

# Quick Reference Guide: Password Reset

## Password-less sign in or reset your forgotten password

Navigate to the ADP Workforce Now® self-service website. Enter your User ID then click **Forgot your password?**

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English (US) v

Welcome to ADP®

User ID

Remember User ID

Password

Sign in

Forgot your password?

New user? Create account

Download the ADP mobile app  
Scan the QR code with your device to begin (if your employer supports the mobile experience).  
Secure and convenient tools right in your hands for simple, anytime access across devices.  
LEARN MORE >

Enter your **Email** or **Mobile phone** that was shared with your employer.

2

We found you,

For identification purposes, enter a contact email (or mobile number) that you shared with your employer.

Email or mobile phone

NEXT

CANCEL

Select an option to confirm your identity:

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- Send me an email
- Send me a text message
- Let me answer security questions

Note: these options may vary

Security verification

Select an option to confirm your identity.

NEXT

CANCEL

If you opted for email or text message, then you'll need to submit the verification code within 10-minutes.

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OR

If you opted to answer security questions, proceed to do so as a verification code is not required.

Enter verification code

We emailed a code to [redacted]. This code is valid for 10 minutes.

Verification code

Submit

Answer security questions

NEXT

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After successfully verifying your identity, select **Sign In Now** (without resetting your password) or **Create New Password** to reset it.

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Note: If you answered security questions, creating a new password will be the only option available.

Verification complete, Alex.

SIGN IN NOW

CREATE A NEW PASSWORD

Create new password

New Password (case sensitive)

Very Strong (Add an uppercase letter to strengthen)

Confirm New Password (case sensitive)

SUBMIT

CANCEL