

Register for the ADP Portal

Why register? To see pay information, personal information, and enroll in benefits for 2020.

Go to workforce.now.adp.com and complete all 10 steps below

1. Click on: "Sign Up"

Welcome to ADP

User ID
Remember My User ID ?
Password (case sensitive)
SIGN IN
Forgot your user ID/password?
Need an account? **SIGN UP**

3. Registration Code: Integrity-0013

Enter Code Identity Info Contact Info Create Acc

Create your account

Registration code
Integrity-0013

2. Click on: "I have a registration code"

SECURE PAGE ENGLISH (US) ▾

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME **I HAVE A REGISTRATION CODE**

4. Click on: "Enter Information"

Enter Code Identity Info Contact Info Create Account

Create an account with Centauri, LLC

Enter information

Send verified info from your Capital One account (US only)

5. Enter highlighted info below

Let's get started

First, we'll need some basic info so that we can create your account with **Centauri, LLC**

First name * ?
Last name * ?
SSN, EIN, or ITIN * ?
Birth month, day, and year *
Month Day Year

6. Confirm personal email and number

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*
Work first.last@centauricorp.com

Phone*
Personal, Other +1 (111) 111-1111

Backup Contact Information Add additional email/phone where you can be reached.

Email
Personal name@gmail.com

Phone
Work, Mobile +1

+ ADD NEW PHONE

CONTINUE

7. Create user ID & PW

One more step, [REDACTED]

Let's set up the login information for your account with **Centauri, LLC**

User ID* ?

Password (case sensitive)*

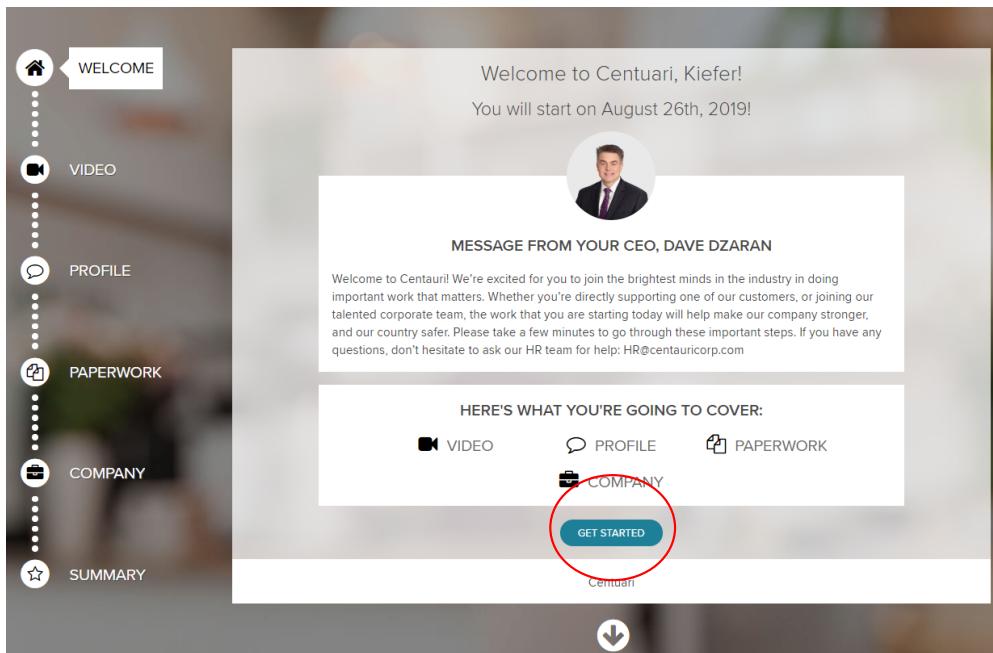
Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

Confirm password (case sensitive)*

Accept Terms and Conditions
I have read and agree to the Employee Access Terms and Conditions.

