

Paperless Paychecks

Copy & paste into address bar: <https://workforcenow.adp.com/public/index.htm>

Click on "First Time User"

Enter Registration Code: **Bergencomm-ess**

Enter following:

- First Name
- Last Name
- Last 4 digits of SS #, twice
- Birthday (month & day)
- Confirm

Next Page

- Click on 'Register Now'
- Enter email address, USA & phone #.
- Create 'User ID' and 'Password'
- Answer 3 questions (remember to write down & save)
- Scroll down and click on Agree
- Confirm

Next

- Click on 'ADP Workforce Now'
- Sign in (to ADP site with new id & password)
- Under Quick Links, click on 'Pay Statements'
- Click on 'Go Paperless' (top left in blue lettering)

Answer agreements:

- Click in box, Access online only

Next


- Click in box, I agree

Next

- Enter Confirmation Code at bottom of page {example . . .CQLB. . .} (bit tricky – slide first side bar on right, not bar at far right)

Next

Done

Click on  to Log Out (top of page)

Thank you

Payroll Department

*To view your paychecks in the future, sign in to ADP site with new id & password.