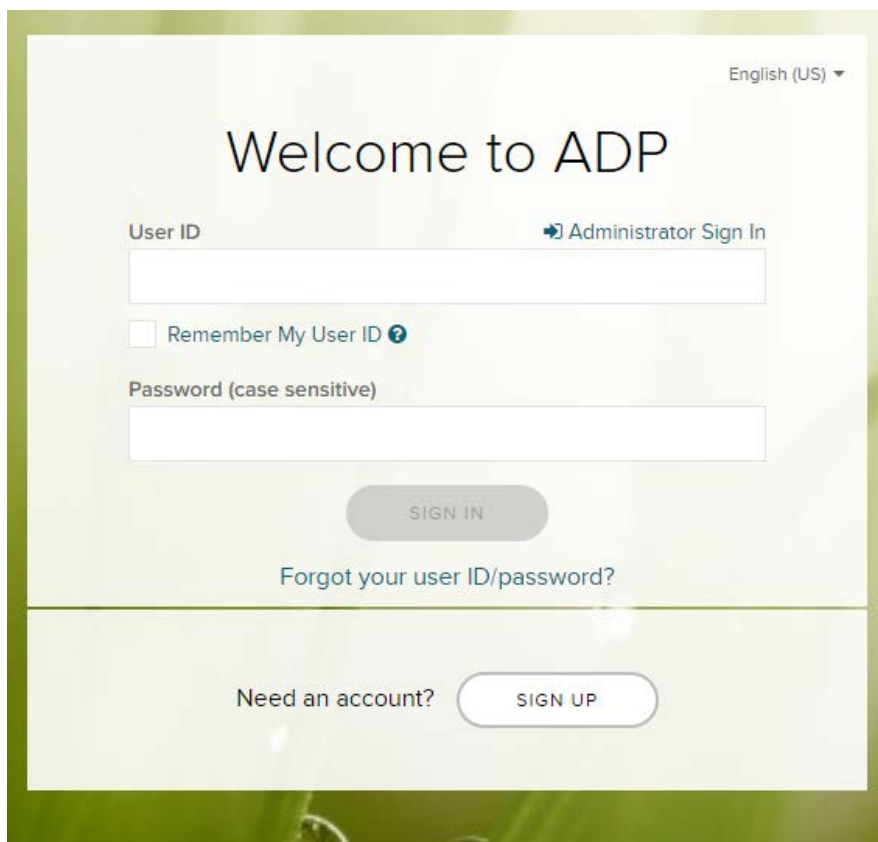


## Workforce Now Registration

To sign into ADP and punch your timecard (if you are using **eTIME**), you will need a User ID and Password from Workforce Now. ADP Workforce Now is a wonderful tool that allows you to access your pay statements and W2s from any computer 24/7.

- Go to <https://workforcenow.adp.com>



English (US) ▾

# Welcome to ADP

User ID Administrator Sign In

Remember My User ID ⓘ

Password (case sensitive)

SIGN IN

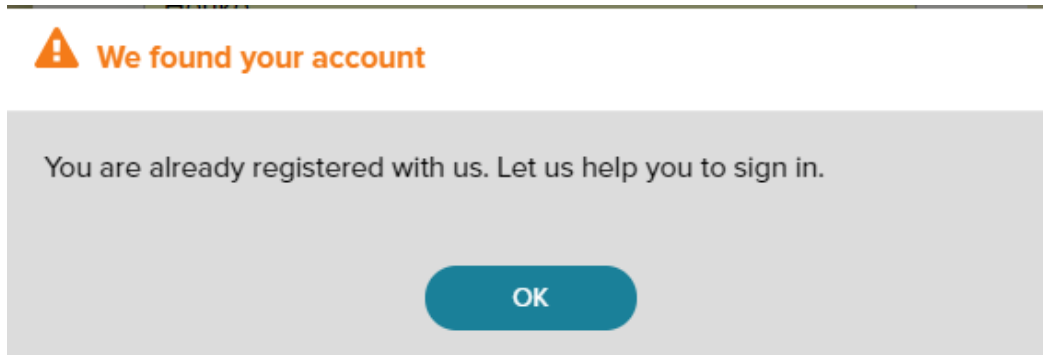
[Forgot your user ID/password?](#)

Need an account? SIGN UP

- Click **Sign Up**.
- Enter the Self Service Registration Pass Code: **sarpycnty-ipay**
- Click **Next**
- Click **Enter information**
- Enter your **Personal information** (First name, last name, *select* and enter Last 4 digits of SSN, birth month and day)
- Click the box next to **I'm not a robot** (when prompted select the reCAPTCHA images)
- Click **Continue**
- You will be prompted to complete a registration process during which you must answer a few security questions and select a password. (Your password must contain between 8 to 20 characters and at least one alpha

and one numeric character. You will be assigned a system generated User ID, the security questions will be used to verify your identity if you ever forget your User ID or Password.)

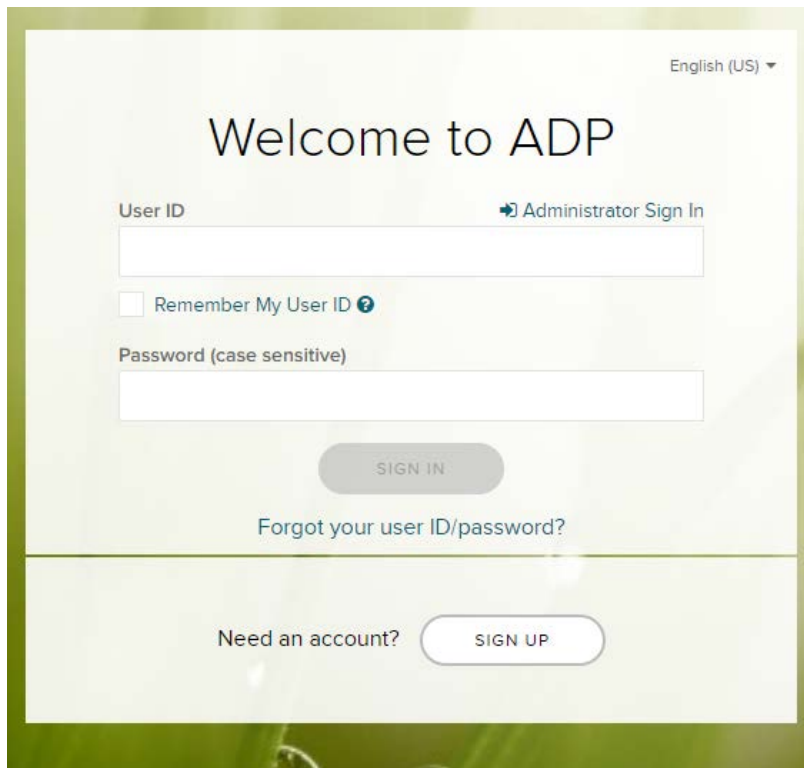
**OR** you will receive this screen



Click **OK** and ADP will display your User ID. You can then click **Sign In** or **I Don't Know My Password** to continue.

Think you may already have a username/password?

- Go to <https://workforcenow.adp.com>



- Click **Forgot your user ID/password?**
- Enter your **Personal information** (First name, last name, and either email address or mobile phone number)
- Click **Next**
- ADP will display your User ID. You can then click **Sign In** or **I Don't Know My Password** to continue.