HOMEBRIDGE

Our Homebridge ADP Self-Service Portal web site is here!

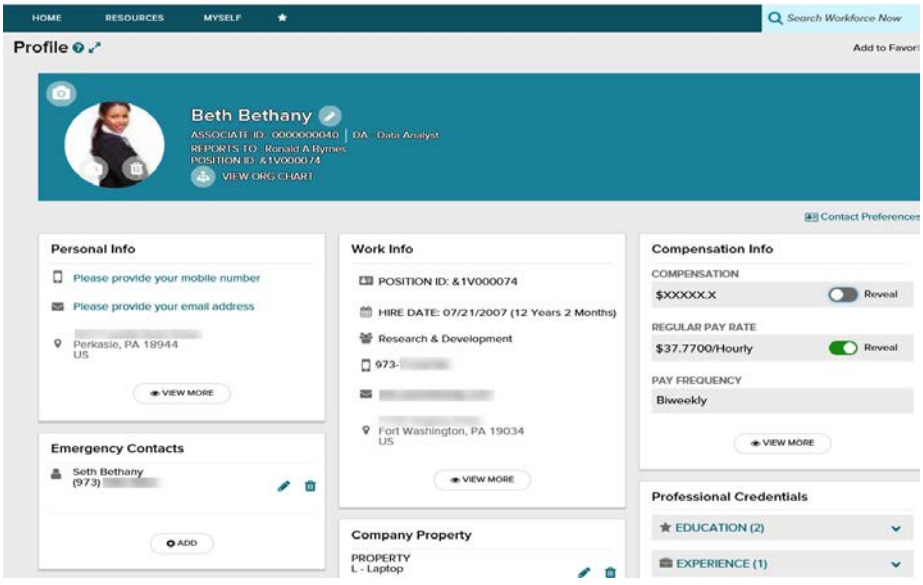
It provides you with unprecedented, swift and convenient access to your personal and pay information as well as up-to-date company information.

What does this all mean? Effective today, you now have secure and convenient access to your personal, pay, and human resources information via ADP WorkforceNow®.

On our Homebridge ADP Self-Service Portal, you can do any of the following:

- View and update your personal information to keep your contact information up to date.
- Update your security questions and answers to be able to reset your password or retrieve your user ID, when required
- Change your password regularly to protect your account.
- Update/Activate your mobile phone numbers and email address to receive security notifications from Homebridge or ADP.
- You can also view and update your emergency contacts and dependent information.
- View your pay statements and annual statements (W2). You can also view and update your filing status (W4), as well as access financial calculators.
- View your attendance and paid time off information.
- View and update your work information, education, skills, memberships, licenses & certifications.
- Access company news, announcements, policies and more.

