

ADP Sign-On Self Registration Guide

- Go to: <https://workforcenow.adp.com>
- Click on the button that states: First Time User? [Register Here](#)
- **Step 1 of 7** Enter the Registration Code: Orleansco1-donotchange Click **Next**.
- **Step 2 of 7** Enter your personal information. Click **Next**.
- **Step 3 of 7** Enter a **compatible password**. Click **Next**.
- **Step 4 of 7** For security purposes, choose **3 different** security questions and **type in** the answers below (exactly how you would type them if being asked the question).
- **Step 5 of 7** Enter your contact information and have your email accessible to confirm your email address. Then click **Next**. *Phone numbers are not required.
- **Step 6 of 7** After a minute you should receive the confirmation email containing the activation code for this step. Simply **type in the activation code** and click **Next**. *If you do not receive an activation code with a few minutes, skip this step by pressing Next.
- **Step 7 of 7** Review your information and make sure that the information is accurate. If the information is correct, click **Submit**.