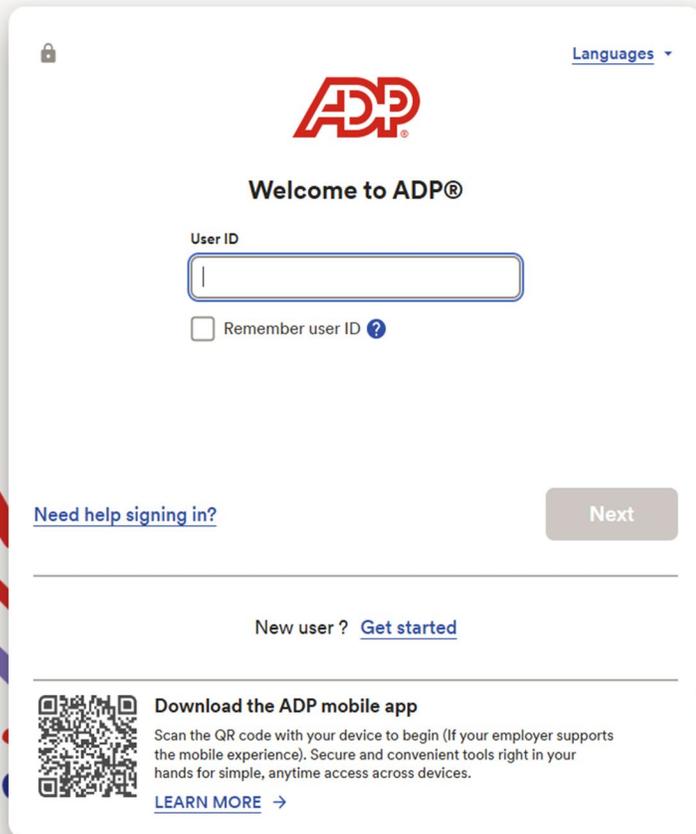


Registration on ADP



ADP

Welcome to ADP®

User ID

Remember user ID ?

[Need help signing in?](#) Next

New user ? [Get started](#)

 **Download the ADP mobile app**
Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.
[LEARN MORE](#) →

1. Go to <https://workforcenow.adp.com>
2. Click on “New User?/[Get Started](#)” **(You must register as a New User even if you have an account with a previous employer.)**
3. Click on “FIND ME”
4. Enter your email address or mobile number
5. Enter your information (First name, Last name, Date of Birth, Social Security Number)
6. Click on SEARCH
7. Select SNF Holding Company
8. Create User ID and Password - Your password must be at least 8 characters and at least one alpha and one numeric or special character. Make note of your user ID and password and keep them in a safe place. You will need them to log on to ADP Workforce Now website and APP.

Direct Deposit

The screenshot shows the ADP SNF employee portal interface. At the top left is the ADP | SNF RESPONSIBLE CHEMISTRY logo. A search bar is located in the top center. To the right of the search bar is a 'Pro Summit 2025 Register Now' button. Further right are navigation icons for 'What's New', 'Things to Do', 'Calendar', 'Learn', and 'Bridge'. Below the top navigation bar is a main menu with tabs: 'Home', 'Resources', 'Myself', 'My Team', 'People', 'Process', 'Reports & Analytics', and 'Setup'. The 'Myself' tab is highlighted in yellow, and a red arrow points to it from the right. Below the main menu are four columns of options: 'My Information' (Profile), 'Personal Information' (Dependents & Beneficiaries), 'Employment' (Surveys), and 'Pay' (Calculators, Payment Options, Tax Withholdings, Pay & Tax Statements). The 'Payment Options' link under the 'Pay' column is highlighted in yellow, and a red arrow points to it from the right. 'Talent' options include Performance Goals and Career Center. 'Benefits' options include Enrollments, Employee Discounts - LifeMart, and Documents.

