ADP Workforce Now® Features and Benefits

Access pay statements in a snap!

You can view, download, and print your current and past pay statements—even on your mobile device.

Personal registration codes are alphanumeric codes randomly generated by ADP and will be distributed to employees by **email or mobile phone number 5 days after your start date**. This code will give you access to set-up your account with ADP. *Please note: the email or text will come from ADP, not AmeriBest.*

*The personal registration code expires once used or 15 days from when it was issued (whichever is earlier). If your code expires after the 15 days from when it was issued please email hr@ameribest.org for a new code.

Registering with a registration code from your organization

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account.

1. On your ADP service website www.workforcenow.adp.com, click the link to Sign Up.
2. Select **I Have a Registration Code**.
3. Enter the **Personal Registration code sent to you via email or mobile number**.
4. Enter your identity information, such as **First name**, **Last name**, **Date of birth**, and **government-issued legal ID SSN**.
5. Based on your information requested during this process, you may be required to answer questions from public records or enter the verification code sent to your email address or mobile number.
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.
7. Set up your user ID and strong password to complete the registration process for your ADP service account.

If you have any questions or need assistance please contact hr@ameribest.org