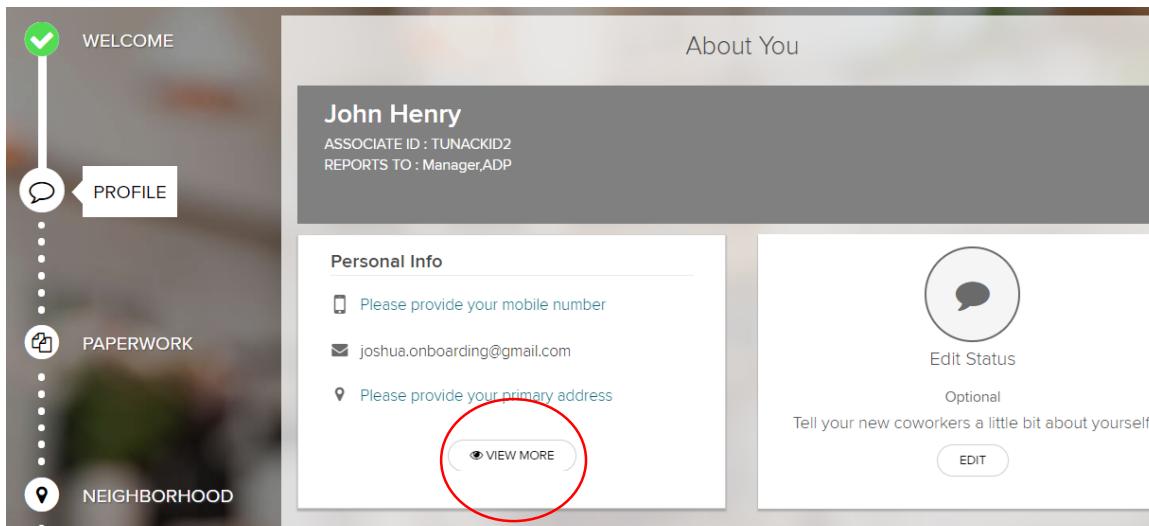
CREATE YOUR ACCOUNT

8. Launch the "ADP WorkforceNow" page (workforcenow.adp.com) and login to complete your new hire documents



9. PROFILE: Click on "**REVIEW INFO**" to complete and verify the following fields highlighted below: name, address, contact (phone/email), bio, status info, additional info

Vets/Disability: you may choose not to answer/self identify in the drop down menu



9A.

Bio(Gender, Race, Ethnicity)

Demographics ⓘ

ETHNICITY
Not Hispanic or Latino

RACE
Asian

TOBACCO
No

MEDICARE
No

9B.

Status Information (*Disability, Protected Veteran, Marital Status*)

Disability Status

I have read the Voluntary Self-Identification of Disability document/form

DISABILITY
No, I don't have a disability

Protected Veteran

MILITARY STATUS
Not a Protected Veteran

9C.

Additional Information

BENEFIT IDENTIFICATION NUMBER
[REDACTED]

STATE OF DRIVER'S LICENSE
VA

DRIVER'S LICENSE
[REDACTED]