Your Information Via ADP Employee Portal

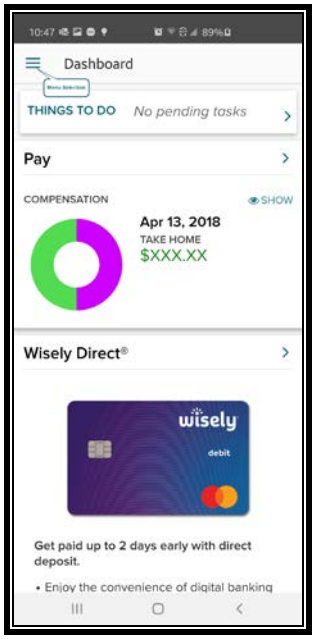


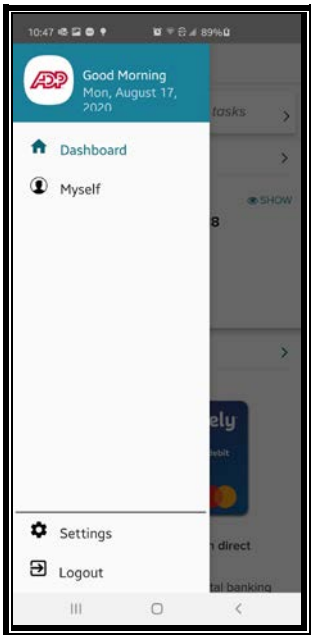
HOMEBRIDGE

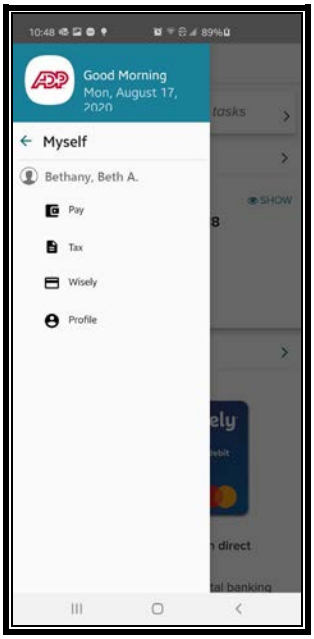
Stay Connected with the ADP Mobile App

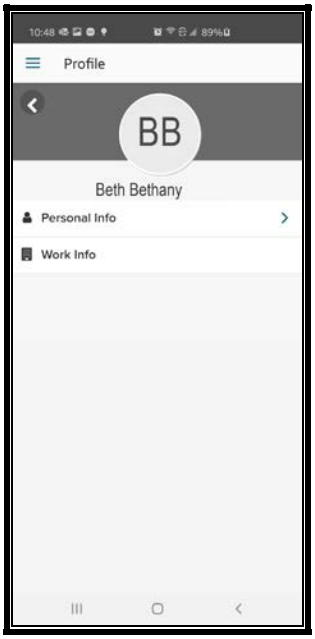
Your ADP self-service portal has been added to your PROMO Phone. You can now connect from anywhere using the ADP Mobile App. With ADP Mobile, you can:

- View your latest pay statement and deduction details
- Review Benefits elections, complete open enrollment, and more!









How to register?

You will need the following information:

1. Our Company web site URL: **https://workforcenow.adp.com**
2. An Organizational Registration Code: **hbca-1035**

We are very excited about the value that our Homebridge ADP website will provide you.

Refer to the **registration quick reference card** below and register today!

Sincerely,

Your Homebridge Human Resources Team

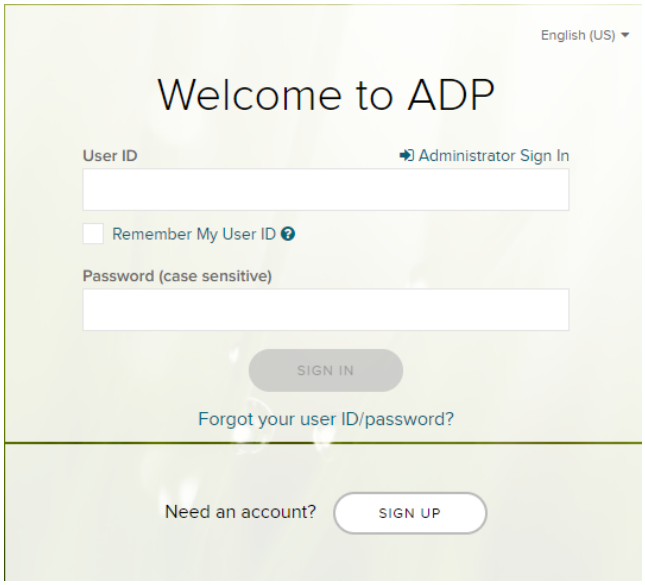
ADP Employee Registration Quick Reference Card

Welcome! Register an account with ADP to access the services offered by your organization.

