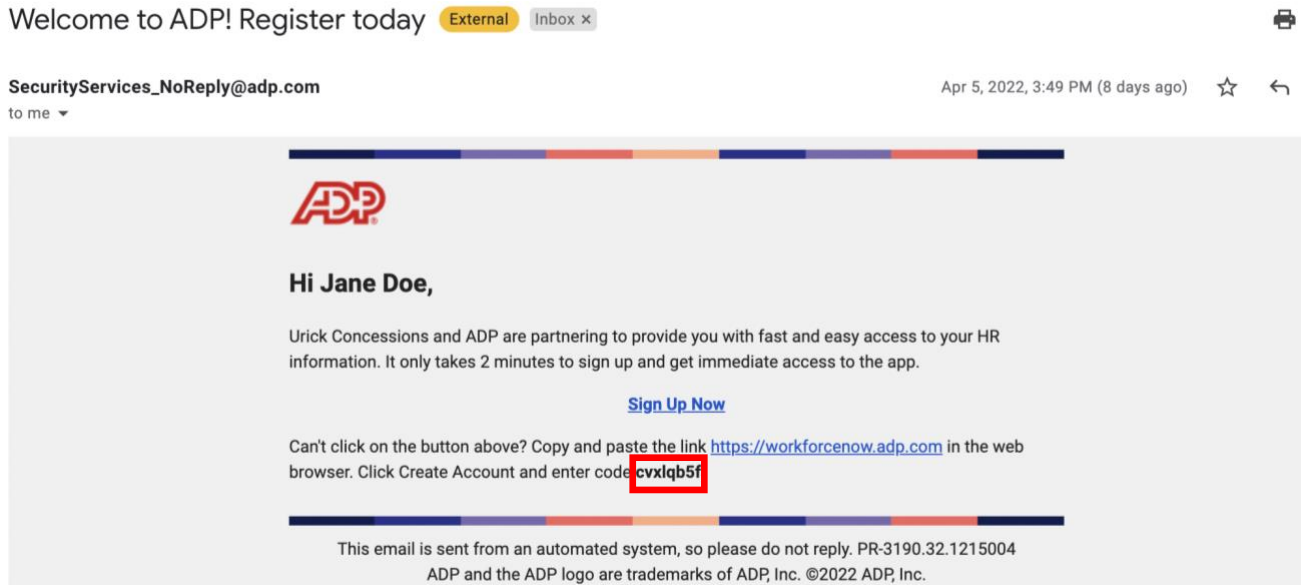


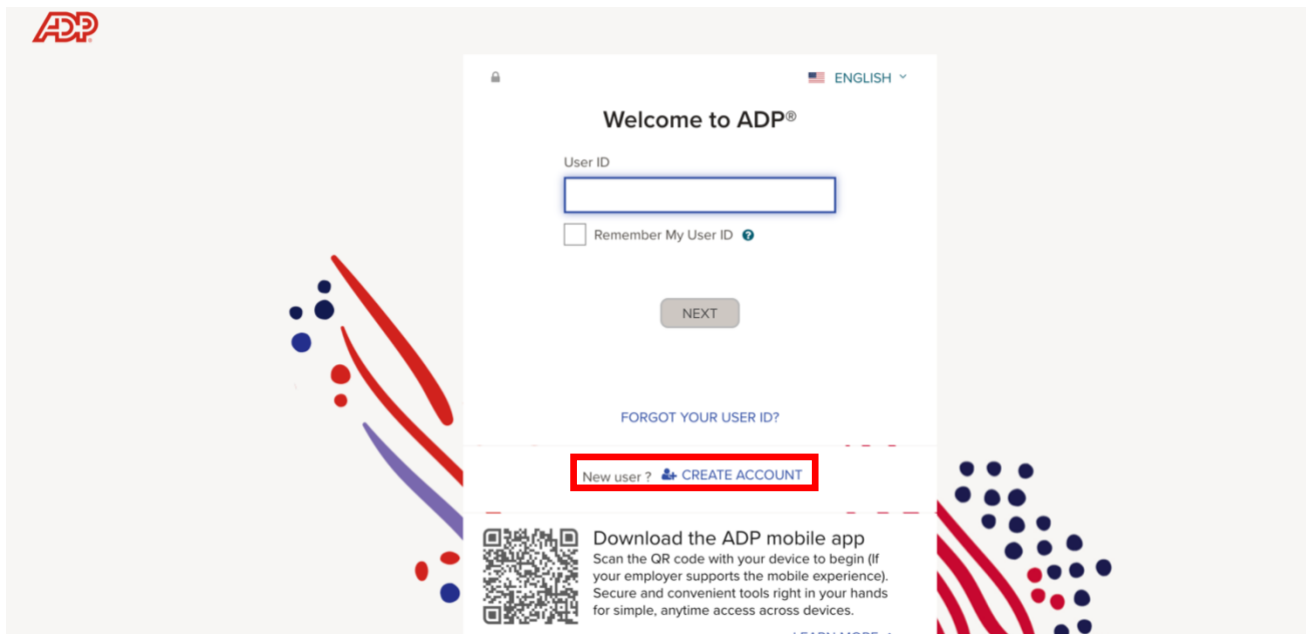
ADP Onboarding Walkthrough Seven Steps

If you have previously used ADP with another company, your experience