



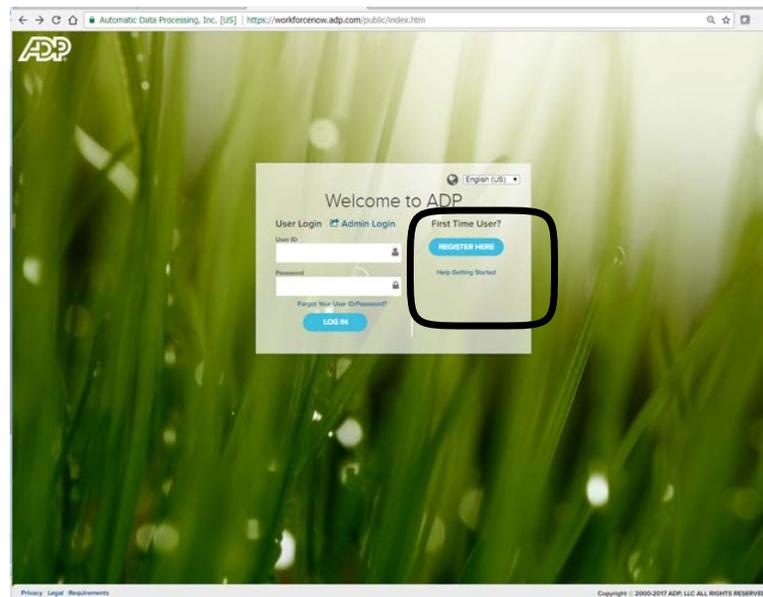
## INTRODUCING THE St. Moritz ADP EMPLOYEE SELF-SERVICE PORTAL

The Employee Self-Service portal site will provides employees with convenient access to their own personal and pay information. Employees will also have access to up-to-date company information and communications. Through our Employee Self-service portal site, employees can:

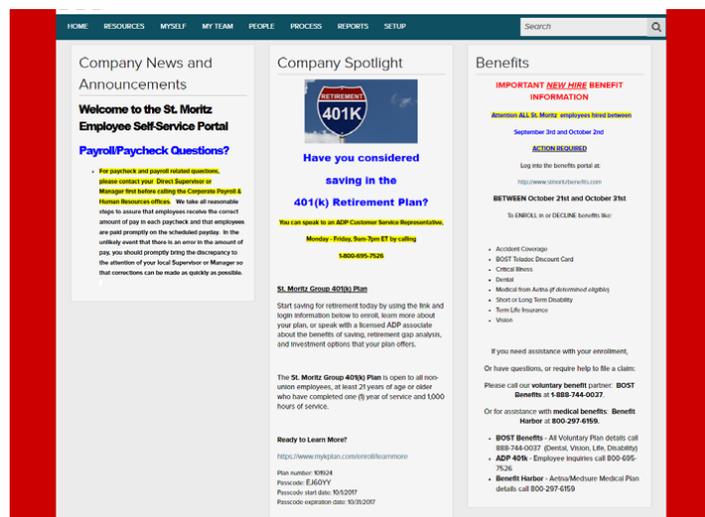
- View and update their personal information such as address and phone numbers, emergency contacts.
- View their pay statements and annual W-2 statements.
- View and update their filing status (W-4), as well as access financial calculators.
- View and update Direct Deposit accounts.
- View and update their work information, education, skills, memberships, licenses & certifications.
- **ENROLL for Company Sponsored Benefits.** You MUST register to enroll in your 2018 Benefit Programs!

**Before you can access the ADP Employee Self Service portal, you must first register.** During registration, you'll create a user ID and you'll create a unique password. You will use that ID and password to log onto your ADP service. It shouldn't take more than 5 minutes to actually log in and sign yourself up. This requires either a valid email address or mobile phone number.

- Go to: <https://workforcenow.adp.com/public/index.htm>
- Click on: **First Time User REGISTER HERE**
- Enter Registration Code: **StMoritzs1-1234**
- **Follow the registration instructions on the screen**



First Time User?