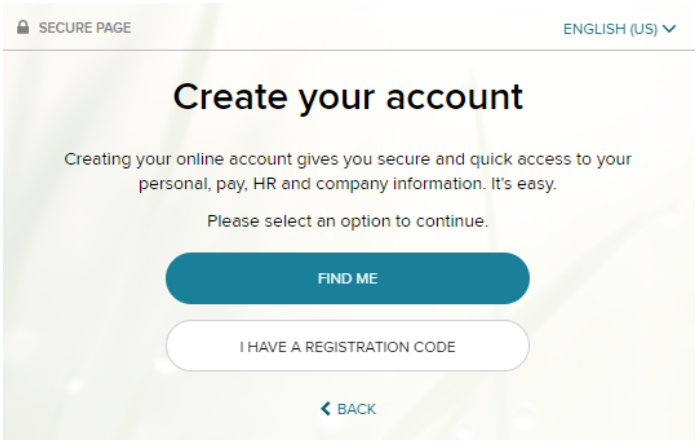
The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

Registering with a registration code from your organization

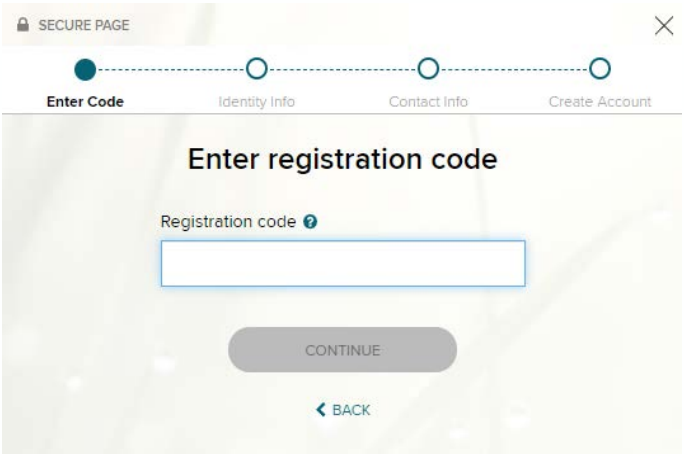
1. On your ADP service website, click **Sign Up**.



2. Click on **I Have a Registration Co**de.

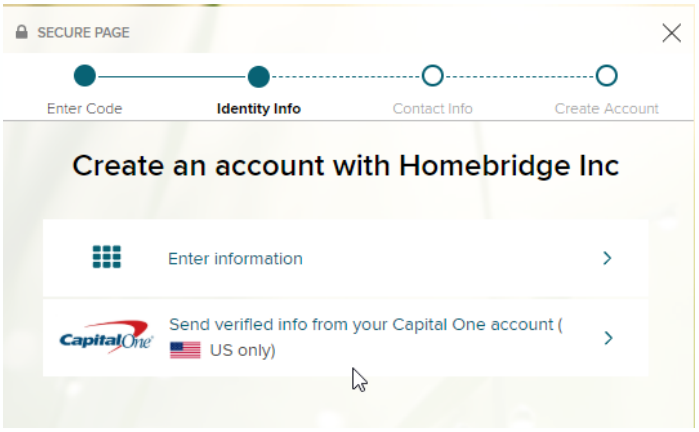


3. Enter the Organizational Registration code **hbca-1035**



4. Click **Enter Information** or if you have a Capital One account you can choose to verify yourself with that information.

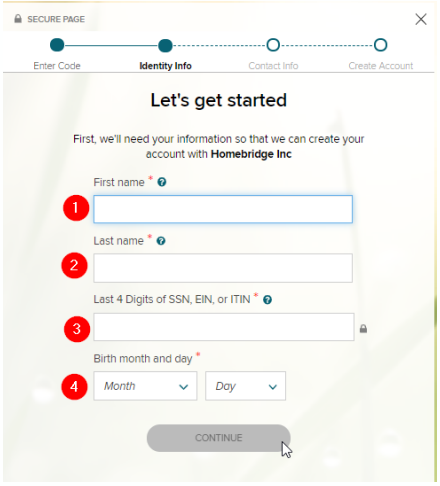
However, the instructions to follow are for the **Enter Information option only**.



ADP Employee Registration Quick Reference Card

5. Enter your identity information such as First name, Last name, Date of birth, government-issued legal ID such as SSN, EIN, ITIN (for U.S. clients only), or Employee ID (for U.S. clients only)/Associate ID. Options available to you may vary slightly.

