

Register for ADP Self-Service



U.S.

With our payroll provider, ADP, & ADP Self-Service, you can update your direct deposit, make changes to your W-4 withholdings, and have access at all times to your earnings statements and W-2 forms (beginning with 2015).

We recommend you sign up for direct deposit as soon as you are booked on an assignment. If you're new, please wait until after receiving your first freelance job confirmation email from a Recruiter before registering for ADP Self-Service.

Note: Access to your ADP Self-Service account can take up to 48 hours after your first timecard gets processed. If you previously had access to iPay, you can use the same login to access ADP Self-Service but may have limited functionality until after your first timecard gets processed.

Once you first sign up for direct deposit, there is a 10-14 day processing time frame for the direct deposit to go live. Checks going out via direct deposit will hit on Friday, pending the timely approval of your timecard.

HOW TO REGISTER:

1. Go to <https://workforcenow.adp.com/>.
2. Next to "New User?," click on "CREATE ACCOUNT."
3. Please select an option to Continue: "FIND ME" or "I HAVE A REGISTRATION CODE."
4. Enter your information as instructed: email or phone number, first name, last name, date of birth.
5. Enter the last 4 digits of your Social Security number.

You will then be prompted to complete your registration during which you must answer a few security questions and select a password.

Your password must:

- Be 8-20 characters
- Include a letter
- Include a number

A secure email will be sent to you from SecurityServices_NoReply@adp.com with a Verification Code to verify your transaction. At the end, you will be assigned a User ID. The security questions you set up will be used to verify your identity if you ever forget your user ID or password.

With ADP Self-Service, you always have access to the digital version of your statements at <https://workforcenow.adp.com/>.

- During registration, you can choose to "Go Green" by electing not to have your statements printed & mailed. This is not required, but we do encourage you to keep the environmental impact of printing in mind.
- Once you have registered with ADP Self-Service, you can register for direct deposit.

QUESTIONS?

If you have any questions or issues with access, please visit <https://creativecircle.backofficeportal.com/ContactUs.aspx> for a complete list of payroll contact information.