

## Welcome!

Your company has made a strategic decision that enables it to expand the services available to you.

You are your company's most important asset and this step demonstrates how much it values you. You now have access to a suite of tools, resources, and services to enhance your employment experience.

## Stay in the Know

Access a broad array of tools, services and communications through your new company portal.

### You can access:

- Company mission statement, company policies, news, and announcements
- Self Service tools
- Services provided by your company

### Robust Tools to Empower You!

- View your pay statements or W-2 information
  - Change direct deposit
  - Change personal information
  - View a company directory
  - Use online tools such as Retirement Planners and Payroll Calculators
- Now, register to get started!

## Getting Started with Registration!!

### Key Items:

- Everyone must register to gain access to the ADP System.
- Read the attached PDF and follow the instructions for registration.
- ADP Link for registration: <https://workforcenow.adp.com>
- Click on "First Time User? Register Here"
- **The Registration Code is: emmergroup-adp**
- You must use your legal name (no nicknames)
- You must use your company email address if you have one
- You will receive an email confirmation of your registration once complete.

If you need assistance with registration – please call your dedicated service team at **844 711 2094**

**Register today!**

**Attachment: Portal Registration Instructions**