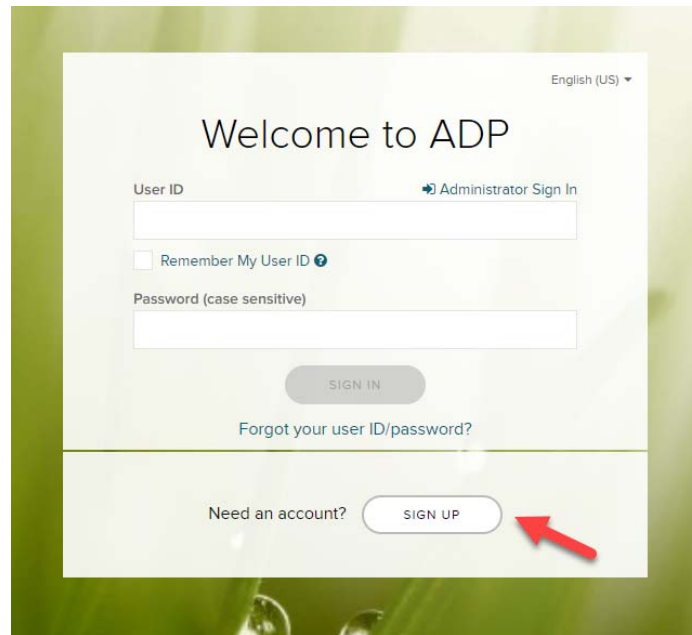


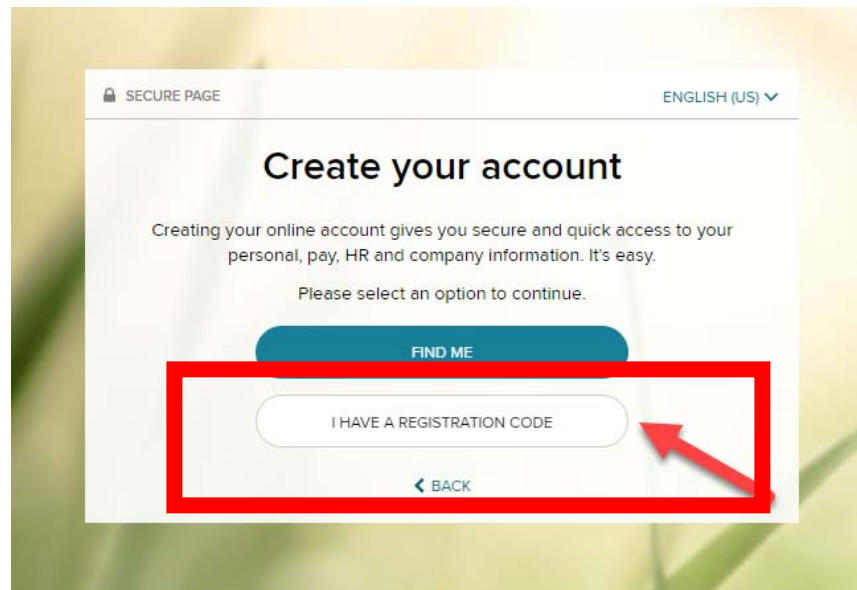
Registration to Allow Use of ADP Mobile App or Device Not on the FirstHealth Network

- Navigate to: <https://workforcenow.adp.com/> and choose **“SIGN UP”**



The screenshot shows the ADP login page. At the top right, it says "English (US)". The main heading is "Welcome to ADP". Below this, there are two input fields: "User ID" and "Password (case sensitive)". To the right of the "User ID" field is a link for "Administrator Sign In". Below the "User ID" field is a checkbox labeled "Remember My User ID". Below the "Password" field is a "SIGN IN" button. Below the "SIGN IN" button is a link that says "Forgot your user ID/password?". At the bottom of the page, there is a link that says "Need an account?" followed by a "SIGN UP" button. A red arrow points to the "SIGN UP" button.

- Select **“I HAVE A REGISTRATION CODE”**



The screenshot shows the ADP account creation page. At the top left, it says "SECURE PAGE" with a lock icon. At the top right, it says "ENGLISH (US)". The main heading is "Create your account". Below this, there is a paragraph that says "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." Below this paragraph is a link that says "Please select an option to continue." Below this link are three buttons: "FIND ME", "I HAVE A REGISTRATION CODE", and "< BACK". The "I HAVE A REGISTRATION CODE" button is highlighted with a red box and a red arrow points to it.

- Enter the organization registration code: **FHC1-101820**

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Enter registration code

Registration code ?

CONTINUE

← BACK

- Enter first name, last name, last four digits of your social security number and birth month, day and year

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Let's get started

First, we'll need your information so that we can create your account with **FirstHealth of the Carolinas**

