

How to Enroll

Make your benefit elections online at
www.workforcenow.adp.com.

To Create your ADP Account:

1. Navigate to <https://workforcenow.adp.com> and click on “Register Here” to create your user ID and password
1. This will bring you to a screen that asks for a registration code. Your company’s registration code is: **Vincentian-1234** (this is not case sensitive)
3. Enter in your personal information and verify that you are not a robot, and choose next.
4. Activate your email address
 1. During registration, if you provided an email address that is not shared by others in your organization, look out for an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

Forgot your User ID/Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service login page.

- Enter your first name and last name exactly as they exist in your organization’s records. You will also be asked to enter an email address and/or mobile phone number associated with your account.
 - ⇒ Upon successful verification of the information that you entered, your user ID will be displayed.
- To reset your password, select the “I don’t know my password” option and choose an option.
 - ⇒ Option 1—Get and Enter a Code within 15 Minutes
 - * If your email address or mobile phone number is unique within your organization, and you have access to it, see option 1.
 - ⇒ Option 2—Answer Your Security Questions
 - * If your email address or mobile phone number is not unique within your organization’s records, or you do not recognize or have access to them, see option 2.
 - ⇒ Upon successful verification of your response, you will be prompted to enter and confirm your new password.