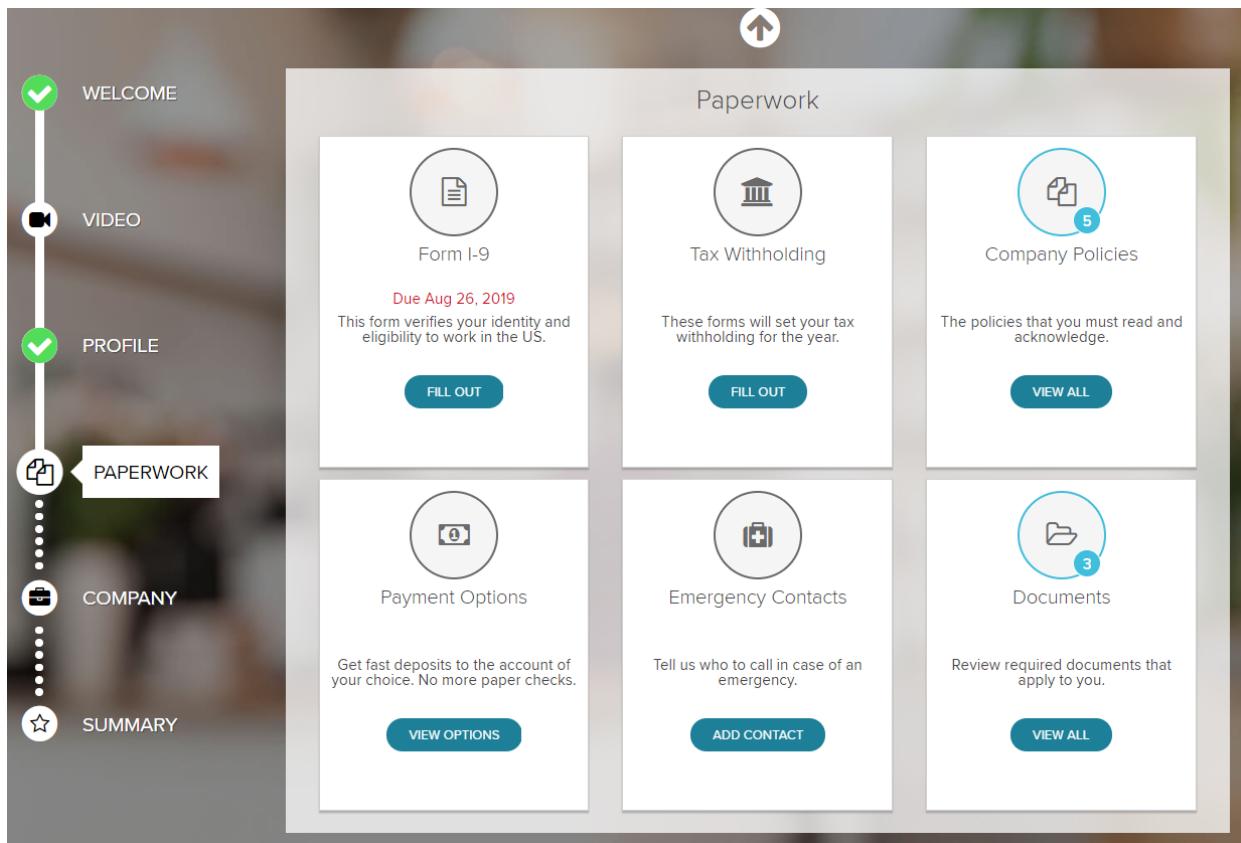
ARE YOU A VETERAN?
no

SPOUSE'S PREFIX
N/A

SPOUSE NAME
N/A

10. PAPERWORK: Complete section 1 of the I-9, set up your tax & bank information, acknowledge company policies, and provide an emergency contact

Your first check will be a live check. It will be mailed to the address displayed in ADP.



If you are experiencing any issues with saving or entering information in any of the fields, please contact:

ADP MyLife Advisor
(855) 547-8508
MyLifeAdvisor@adp.com
Monday - Friday
8 AM to 11:30 PM ET

Provide your name, start date, and company name (Centauri)

See below for ADP manual navigations and detailed info on pay/tax information

PAY INFORMATION

Your first check with Centauri will be a **live check** mailed to the address on file with ADP. After that, you will be receiving direct deposits.

If you make any changes to your direct deposit anytime through out the year, you may receive a live check again.

Prenotification (or prenote) is when a bank tests new direct deposit accounts before an actual deposit is made to make sure that money is deposited into the correct account. The prenote process is a safeguard feature meant to protect employees' security. The bank will notify your company if an invalid routing number or account number was used.

After the prenote is approved by your bank, direct deposits are made automatically. If you change your banking information again, a prenote is restarted.

If you don't receive your direct deposits after prenote because a deposit was rejected by your bank, it's possible that you entered your banking information incorrectly. Double-check the banking information that you entered on the Direct Deposits page or call your bank to verify the routing number and bank account number.

You can contact payroll@centauricorp.com for pay related assistance.

Click on the Myself tab > Pay > Payment Options > Edit/Add Bank Account to verify your direct deposit info

The screenshot shows the 'MYSELF' tab selected in the top navigation bar. Under the 'Pay' section, the 'Payment Options' link is highlighted with a yellow box. Below the links, there is a 'Bank Account Direct Deposit' section with a green icon and a red circle around the 'EDIT' button.

Click on the or instructions on your Payment Options Task and Information on Prenotification.

The screenshot shows the 'Payment Options' task. An arrow points to the info icon next to the title. Below the title, there is a user profile and a message: 'Would you like to select or change your bank account?'. A 'Bank Account Direct Deposit' section is also visible.

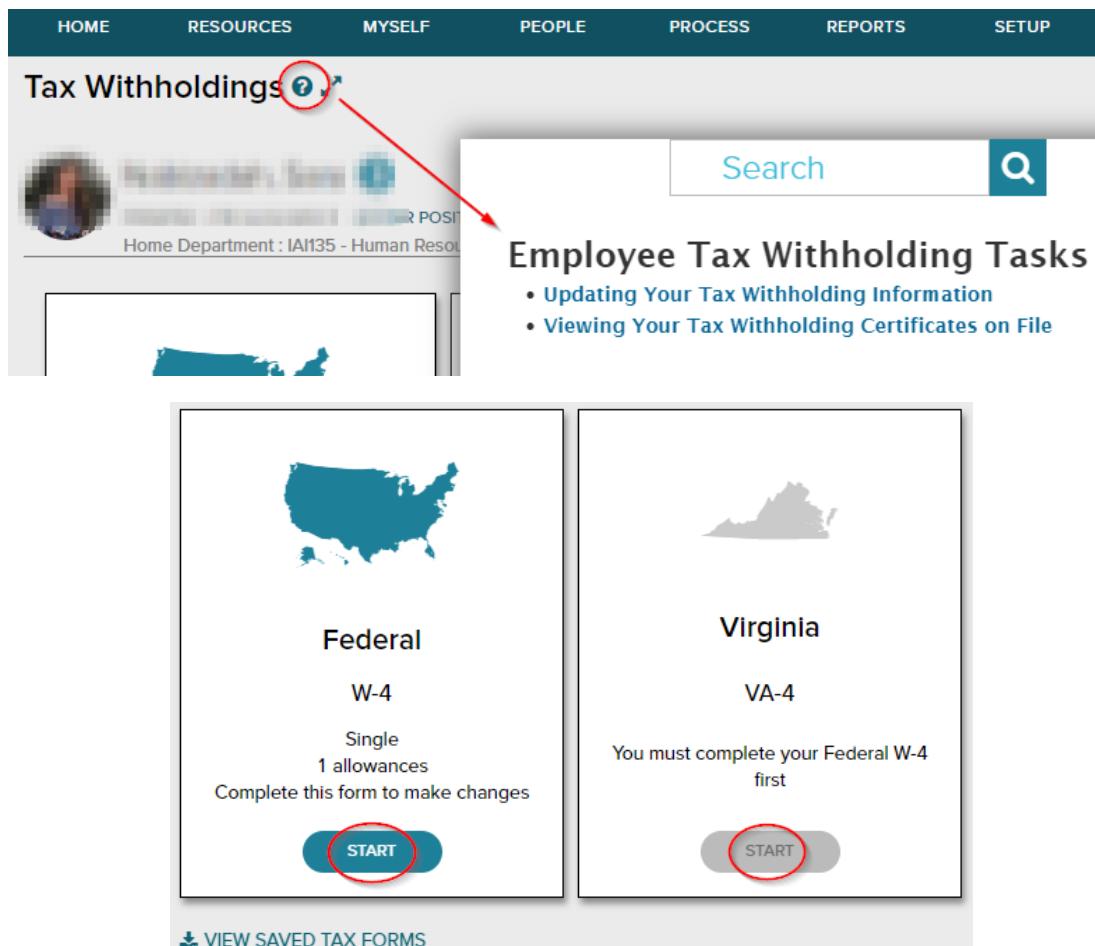
See next page for tax information.