A more human resource.™

## Navigating Your Website

Now that you have logged into <https://workforcenow.adp.com>, finding important activities and information is easy. Use the menus and submenus at the top of your screen to access resources and work-related activities. Important messages and events display in sections on your Home page. Your personal information can be found under the Myself menu and submenu options.

Note: Menus and submenu activities may vary based on your access privileges and company setup

Icons such as **Message Center**, **Calendar**, **Support**, and **Log Out** provide quick access to common information and tasks. To set preferences or view your profile, click on your name and select the link.

Click on a menu to access additional resources and work-related activities. You can switch to an expanded menu to view more options.

Your Home page displays important information in sections such as **Company Mission**, **Company Events**, **Forms** and **Quick Links**.

The screenshot displays the ADP WorkforceNow user interface. At the top, there is a navigation bar with the ADP logo on the left and user information on the right, including a profile icon for 'ANTHONY ALBRIGHT' and a dropdown menu with 'My Profile' and 'Preferences'. Below the navigation bar are several content sections: 'Company Mission', 'Our Mission', 'Company News', 'Company Spotlight', 'Quick Links', 'Forms', 'Company Events', and 'ADP News'. A 'Personal Information' submenu is expanded, showing options like 'Personal Profile', 'Employment', 'Pay', 'Time & Attendance', 'Time Off', 'Talent', and 'Benefits'. A 'SWITCH TO EXPANDED MENU' button is visible between the 'Company News' and 'Company Spotlight' sections. The footer contains links for 'Privacy', 'Legal', 'Requirements', 'Product Feedback', and 'About'.



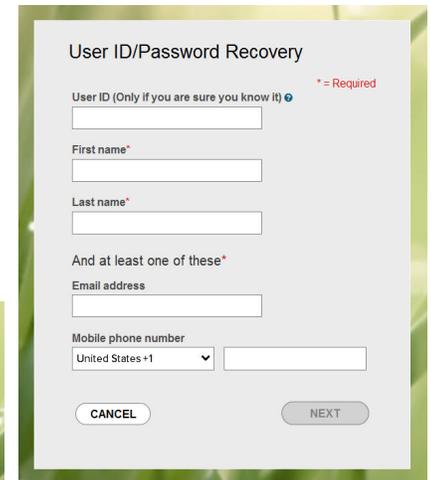
## Need Help? Forgot Your User ID?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your User ID, you can use the **Forgot your User ID/Password?** link on your ADP service website to recover it. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

- 1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.
- 2 Enter **First name** and **Last name** exactly as they exist in your organization’s records.
- 3 Enter an email address and/or mobile phone number associated with your account.  
**Note:** For additional assistance, click the Help icon.
- 4 Click **Next** and follow the instructions on the site to recover your **User ID**.

**Result:** Upon successful verification of the information you entered, your User ID will be displayed.

- 5 Click **Log In** to access your ADP service  
or  
Click **I Don’t Know My Password** to reset your account password.



## Need Help? Forgot Your Password?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your **Password**, you can use the **Forgot your User ID/Password?** link on your ADP service website to reset your **Password**. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

- 1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.
- 2 Enter your **User ID**.
- 3 Enter **First name** and **Last name** exactly as they exist in your organization’s records.
- 4 Enter an email address and/or mobile phone number associated with your account.

**Note:** For additional assistance, click the Help icon.

- 5 Click **Next**.
- 6 Select the reset method and click **Send Code**:

- Request temporary **Code** to be sent via email to your activated email address.
- Request temporary **Code** to be sent as a text message to your activated mobile phone number.

**Note:** If you have not yet activated your email address and/or your mobile phone number, the email and text message options will not be available to you. Select the **I don’t have access to this email address** checkbox and click **Next**. You will have to answer security questions to reset your password on the screen.

- 7 Retrieve the code sent to your email or phone and follow the instructions on the site to enter your new code within 15 minutes to reset your **Password**.

**Note:** If you are still unable to reset your **Password**, contact your company administrator for assistance.