First name *

Last name *

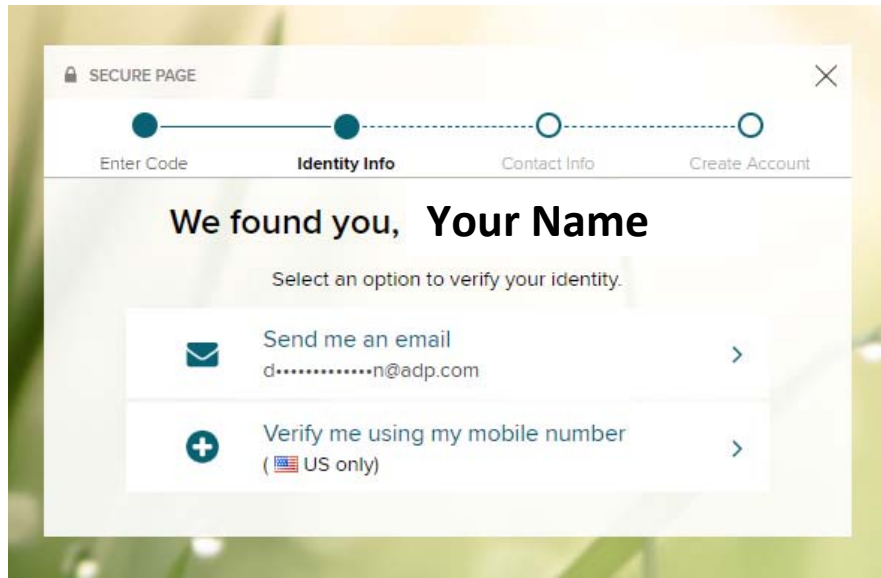
Last 4 Digits of SSN, EIN, or ITIN *

Birth month, day, and year *

Month Day Year

CONTINUE

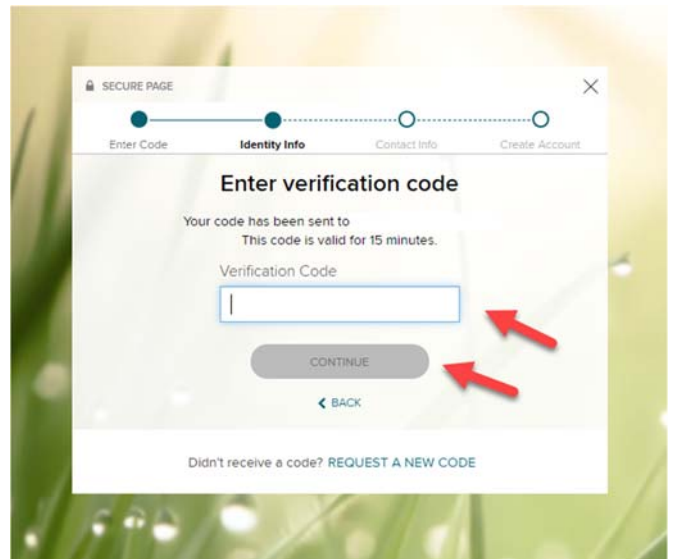
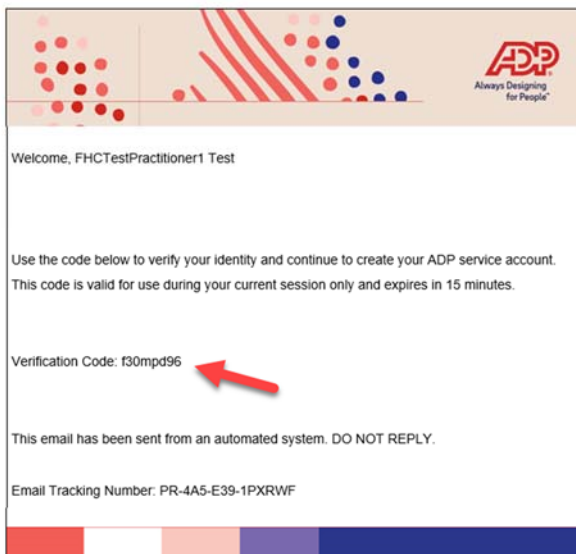
- Once the system has found you, choose an option to receive your verification code



- Enter the verification code you received via email or phone

ADP Generated Message: Temporary Verification Code

 SecurityServices_NoReply@adp.com
To
Retention Policy Delete Emails Older Than 10 Years (10 years)



- Protect your account by adding an additional email address and phone number

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: 'Enter Code', 'Identify Info', 'Contact Info' (current step), and 'Create Account'. The main heading is 'Help us protect your account'. Under 'Primary Contact Information', there is a text box for 'Emell*' with a dropdown menu set to 'Work' and the email address 'D.Medin@firsthealth.org'. Below that is a 'Phone' field with a dropdown set to 'Personal, Other' and a country code dropdown set to the US. The 'Backup Contact Information' section has a text box for 'Emell' with a dropdown set to 'Personal', and a 'Phone' field with a dropdown set to 'Work, Mobile' and a country code dropdown set to '+1'. At the bottom, there is a blue button labeled 'ADD NEW PHONE' and a larger blue button labeled 'CONTINUE'.

- Choose a user ID* (minimum of 4 characters) and password, and accept the terms and conditions

***NOTE: Employees with a FirstHealth network ID should use it as your User ID here as well. However, for extra security, do not use your FirstHealth network password.**

The screenshot shows the 'SECURE PAGE' with the progress bar now showing 'Create Account' as the final step. The heading is 'One more step, Your Name'. Below this, it says 'Let's set up the login information for your account with FirstHealth of the Carolinas'. There are three input fields: 'User ID *', 'Password (case sensitive) *', and 'Confirm password (case sensitive) *'. Red arrows point to each of these fields. Below the password fields, there is a note: 'Password must be 8 - 64 characters long and contain letters, numbers, and special characters.' Underneath is a checkbox for 'Accept Terms and Conditions' with the text 'I have read and agree to the Employee Access Terms and Conditions'. A red arrow points to the checkbox. At the bottom, there is a blue button labeled 'CREATE YOUR ACCOUNT' with a checkmark icon. A red arrow points to this button.

- Choose the security questions and answers to be used for account recovery if needed

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

Please Select

Answer 1

Question 2*

Please Select

Answer 2

Question 3*

Please Select

Answer 3

CONTINUE

- Your account has now been created, and you can sign into ADP Workforce Now