- Select the “**Myself**” drop-down tab
- Click “**Payment Options**”

Bank Account Direct Deposit



Account # None

Deposit amount 0.0%

[+ Add bank account](#)

› **Direct Deposit:**

- Must have a Full Net Account.
- **Flat Amount Only** (no %'s) for partial accounts.
- Maximum of 5 accounts (3 checking & 2 savings).
- Checks are mailed from ADP to the home address on file. (if direct deposit incomplete)

Tax Withholdings

The screenshot shows a navigation menu with the following items: Home, Resources, Myself, People, Process, Reports & Analytics, Setup, and a partially visible 'Fi'. The 'Myself' item is highlighted in yellow and has a red arrow pointing to it from the right. Below the navigation menu, there are four main sections: My Information, Personal Information, Employment, and Pay. Under 'My Information' are Profile, Performance Goals, and Career Center. Under 'Personal Information' are Dependents & Beneficiaries, Enrollments, Employee Discounts - LifeMart, and Documents. Under 'Employment' are Surveys and My Time Off. Under 'Pay' are Calculators, Payment Options, Tax Withholdings, and Pay & Tax Statements. The 'Tax Withholdings' item is highlighted in yellow and has a red arrow pointing to it from the right.

My Information	Personal Information	Employment	Pay
Profile	Dependents & Beneficiaries	Surveys	Calculators
Talent	Benefits	Time Off	Payment Options
Performance Goals	Enrollments	My Time Off	Tax Withholdings
Career Center	Employee Discounts - LifeMart		Pay & Tax Statements
	Documents		

- Select the “**Myself**” drop-down tab
- Click “**Tax Withholdings**”

Federal
W-4
Single
0 allowances
Complete this form to make
changes

Start

Georgia
G-4
You must complete your Federal
W-4 first

Start

- Complete **Federal W-4 Tax**
- Complete **State Tax** (if applicable (*i.e. Texas does not have state tax*))

Emergency Contact

The screenshot shows the top navigation bar of the ADP | SNF employee portal. The ADP logo is on the left, followed by the SNF logo with the tagline 'RESPONSIBLE CHEMISTRY'. A search bar is located to the right of the logos. Further right, there is a 'Pro Summit 2025' banner with a 'Register Now' button. On the far right of the navigation bar, there are several utility icons: a lightbulb for 'What's New', a checkmark for 'Things to Do', a calendar for 'Calendar', a graduation cap for 'Learn', and a speech bubble for 'Bridge'. Below the navigation bar, a horizontal menu contains several tabs: 'Home', 'Resources', 'Myself', 'My Team', 'People', 'Process', 'Reports & Analytics', 'Setup', and 'Fa'. The 'Myself' tab is highlighted with a yellow background and a blue underline. Below this menu, the page content is organized into four columns: 'My Information', 'Personal Information', 'Employment', and 'Pay'. Under 'My Information', the 'Profile' link is highlighted with a yellow background. Other links in the 'My Information' column include 'Performance Goals' and 'Career Center'. The 'Personal Information' column includes 'Dependents & Beneficiaries', 'Enrollments', 'Employee Discounts - LifeMart', and 'Documents'. The 'Employment' column includes 'Surveys' and 'My Time Off'. The 'Pay' column includes 'Calculators', 'Payment Options', 'Tax Withholdings', and 'Pay & Tax Statements'.

- Select the “**Myself**” drop-down tab
- Click “**Profile**” under the **My Information** section

Emergency Contacts

[+ Add contact](#)

- Select the “**Add Contact**” drop-down tab
- Fill in:
 - Full Name
 - Relationship
 - Select “**Primary Contact**”
 - Personal Mobile Number
- Click “**SAVE**” to complete

[Back](#) Emergency Contacts

Full Name

Full Name *

Full Name

Relationship

Primary Contact

Contact

* At least one phone number is required.

Home Phone

 Phone Number

Work Phone

 Phone Number Ext.

Personal Mobile

 Phone Number

Alternate Phone

SAVE & ADD ANOTHER CONTACT

Save

Verify Personal Contact Information

The screenshot shows the ADP SNF employee portal navigation menu. The 'Myself' menu item is highlighted with a red arrow. Under 'Myself', the 'Profile' item is highlighted with a red arrow. The 'Personal Information' section is also highlighted with a red arrow.

My Information	Personal Information	Employment	Pay
Profile	Dependents & Beneficiaries	Surveys	Calculators
Talent	Benefits	Time Off	Payment Options
Performance Goals	Enrollments	My Time Off	Tax Withholdings
Career Center	Employee Discounts - LifeMart		Pay & Tax Statements
	Documents		

- **Please verify Personal Information:**

- Social Security Number
- Contact Phone Number
- Personal Email Address
- Mailing Address