

Registration Quick Reference Card for Employees/Associates

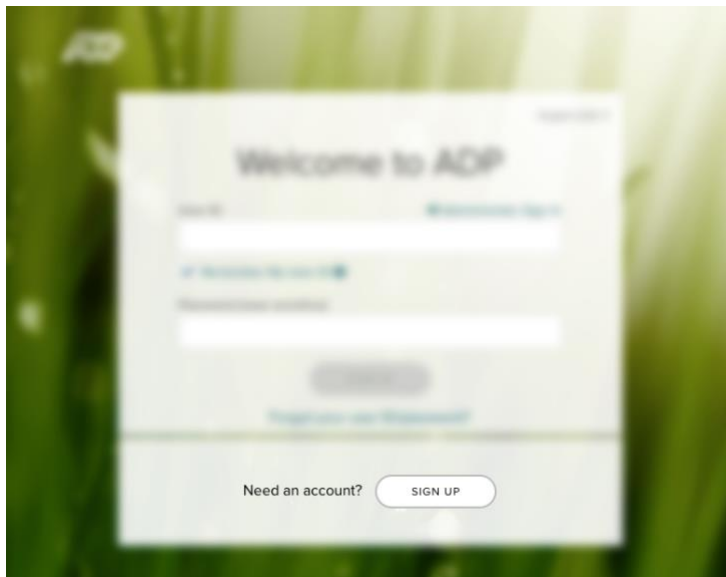


Welcome! Register an account with ADP to access the services offered by Mount Kato.

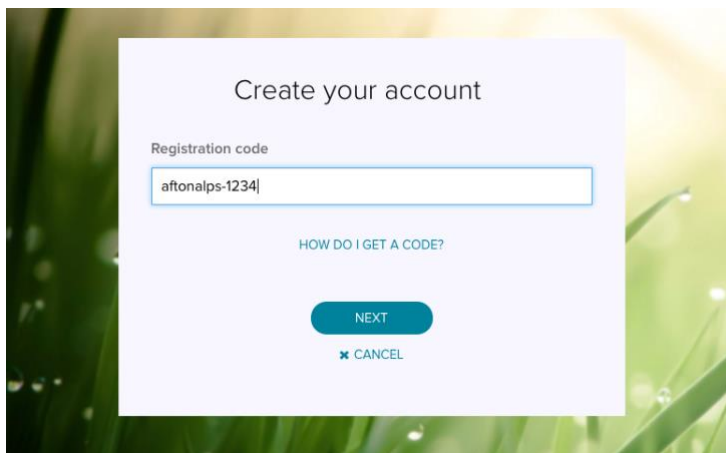
Using an Organizational Registration Code

- 1 Goto: <https://workforcenow.adp.com>

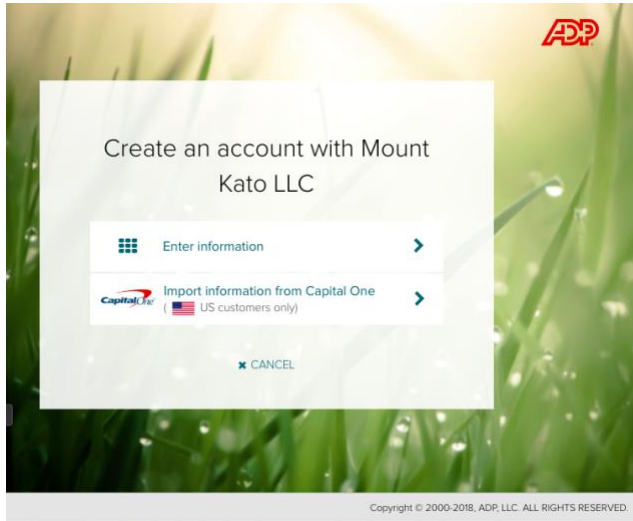
Click the button labeled “SIGN UP” located in the lower portion of the gray window just to the right of “Need an account?”



On the next screen, enter the registration code: **aftonalps-1234** and then click the “NEXT” button.



2 Select “Enter information”



Enter your personal identity information:

- Your First Name
- Your Last Name
- Select the button next to “Last 4 Digits of SSN, EIN, or ITIN”
- Enter your birth month, day, and year
- Check the box “I’m not a robot”
- Finally click the “Continue” button.

- 3 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Work

Phone*

Work, Mobile +

It's OK to text me about my account* Yes No

Backup Contact Information Add additional email/phone where you can be reached.