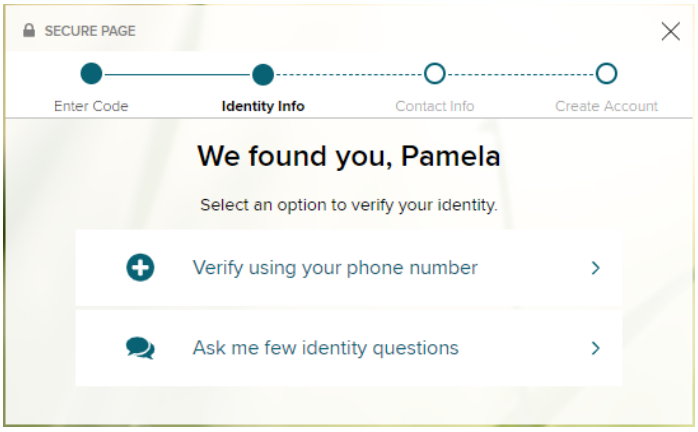
6. Then click **Continue**



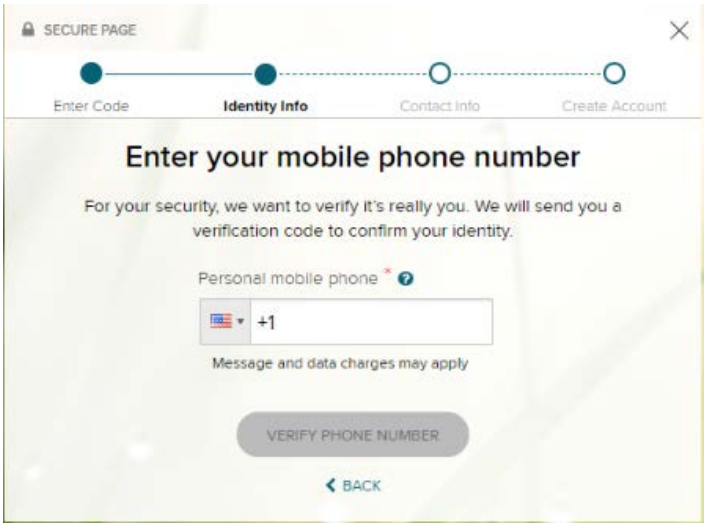
7. **Choose an option to verify your identity**. If you choose to verify your identity using your phone number, the mobile number must be in your name.

Based on your information requested during this process, you may be required to answer questions from public records or enter the verification code sent to your email address or mobile number

The **instructions** to follow are for verifying your identity using a **mobile phone number only**.

