

ADP Employee Portal

<https://workforcenow.adp.com/public/index.htm>



For First Time Users: Click Register Here



Before you register, help us find you in our records.

Registration code*

Go

[What is this?](#)

Registration Code is: coe18042-1234 (all lower case)



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[What is this?](#)

Click the GO button

STEP 2:



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Registration code*

[What is this?](#)

City Of Easton

First name*

Last name*

Select either Associate ID or SSN/EIN/ITIN*

Associate ID

Last 4 Digits of SSN, EIN, or ITIN

Type it again

Birth month, day, and year* / /

Enter your First Name in the box provided

Enter your Last Name in the box provided

Click the button for "Last 4 Digits of SSN" and enter them in the box provided

Enter them again in the next box

Enter the month, day and year of your birth

Click "Confirm"

Step 3:

Enter the User ID and Password you want to use to log into ADP WorkForce Now. Your ID must be at least 4 characters long and may contain letters, numbers and or these 4 special characters: [-@.](#)

User ID is NOT case sensitive,

Create your password: Passwords must be at least 8 characters long and contain one letter and one number. Passwords ARE case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper and lower case letters, numbers and special characters.

PASSWORDS EXPIRE AFTER 180 DAYS (6 MONTHS)

Step 4:

Security Questions:

Select 3 Security questions and provide the answers for them. Answers must be at least 2 characters long and are not case sensitive.

Choose answers that you will remember!

Step 5: Contact Information

Enter your work email and personal email and select which one you want ADP to use to contact you for notifications.

Phone Numbers:

Enter an Office Number, Work mobile and/or personal mobile and select which one you want ADP to use to send your login information to if you forget it.

After completing Step 5 you will receive an email from: no reply@service.adp.com with a welcome message and an activation code for you to use to activate your email account to allow ADP to send notifications to your account.

Step 6:

If everything is correct – enter the activation code in the box provided.

Step 7:

Your user ID will be displayed along with your security questions and answers and your contact information. If everything is correct – click SUBMIT.

Step 7: Your registration is complete – **CONGRATULATIONS!**