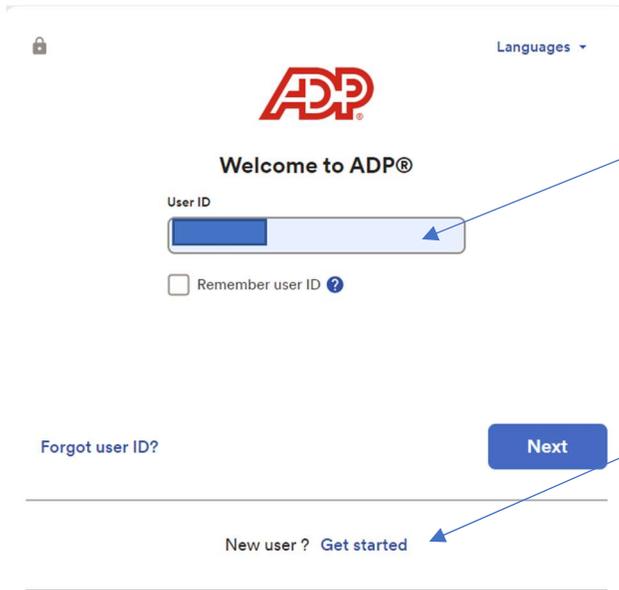


# Setting Up Direct Deposit in ADP

1. Enter <https://workforcenow.adp.com> into browser

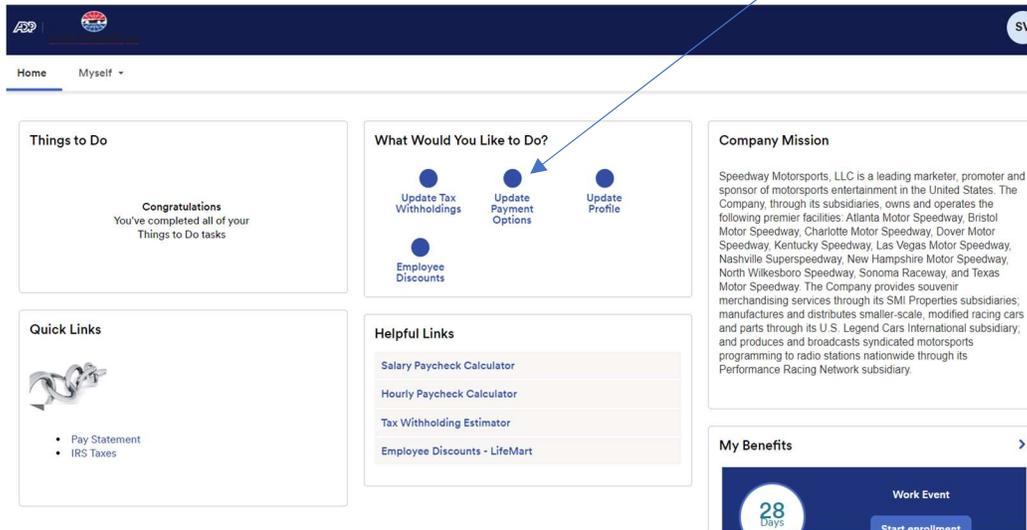


The image shows the ADP login page. At the top, there is a lock icon and a "Languages" dropdown menu. The ADP logo is prominently displayed in the center. Below the logo, it says "Welcome to ADP®". There is a "User ID" input field with a blue highlight and a "Next" button to its right. Below the input field, there is a checkbox labeled "Remember user ID" with a question mark icon. To the left of the "Next" button, there is a link for "Forgot user ID?". Below the "Next" button, there is a link for "New user? Get started".

Enter ADP User Name, click "next", and enter password

Note- If you have not set up an account, you will need to click "Get Started"

Click "Update Payment Options"



The image shows the ADP dashboard. At the top, there is a dark blue header with the ADP logo, a "Home" link, a "Myself" dropdown menu, and a "SV" icon. Below the header, there are several sections: "Things to Do" with a "Congratulations" message, "Quick Links" with a "Pay Statement" and "IRS Taxes" link, "What Would You Like to Do?" with buttons for "Update Tax Withholdings", "Update Payment Options", "Update Profile", and "Employee Discounts", "Helpful Links" with links for "Salary Paycheck Calculator", "Hourly Paycheck Calculator", "Tax Withholding Estimator", and "Employee Discounts - LifeMart", "Company Mission" with a paragraph of text, and "My Benefits" with a "Work Event" button and a "28 Days" timer.

Click "Add Bank Account" to add a new account or "Edit" to adjust an existing Direct Deposit Account.

ADP

Home Myself ▾

## Payment Options

SV Velasco, Stephanie P

Tax ID (SSN) XXX-XX-XXXX

Position ID (more positions)

How do you want to be paid? You can split your pay between any combination of accounts.

Reveal account details  Pay statement settings

Bank Account Direct Deposit

Account #

Deposit amount Everything

[Edit](#)

Bank Account Direct Deposit

Account # None

Deposit amount 0.0%

[+ Add bank account](#)

With your current settings, any pay that exceeds your direct deposit deductions will be sent to you as a paper check. To avoid this, ensure one of your accounts is set to "deposit everything he remainder of my pay".

### Add an Account

Routing Number Account Number Account Type Review

First, enter your routing number.

Routing Number

Routing Number is required \*

Confirm Routing Number \*

Next >

Enter your Routing Number & Account Number, then click "Next". "Next" will turn blue once all information has been entered.

**\*\*Important\*\***- follow through all tabs until you see confirmation that your Direct Deposit has been added to your "Payment Options" ADP Screen.