may be different. Please contact us at urickconcessions@gmail.com for assistance if this is the case.

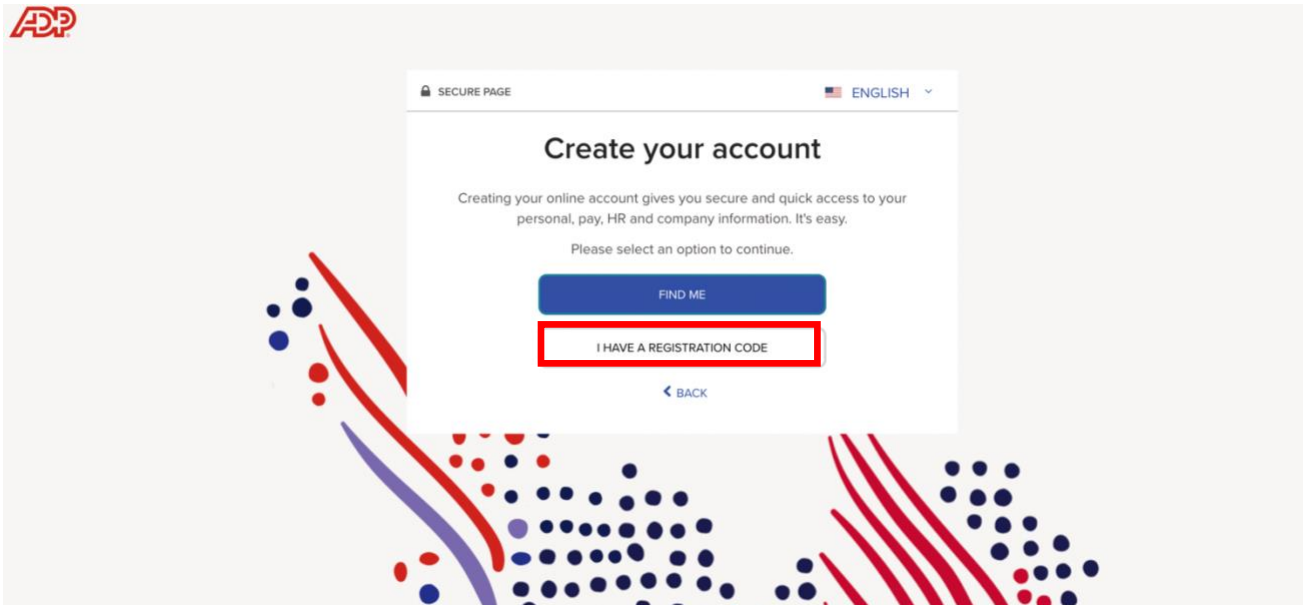
Step One: Check your email for an email from ADP



