To Register for the Employee Self-Service Site:

1. Open your registration website address:  https://workforcenow.adp.com

2. First time users, click “SIGN UP” next to Need an account?
Registration Instructions for ADP Self Service

3. Enter your ADP Self Service Registration Code under “Create your account”

DD8SY-DOM
then click NEXT

4. When prompted, to “Create an account with Diocese of Monterey” select Enter Information:
5. **Identify yourself:** Enter your First name, Last name, last 4 digits of either your SSN, EIN or ITIN, Birth month, day, and year then click **CONTINUE**

![Image of Identify yourself form]

6. **Help us protect your account:** enter your **Primary Contact Information** which includes your email address and enter your phone number. For mobile users, select Yes or No to receive text messages about your account.

![Image of Help us protect your account form]
7. Create your account with the Diocese Of Monterey: create a User ID, password (case sensitive) and Accept Terms and Conditions and select CREATE YOUR ACCOUNT:

8. Select three (3) security questions and answers and click CONTINUE. Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.
9. CONGRATULATIONS! You have completed your online registration. Your **User ID** is displayed at the “Your registration is complete!” prompt. **NOTE:** to complete your registration, you will be asked to activate your email address within 24 hours by responding to the message sent to you by ADP.

Your registration is complete and you’re ready to access ADP Self Service, your one-stop shop for employee, payroll, and data management.