To: Hogan Drivers

The new ADP portal is now available for access. This will allow you to view and print your paycheck stubs at any time. You can also access your W-2's and change contact information.

Effective the first week of December 2015, Hogan will discontinue mailing all paycheck stubs. The online option decreases the risk of security fraud.

To access go to:

<u>https://workforcenow.adp.com</u> Save this as a favorite on your Browser (ADP recommends using Internet Explorer for access, however Firefox and Chrome should work too.)

ADP First Time Registration (click Register here first time)

Welcome to AD	P	English (US) 🔻
User Login	Admin Login	
Enter your user ID and p	bassword to Log In	
User ID Password		Log In
(Forgot your User ID?) (For	got your password?)	
First Time User? Register Here or Help	Getting Started	

Enter: hogan1-ess in the box below and select Go

Before you regist	ter, help us find you in our records.	
Registration code*	hogan1-ess	Go
What is this?		

Fill in the requested information to identify yourself, name, select the option to enter the last 4 of your SSN, etc

	First name*	John		1
	Last name*	Doe		
	Select either Associate	ID or SSN/EIN/ITIN*		
	O Associate ID			
	Last 4 Digits of SS	N, EIN, or ITIN	••••	
		Type it again	••••	
	Birth month and day*		January v / 0	1
		Confirm		
				Select Confirm
We found you!			8	
We have found	Test GQD in our reco	rds. If this is you, click Regis	ter Now to begin	
your registration	n. If this is not you, o	lick Cancel and check your e	ntries.	
If your entries a browser. Contac	re correct, but your i ct your organization'	name is not being retrieved, s administrator for assistanc	close your e.	
Cancel			Register now	
_	_			Select Register now

Enter an email address and mobile phone

Enter an email address in case you forget your user name or password. ADP will send a new password to this email "if" you activate your email. After registering here, you will receive a request from ADP (in your email) to activate. Follow their steps.

If you want text messages from ADP, enter your cell number

AP.					
Register for ADP Serv	Register for ADP Services				
Enter your contact information	How will this be used by ADP?				
To avoid answering your sec	To avoid answering your security questions during your next password reset, you can:				
Enter an email address and Authorize ADP to send you	 Enter an email address and mobile phone number that are not shared with others. Authorize ADP to send you text messages about your account. 				
Email address*	johndoe@hogan1.com		Work Personal		
Mobile phone number	United States	314-421-6000	○ Work		
	✓ I authorize ADP to send me text provided, according to ADP's Text	messages regarding my account at th Messaging Terms and Conditions.	e number I have		
	_				

Create your user ID and password				
Memorize your user ID and pa	assword now, so you remember them later.			
User ID*		Check availability		
Password (case sensitive)*	User ID must be at least 4 characters long and may contain letters, numbers, and/or these 4 special characters (- @). User ID is not case sensitive.	Password Strength:		
·	Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.			
Confirm password (case sensitive)*				

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number.

Secret questions, Select 3 questions (from the drop down) and answers for your security questions.

In case you forget your user ID or password				
Use answers to your security questions that you can easily remember later.		0		
Question 1*	Select one	.		
Your answer (not case-sensitive)*				
Question 2*	Select one	•		
Your answer (not case-sensitive)*				
Question 3*	Select one	•		
Your answer (not case-sensitive)*				



22. **THIRD PARTY BENEFICIARIES.** ADP's licensors and vendors shall be considered third party beneficiaries of these terms for purposes of Sections 13 and 14.

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Revised July 15, 2015

I have read and agree to the Terms and Conditions displayed above.

** If an error occurs, look at the top of the screen, see the pink bar and the error message (sample



If errors occur, you will be required to re-enter your password

Finished! Just go to your email, ADP will send you an email for activating the email alerts



Select "ADP Workforce Now"

Here are a few screen shots with descriptions. 2 tabs in upper left: Home and Myself

(Support takes a minute to load)

Under the Myself Tab: Personal Information/Personal Profile: lists your Contact information (including Emergency Contact), Address, Demographics, etc.

Under Name: you have the ability to upload a small size photo of yourself (200kb max). However, at this time, no one other than you will see it.

Under the Myself Tab:

You have access to your 2013 and 2014 W-2's, Direct deposit information and changes; Tax Withholding (changes available to Federal taxes only – contact the payroll department for a state w/h form W-4); Pay Statements – viewed as a check images or a table

Pay Statements Pay Adjus	tments				
G.				SH	JW AS TABLE
	(
"0000390201 09/30/2015" Gross \$3,333.34	Gross \$3,333.34	"0000350193 08/31/2015" Gross \$3,333.34	Gross \$3,333.34	Gross \$3,333.34	000028019 Gross §
www.check	View Check	View Check	View Check	ver Silitis, h.	Pin narad Mildik, B.a.

At the bottom of the "Pay Statements:

You will see a "pie" chart of your earnings and deductions and the ability to view your YTD earnings and deductions.