Email

Personal

Phone

Work, Other +1 Ext

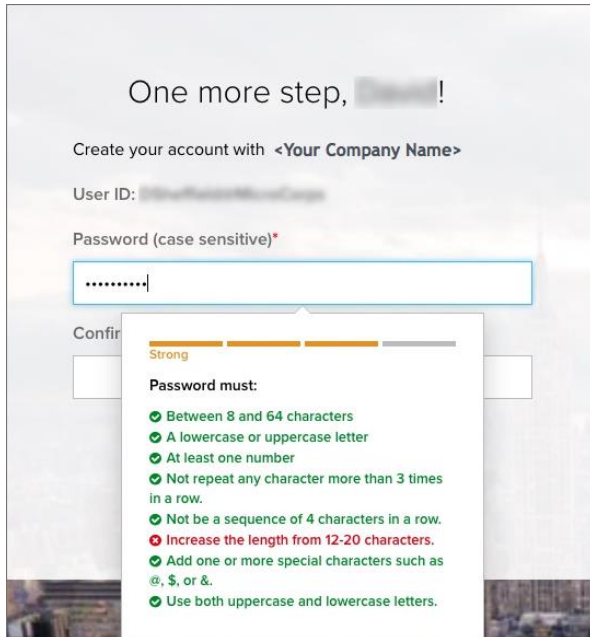
[ADD NEW PHONE](#)

[CONTINUE](#)

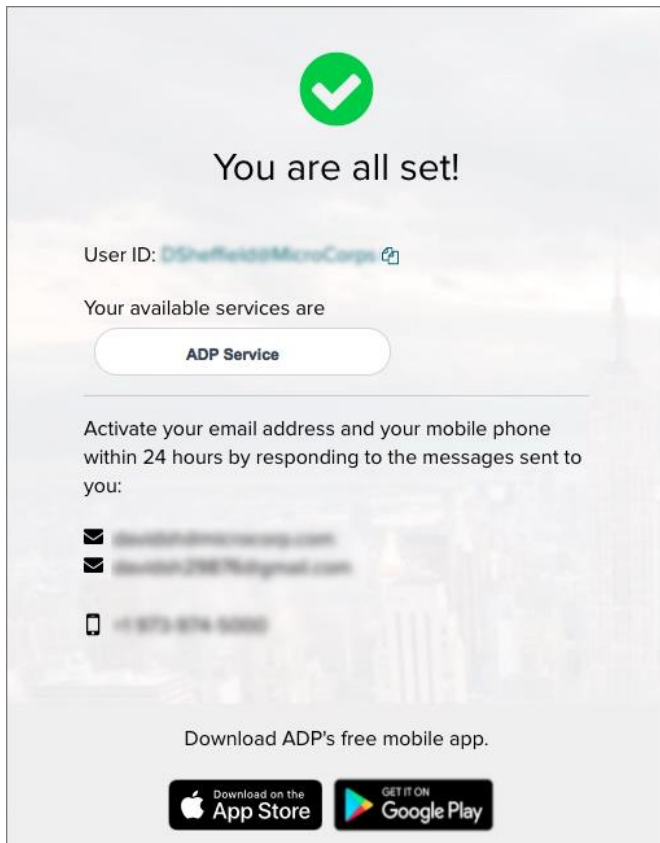
[CANCEL](#)

- 4 Set up your user ID and password for your account.
Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.

When creating your User ID use your first initial and last name followed by “@mountkato” example (jsmith@mountkato)



- 5 Click Create Your Account to complete the registration and set up your ADP account. Use your user ID and password to access your ADP service(s).



Disclaimer: Employee registration does not apply to admin-only services such as General Ledger Interface, ADP Reporting, and Payroll QuickView. The registration process outlined in this document does not apply to RUN Powered By ADP® Employee Access®. The registration process will vary slightly for employees registering for ADP Retirement Services on the participant website at www.mykplan.com.

Activate Your Email Address

During registration, if you provided a unique email address that is not shared by others in your organization, you will receive an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

Activate Your Mobile Phone

During registration, if you provided a unique mobile phone number that is not shared by other users in your organization, you will receive a text message from ADP and reply with the code to complete the activation. In some countries, your activation process will differ; so, please follow the instructions in the text message in order to activate your mobile number.

Forgot Your User ID/Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service login page.

- 1 Enter your first name and last name exactly as they exist in your organization’s records. You will also be asked to enter an email address and/or mobile phone number associated with your account. [See this step.](#)

Upon successful verification of the information that you entered, your user ID will be displayed.

- 2 To reset your password, select the “I don’t know my password” option and choose an option.

- **Option 1 – Get and Enter a Code within 15 Minutes**

If your email address or mobile phone number is unique within your organization, and you have access to it. [See Option 1.](#)

- **Option 2 – Answer Your Security Questions**

If your email address or mobile phone number is not unique within your organization’s records, or you do not recognize or have access to them. [See Option 2.](#)

Upon successful verification of your response, you will be prompted to enter and confirm your new password. [See this step.](#)



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