TAX INFORMATION

1. Go to Myself > Pay > Tax Withholdings to verify/update your federal and state tax information
 - Click the Federal tile or a State tile to review or update your withholding elections.
 - Result: Your current tax withholding information is displayed in a page by page format.
 - You have to update your Federal before you can update your State tax elections:
 - Start > Click on Next to view each page.
 - Update the information, as appropriate.
 - On the Summary page, read the penalties of perjury statement at the bottom of the page, and then click the check box to indicate your agreement.
 - Click Done.
 - To print a copy of the form for yourself or for your employer, click Print Completed Form.

2. Click on the  for instructions on your Employee Tax Withholding Tasks

*Note: If you do not see your state listed for tax withholding purposes, please contact payroll@centauricorp.com



The screenshot shows a software interface with a top navigation bar containing links for HOME, RESOURCES, MYSELF, PEOPLE, PROCESS, REPORTS, and SETUP. The MYSELF link is currently selected, indicated by a blue background. Below the navigation bar, the main title is "Tax Withholdings". A red circle highlights the question mark icon next to the title. A red arrow points from this icon to a pop-up window titled "Employee Tax Withholding Tasks". The pop-up lists two tasks: "Updating Your Tax Withholding Information" and "Viewing Your Tax Withholding Certificates on File".

The main content area displays two tiles. The left tile, titled "Federal", features a map of the United States and a "START" button. The right tile, titled "Virginia", features a map of Virginia and a "START" button. Both tiles include text indicating that users must complete their Federal W-4 first. At the bottom of the main content area, there is a link labeled "VIEW SAVED TAX FORMS".

See next page for personal information.

PERSONAL INFORMATION

1. Click on the Myself tab > My information > Profile > Personal Info > View more to complete/verify the following fields highlighted below: name, address, contact, 1B. Bio, 1C. Status info, 1D. Additional info
 - a. 1D. Driver License: To include you for coverage under Centauri's Business Travel Insurance, please provide your driver's license number and the name of the state that issued your license.
2. Click on "ADD" to add/verify your emergency contact

1A.

Personal Info



✉ [REDACTED]@gmail.com

📍 Fairfax, VA 22033
Fairfax County
US

VIEW MORE

2.

Emergency Contacts



[REDACTED] (Parent)

(703) [REDACTED]



ADD

1B.

Bio(Gender, Race, Ethnicity)

Demographics

ETHNICITY

Not Hispanic or Latino

RACE

Asian

TOBACCO

No

MEDICARE

No

1C.

Status Information (Disability, Protected Veteran, Marital Status)

Disability Status



I have read the Voluntary Self-Identification of Disability document/form

DISABILITY

No, I don't have a disability

Voluntary Self-Identification CC-305

DOWNLOAD

Protected Veteran

MILITARY STATUS

Not a Protected Veteran

What is a Protected Veteran?

Why are we asking?

1D.

Additional Information

BENEFIT IDENTIFICATION NUMBER

[REDACTED]

STATE OF DRIVER'S LICENSE

VA

DRIVER'S LICENSE

[REDACTED]

ARE YOU A VETERAN?

no

SPOUSE'S PREFIX

N/A

SPOUSE NAME

N/A