept Terms and Conditions
> check the box
9. Click **CREATE YOUR ACCOUNT**

ACTIVATION and REGISTRATION CONFIRMATION

1. Once registration is complete, a CONGRATULATIONS confirmation page will appear
2. If you provided an email address during registration, ADP will send a confirmation email, follow the instructions in the email to complete the activation within 24 hours
3. If you provided a mobile number during registration, ADP will send a confirmation text message, reply with the code complete the activation within 24 hours
4. LOGIN: Use your USER ID and PASSWORD to access your ADP account where you can add account information for DIRECT DEPOSIT, view PAY STATEMENTS and W2s and/or update your PERSONAL INFORMATION

NEED HELP? Forgot your USER ID or PASSWORD

1. <https://portal.adp.com/public/index.htm>
> click **Forgot your user ID / PASSWORD**
2. Enter NAME and EMAIL ADDRESS or MOBILE PHONE NUMBER, follow the steps and answer security questions, etc.

For more assistance please see your manager or contact payroll@bigredf.com