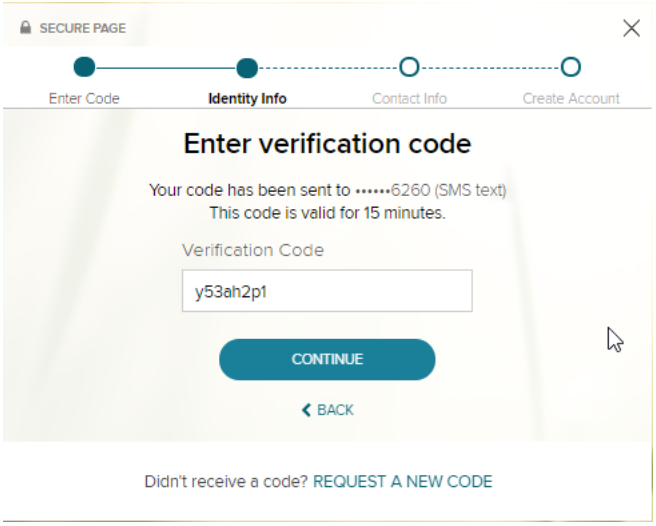


8. Enter your mobile phone number



9. Check your mobile phone for a text message with the verification code.

10. Enter the verification code you received on your mobile phone via text message.

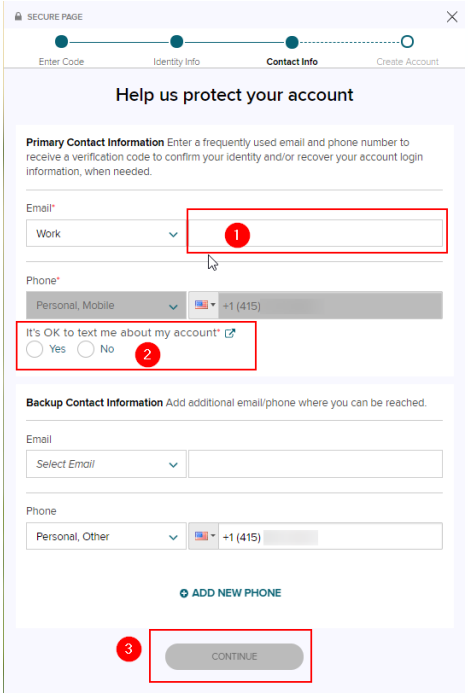


11. Click **Continue**

ADP Employee Registration Quick Reference Card

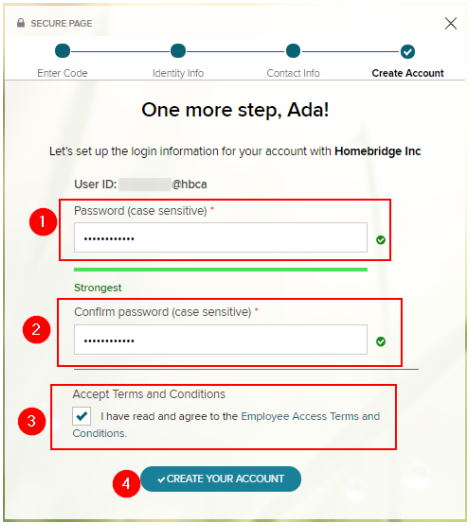
12. Add your **primary contact information** — a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed**.**

