



KINGSTON HEALTHCARE COMPANY
PAYROLL SELF-SERVICE REGISTRATION INFORMATION

Welcome to Kingston!

The instructions below walk you through how to register for ADP's self-service option to view pay statements on-line. This will provide you access to pay statements and W-2s any time of day or night. Your pay statements will be available 48 hours prior to the pay date and can be accessed from any computer or smart phone. A few things to note:

- Your Kingston email account has been used to establish your Personal Registration Code (PRC).
- Registration must be done using an internet browser. You cannot use a Smart Phone to register until a user ID and password have been established.
- Your PRC code is listed in the instructions below. **This code will expire in 15 days.**

Register for ADP Self-Service to Access Your Pay Statements:

1. Using an internet browser, go to <https://workforcenow.adp.com> or Ctrl+Click on this link. You can also access this site from Kingston's home page by clicking on the **ADP Workforce Now** link.
2. On the Welcome to ADP page, click on the link **CREATE ACCOUNT**.
3. In the **Create your account** window that opens, click on "I HAVE A REGISTRATION CODE" and enter the following Personal Registration Code (PRC): **[Registration Code]**. Click "CONTINUE".
4. Enter the information as requested and click "CONTINUE".
5. Create a User ID and password. To view specific criteria required for the User ID and password click on the blue question mark next to the field label.
6. Answer 3 security questions: The security questions may be needed to verify your identity if you ever forget your User ID or password.
7. Once you are registered, you will receive an email and text message from ADP. Please respond as requested.

Login and View your Pay Statements Using an Internet Browser:

1. Go to <https://workforcenow.adp.com>.
2. Enter your User ID and Password and click the Login button. If you forget your User ID or password, click the "Forgot Your User ID/Password?" link and follow the instructions. If you fail to enter the correct password after 3 attempts, you will be locked out of the system and will need to contact your Payroll/HR Manager to have your password reset.
3. At the top left, click on **Myself** to view the options menu.
4. Under **Pay** click on **Pay & Tax Statements** to view your pay statements.

Download the Mobile App:

1. Open workforcenow.adp.com welcome page and scan the QR code with the camera on your Smart Phone.
2. Open the pop-up and follow prompts to download the app.
3. Enter your user ID and password and follow the instructions.

Log-out: click on the  icon in the upper right corner

If you have any problems with the registration process, please contact your facility Payroll/HR Manager or one of the names listed under Contacts for Questions below these instructions.

Contacts for Questions:

Home Office Payroll Administrator

Sue Kamann, skamann@kingstonhealthcare.com 419-247-2905

Home Office Payroll Accountant

Angela Koontz-Elder, akoontz@kingstonhealthcare.com, 419-247-2843