

# ADP Account Set-Up for Payroll & Personal Info

**\*\*Open your browser and type https:workforcenow.adp.com\*\***



The screenshot shows the ADP login page. At the top right, it says "ENGLISH (US)". The main heading is "Welcome to ADP®". Below this is a "User ID" input field. Underneath the field is a checkbox labeled "Remember My User ID" with a help icon. A "NEXT" button is centered below the checkbox. At the bottom of the page, there is a link that says "New user? CREATE ACCOUNT".

Click Create Account



The screenshot shows the "Create your account" screen. At the top left, it says "SECURE PAGE" and at the top right "ENGLISH (US)". The heading is "Create your account". Below the heading is a paragraph: "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." Underneath is the instruction "Please select an option to continue." There are two buttons: "FIND ME" (highlighted in blue) and "I HAVE A REGISTRATION CODE". A "BACK" button is at the bottom.

Click I HAVE A REGISTRATION CODE



The screenshot shows the "Enter registration code" screen. At the top left, it says "SECURE PAGE" and at the top right "ENGLISH (US)". A progress bar at the top shows four steps: "Enter Code" (active), "Identity Info", "Contact Info", and "Create Account". The heading is "Enter registration code". Below the heading is a "Registration code" label and an input field containing "SPWMS-Speedway". A "CONTINUE" button is centered below the field. A "BACK" button is at the bottom.

Enter Code SPWMS-Speedway  
Registration code is the same for everyone and is case sensitive

Click Continue

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 **Speedway Motorsports**

First name \*

  

Last name \*

  

Last 4 Digits of SSN, EIN, or ITIN \*

  

Birth month and day \*

Month  Day

CONTINUE

Fill in all information and then click Continue

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

### We found you, Jami

Select an option to verify your identity.

Send me a text message  
(SMS text) >

Send me an email >

Choose where to send the verification code

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

### Enter verification code

Your code has been sent to .....9910 (SMS text)  
This code is valid for 15 minutes.

Verification Code

  

CONTINUE

[← BACK](#)

Didn't receive a code? [REQUEST A NEW CODE](#)

Enter Verification Code and click Continue

Verify info on the contact info page  
**Do Not** add any email addresses to this page as it will send an activation email to all addresses listed. You can add phone numbers and emails after you have registered or by contacting me.

Click Continue – if the Continue button is gray, then a required field is not completed

Create a User ID and password, click the ? to see requirements

Select the box to accept the terms and conditions

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

Complete the Security Questions and click Continue

SECURE PAGE



### Account created! Please sign in.

User ID

Now sign into **ADP Workforce Now** to access and manage your account.

**SIGN IN NOW**

Activate your email address within 24 hours by responding to the message sent to you:

Stay connected with the ADP Mobile App to access your information on the go!

 

**CONGRATULATIONS!**

You are now registered for ADP Workforce Now. You can access your pay and job information, personal information, pay stubs, and W2's.