13. Click on the drop-down arrow under **Email** to change the option from **Work** to **Personal**.

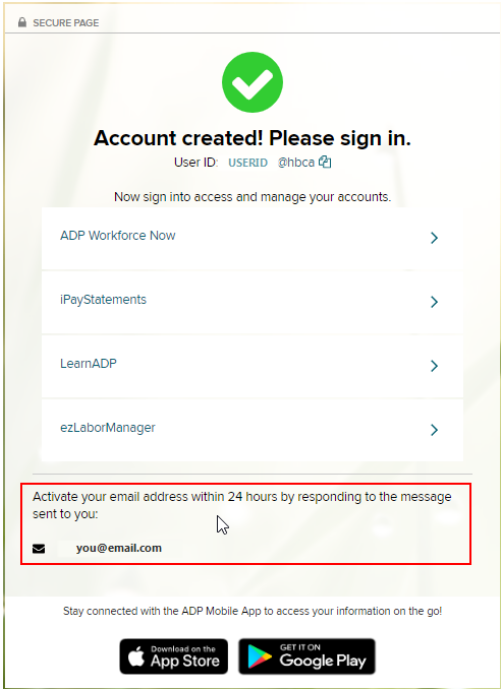


14. Enter a strong password to complete the registration process for your ADP service account.

15. Check the box for **Accept Terms and Conditions**, then click on **Create Your Account.**



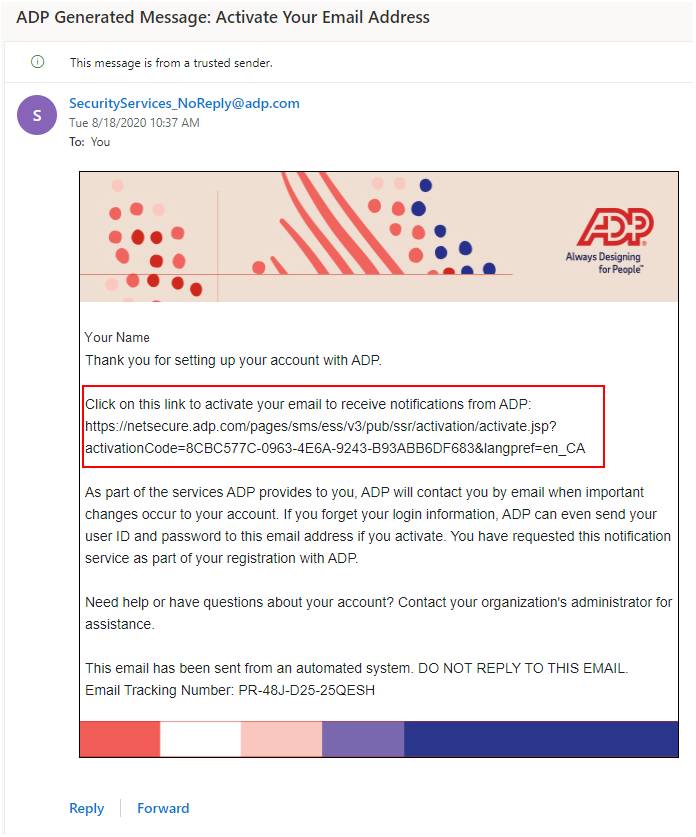
16. When account is created you will receive the following message. Now you must activate your email address.



ADP Employee Registration Quick Reference Card

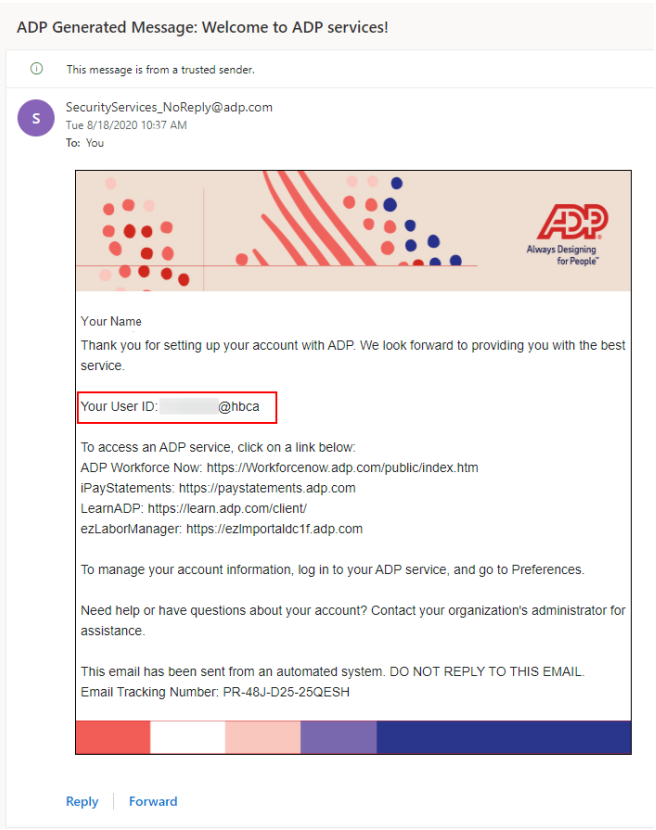
17. Go to your E-mail Inbox and find the **ADP Generated Message: Activate Your Email Address.**

18. Click on the activation link



19. Check you E-Mail Inbox for the **ADP Generated Message: Welcome to ADP Services**

20. This email will have your **User ID**, please keep this information because you will need along with your password to login to ADP WorkforceNow.



If you can't find these emails in your Inbox, please check your Junk and/or Spam folder. They are sent out immediately.

Congratulations! Use your user ID and password to log in to your account and access your information on ADPWorkforceNow.com and ADP Mobile app.

To stay connected with your information, download the ADP Mobile App and access your information on the go!

Download on the App Store

GET IT ON Google Play

If you forget your login information, use the Forgot User ID/Forgot Password link on your ADP service web site to complete a quick verification and recover your information.