

ADP Employee Registration Instructions using your email/mobile or identity information



Welcome! Register an account with ADP to access your pay stubs, W-2s and other information. ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

Registering for ADP with your email/mobile or identity information

1. Go to www.workforcenow.adp.com, click the link to Create Account.
2. Select Find Me.
3. Enter an email address or mobile number that you shared
 - a. To verify your record within your organization, enter your identity information either government issued legal ID (SSN, EIN OR ITIN - US ONLY) or your Employee ID/Associate ID., Date of birth.

(OR)

4. Enter your personal identity information that you shared on your hire paperwork.
 - a. Enter your First name, Last name, and Date of birth, and then either your legal ID or your Employee ID/Associate ID.
5. Enter the verification code sent to your email address or mobile number available on record. You can also enter new phone number for identity verification.
6. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.

If you have difficulty registering for ADP using the instructions above, please reach out to Human Resources at 307-739-2728 or hr@jacksonhole.com.

Use your user ID and password to log in to your account and access your information on ADP service URL and ADPMobile app.

To stay connected with your information, download the ADP Mobile App and access your information on the go!



If you forget your login information, use the Forgot User ID/Forgot Password link on your ADP service web site to complete a quick verification and recover your information.