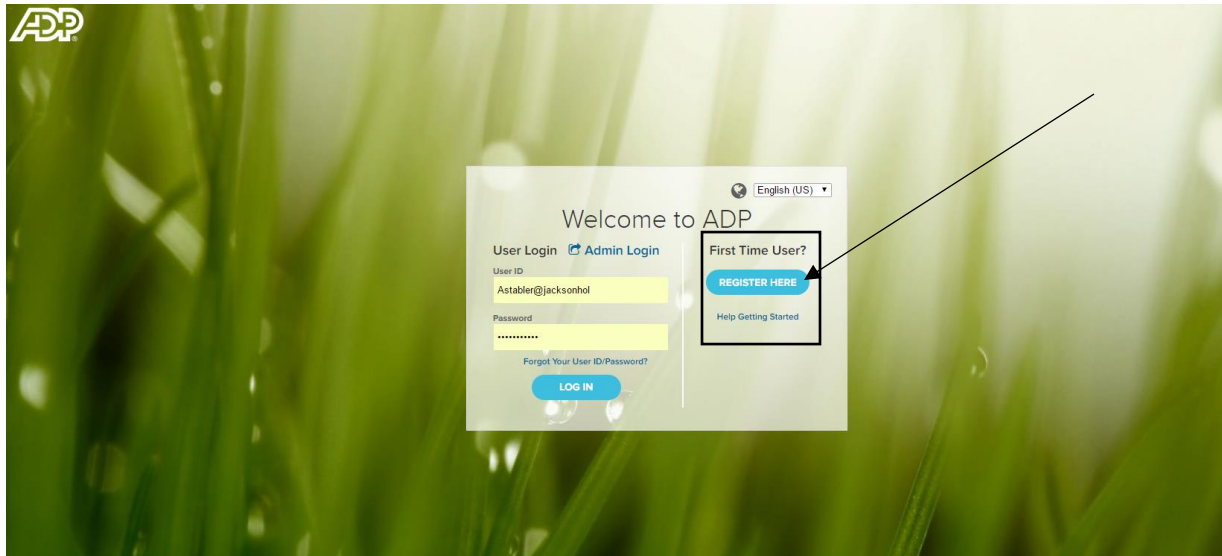


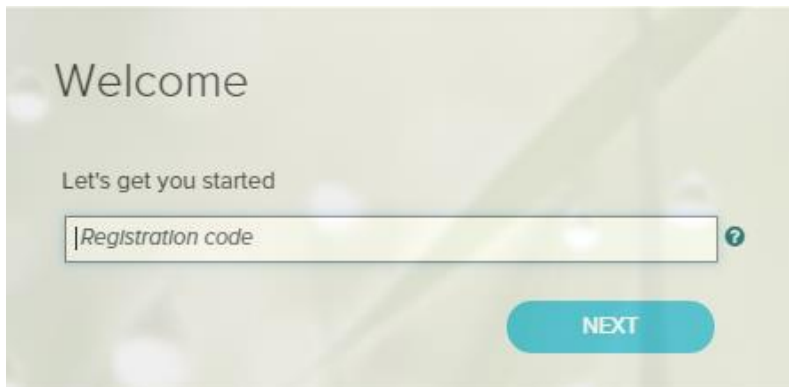
ADP Self Service Portal Registration Instructions

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

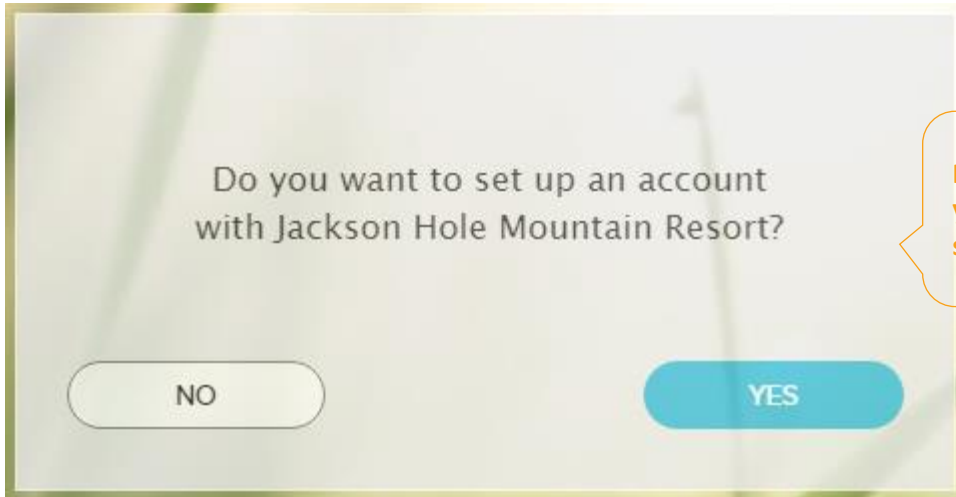
1. Please visit: <https://workforcenow.adp.com/public/index.htm>
2. Select Register Here



3. Enter the registration code: JHMR-1234



4. "Do you want to set up an account with Jackson Hole Mountain Resort?" Select Yes.

