

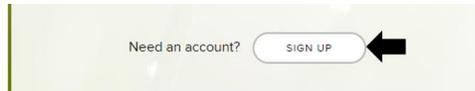


ADP Workforce Now Employee Registration Instructions

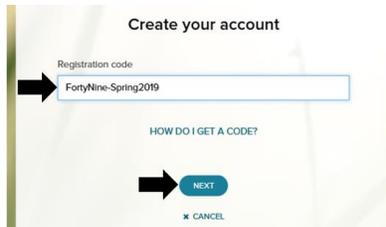
Welcome to ADP's Workforce Now Website. As an employee of the Forty-Niner Shops, Inc., you are able to register with ADP to access your paystubs and W-2's, as well as track your hours worked. Please note you will only be able to register on or after the date of your first shift.

Complete the following steps to create your ADP Account:

1. Go to: workforcenow.adp.com
2. Click "Sign Up"



3. Enter the Registration Code: **FortyNine-Spring2021**
 - Click "Next"
 - Please note that we periodically update the registration code listed above. If ADP tells you the registration code cannot be found, contact HR at (562) 985-7953. Our regular hours are Monday through Friday from 9am to 4pm.



4. Select "Enter Information"
5. Enter your personal information in the appropriate fields, click "Continue"
 - ADP allows you the option of entering your SSN or Associate ID. Please note that the Associate ID is not your Employee ID. We recommend that you enter your SSN.

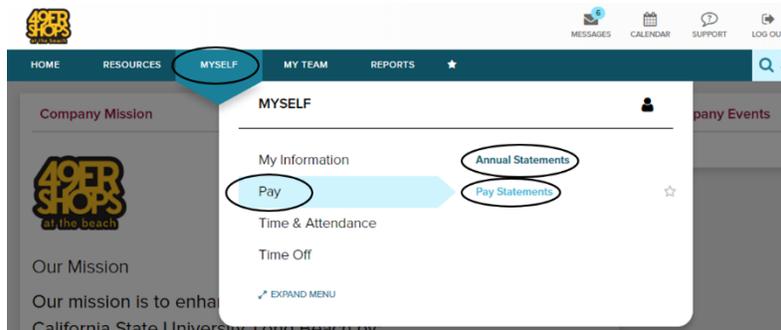


6. Complete the verification process as prompted by ADP
7. Create your username and password
8. Sign in to ADP with your credentials at the main page

Navigating the Site

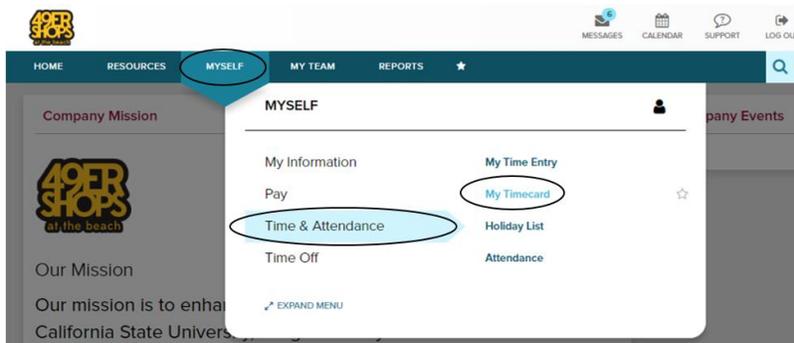
To access your paystubs and W-2's:

1. Paystubs: Select Myself → Pay → Pay Statements
2. W-2's: Select Myself → Pay → Annual Statements



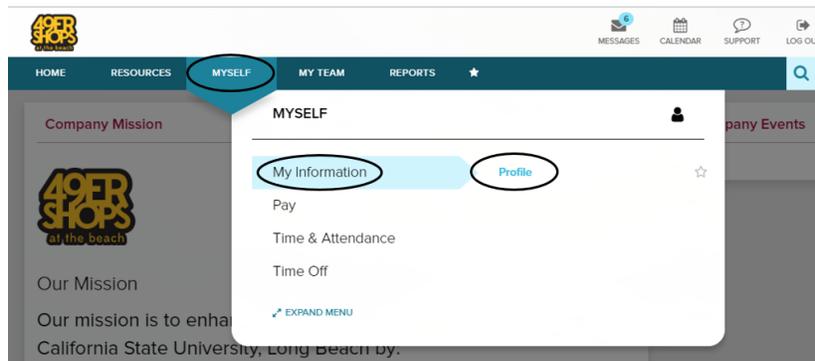
To view your Time Card:

1. Select Myself → Time & Attendance → My Timecard



To update your mailing address, contact information, and emergency contacts:

1. Select Myself → My Information → Profile



2. Enter your updated information in the appropriate fields