



IN THE BUSINESS OF YOUR SUCCESSSM

Self Service Registration

Welcome! 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.

You will need your registration code **intech-pay** and the URL of your ADP service web site: <https://workforcenow.adp.com>.

On your ADP service web site, click the link to register for ADP services. Complete the following steps:



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

Registration code*

intech-pay

Go

[What is this?](#)





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

If this is not your organization, click Start over

Registration code*

intech-pay

Start over

What is this?

Indiana Institute of Technology

First name*

John

Last name*

Smith

Select either Employee ID or SSN/EIN/ITIN*

Employee ID

SSN, EIN, or ITIN

1234

Type it again

Birth month and day*

March

21

Select SSN (NOT Employee ID) and enter the last 4 digits of your Social Security Number.

Confirm



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

Registration code*

What is this?
ACME

First name*

Last name*

Select either Employee ID or SSN/EIN/ITIN*

Employee ID

SSN, EIN, or ITIN

Type it again

Birth month and day* /

If your name is not being retrieved, contact your Human Resources for assistance.

We found you!

We have found John Smith in our records. If this is you, click Register Now to begin your registration. If this is not you, click Cancel and check your entries.

If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization's administrator for assistance.





Register for ADP Services

John Smith

Enter your contact information How will this be used by ADP?

Email address* **Work** **Personal**

Mobile phone number **Work** **Personal**

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).

View your user ID and create a password

User ID*

Password* **Password Strength: Good**

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password*

In case you forget your user ID or password

Question 1*

Your answer*

Question 2*

Your answer*

Question 3*

Your answer*



Register now

Notifications from your organization or ADP will be sent to this email/mobile phone. You may also use this information to retrieve your forgotten user ID or password.

You are allowed to select your user ID, however, it must end in "@intech". For example, JSmith@intech.

Create a strong password to protect your account. Passwords are case-sensitive.

Your user ID and security answers are not case-sensitive.

Enter answers that you will remember later. If you ever forget your user ID or password, you will be required to respond with the exact answers to confirm that you are the rightful owner of the account.



Your registration for ADP services is complete!

Things to do for your account

➔ Activate your email and mobile phone

ADP has sent you a confirmation message to

john.smith@testcompany.com and 555-555-5555.

Respond to this message within 24 hours so we can activate your contact information.

Did not receive a confirmation message? Contact your organization's administrator for assistance.

✓ **Your user ID: Jsmith@testcompany**

✓ **Your available ADP services**

Self Service



Your registration is complete. You can use your user ID and password to access your ADP service.

- You must activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.