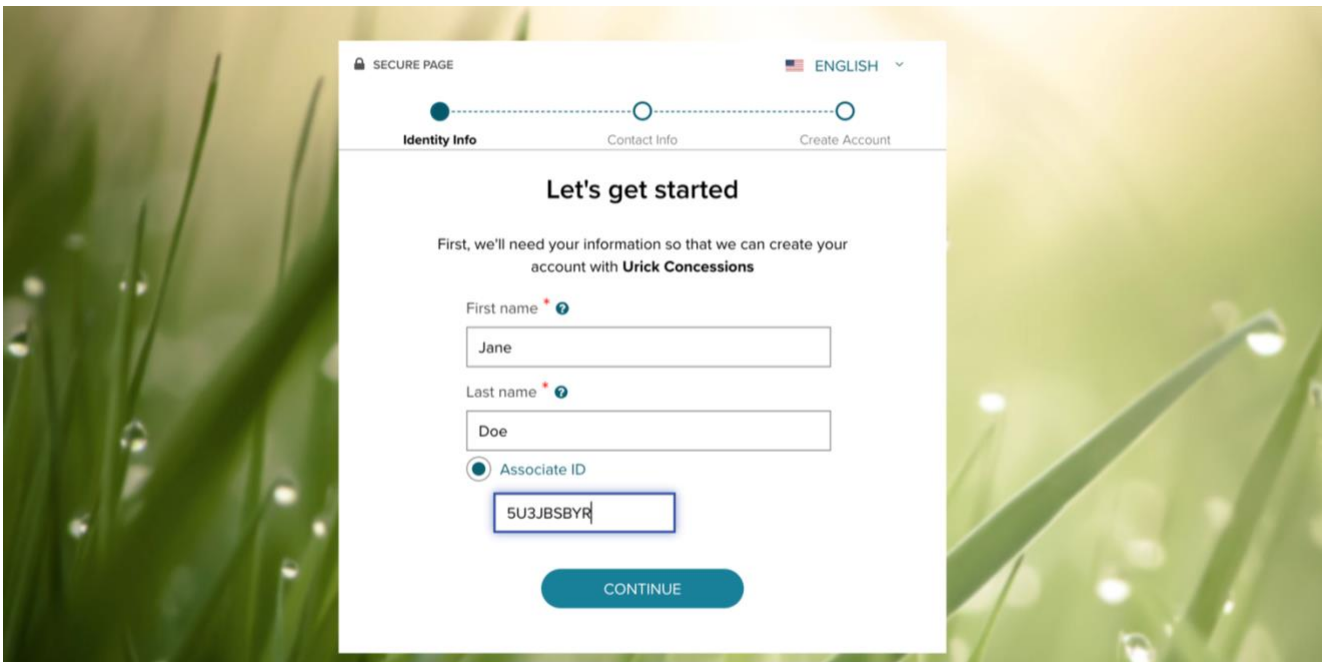
Step Two: On your browser, go to www.workforcenow.adp.com and select “Create Account” located towards the bottom



Step Three: Select “I have a registration code” and refer back to your ADP invite email and copy the code located towards the bottom of your email. Enter your code after selecting: “I have a registration code.”



Step Four: Enter your first and last name. If asked for an associate ID, please contact us at urickconcessions@gmail.com and we will provide that to you. Also please check your email in case we have already sent you your associate ID.



Step Five: Create your username and password. Please write this info down in a secure place. This is what you will login with in the future to view your paystubs. To finish, select “Create Your Account”

Identity Info Contact Info **Create Account**

One more step, Jane!

Let's set up the login information for your account with **Urick Concessions**

Create UserId *

Create Password *

Strong (Add a special character to strengthen)

Confirm Password *

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

CREATE YOUR ACCOUNT

Step Six: Select “Sign In Now” and type in the credentials you created.

Account created! Please sign in.

User ID: DoeDoe123

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

SIGN IN NOW

Activate your mobile phone within 24 hours by responding to the messages sent to you:

+1 317-451-6028

Add ADP Services

One or more ADP services require some information before you can use them.
>> [iPayStatements](#)

[Provide your information](#)

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

Download on the [App Store](#) GET IT ON [Google Play](#)

Step Seven: Once logged in, follow all of the topics on the leftside (Welcome, Video, Profile, Paperwork, Company and Summary.) Be sure to complete all items of onboarding.

The screenshot shows the onboarding interface for Urick Concessions. On the left is a vertical navigation menu with icons and labels: a home icon for 'Welcome', a video camera for 'Video', a speech bubble for 'Profile', a document for 'Paperwork', and a briefcase for 'Company'. The 'Welcome' item is highlighted with a white background. At the top left is the 'URICK' logo in red, and at the top right is a 'LOG OUT' button with an arrow icon. The main content area is white and contains the following text: 'Welcome to Urick Concessions , Jane!' followed by 'You started on Apr 5th, 2022!'. Below this is a large 'CU' logo. A box titled 'Message from your Urick Team' contains the text: 'Welcome! We are excited about your first day. You're joining a fantastic team and you will be a valued contributor. Take a few minutes to go through these important steps. If you have any questions, don't hesitate to ask.' Underneath is the heading 'Here's what you're going to cover:' followed by four buttons: 'VIDEO', 'PROFILE', 'PAPERWORK', and 'COMPANY'. At the bottom center is a teal 'GET STARTED' button.