

How to Register for ADP WorkForceNow

New employees should follow these steps to successfully register for ADP WorkForceNow, Infusionsoft's online payroll provider.

ADP Workforce Now registration should be completed within your first week at Infusionsoft. Simply register, complete the onboarding task in your message center, and enroll in your benefits.

If you are an hourly employee, there is no need to enter your hours for your first week. These will be entered in automatically for you. You will begin to enter your own hours after you've completed ORE.

The URL to visit when registering is: <https://workforcenow.adp.com> or follow the link in OKTA

Here are the step-by-step instructions to log in to ADP WorkForceNow:

1. Click REGISTER HERE on the sign i screen and enter ISlife-5678 for the Registration Code
2. Complete the Registration
 - Enter your legal First Name and Last Name
 - Enter last 4 digits of your SSN
 - Enter your birth month and day
 - Confirm your identity and proceed
3. Create your own User ID and Password.
4. Choose 3 security questions and answers
5. Review your information prior to clicking Submit
6. Final Step is to click on Log In on the confirmation page

CONGRATULATIONS! You now have access to your Payroll Profile

Some things to complete immediately:

Complete your personal contact information

- Myself --- Personal Information --- Personal Profile

Enter Dependents & Beneficiaries, is applicable (must be completed before enrolling in benefits)

- Myself --- Personal Information --- Dependents & Beneficiaries

Complete your direct deposit (effective after one live check)

- Myself --- Pay --- Direct Deposit

Enroll in your benefits (effective the 1st of the month following hire date)

- Myself --- Benefits --- Enrollments

Hourly employees, locate your Clock In/ Clock Out buttons on the Home tab of ADP

- Home screen or Myself --- Time & Attendance --- My Time Entry

We are so happy to have you! If you need anything at all, please don't hesitate to reach to Kristi Gutierrez at payroll@infusionsoft.com