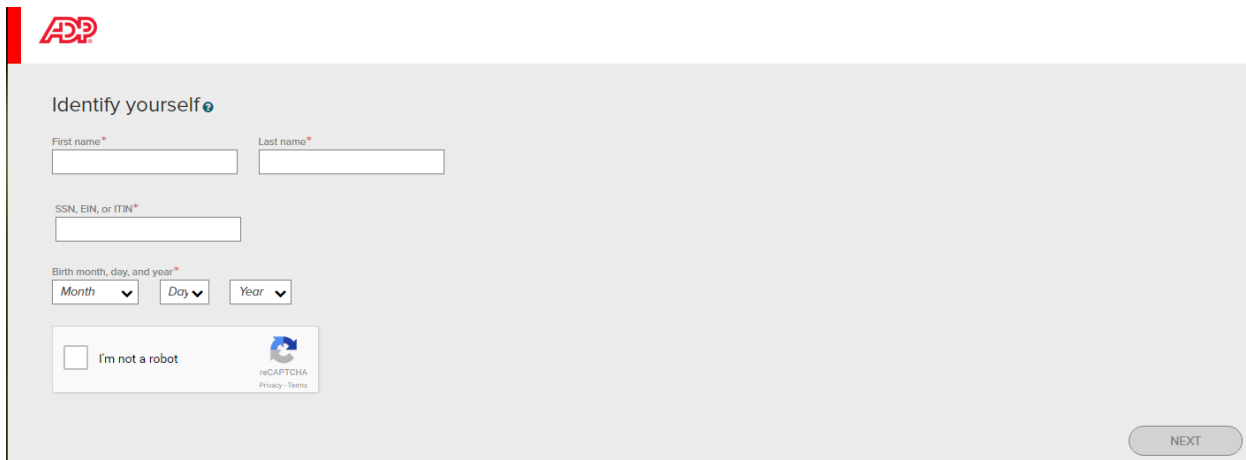


Do you want to set up an account with Jackson Hole Mountain Resort?

NO YES

If you do not recognize the name of your organization, select No and start over.

5. Enter your information to help us find you in our records.



ADP

Identify yourself

First name* Last name*

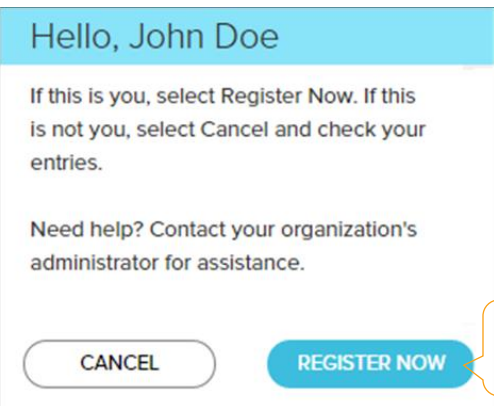
SSN, EIN, or ITIN*

Birth month, day, and year*
Month Day Year

I'm not a robot

reCAPTCHA
Privacy - Terms

NEXT



Hello, John Doe

If this is you, select Register Now. If this is not you, select Cancel and check your entries.

Need help? Contact your organization's administrator for assistance.

CANCEL REGISTER NOW

Click REGISTER NOW.

6. Complete the page and click REGISTER NOW

Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address*
 Business Personal

Mobile phone number
 Business Personal

I authorize ADP to send me notifications regarding my account, according to [ADP'S TEXT MESSAGING TERMS AND CONDITIONS](#).

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID*
jdoe@organizationxyz

Password (case sensitive)* ?
 Good ✓

Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*

Show password

Select security questions and answers

Use answers to your security questions that you can easily remember later.

Question 1*

Your answer (not case-sensitive)*

Question 2*

Your answer (not case-sensitive)*

Question 3*

Your answer (not case-sensitive)*

[REGISTER NOW](#)

✔ **Congratulations! Your registration is complete!**

Your account

Your user ID: Jdoe@organizationxyz

Your available ADP services:

SELF SERVICE

Activate your email / phone

⚠ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

✉ John.doe@organizationxyz.com

☎ +1 555-555-5555

Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.