



## SAILS ADP Registration Instructions

This process has to be done on personal computer or laptop, or mobile device. ADP recommends you use either Chrome or Firefox as your internet browser.

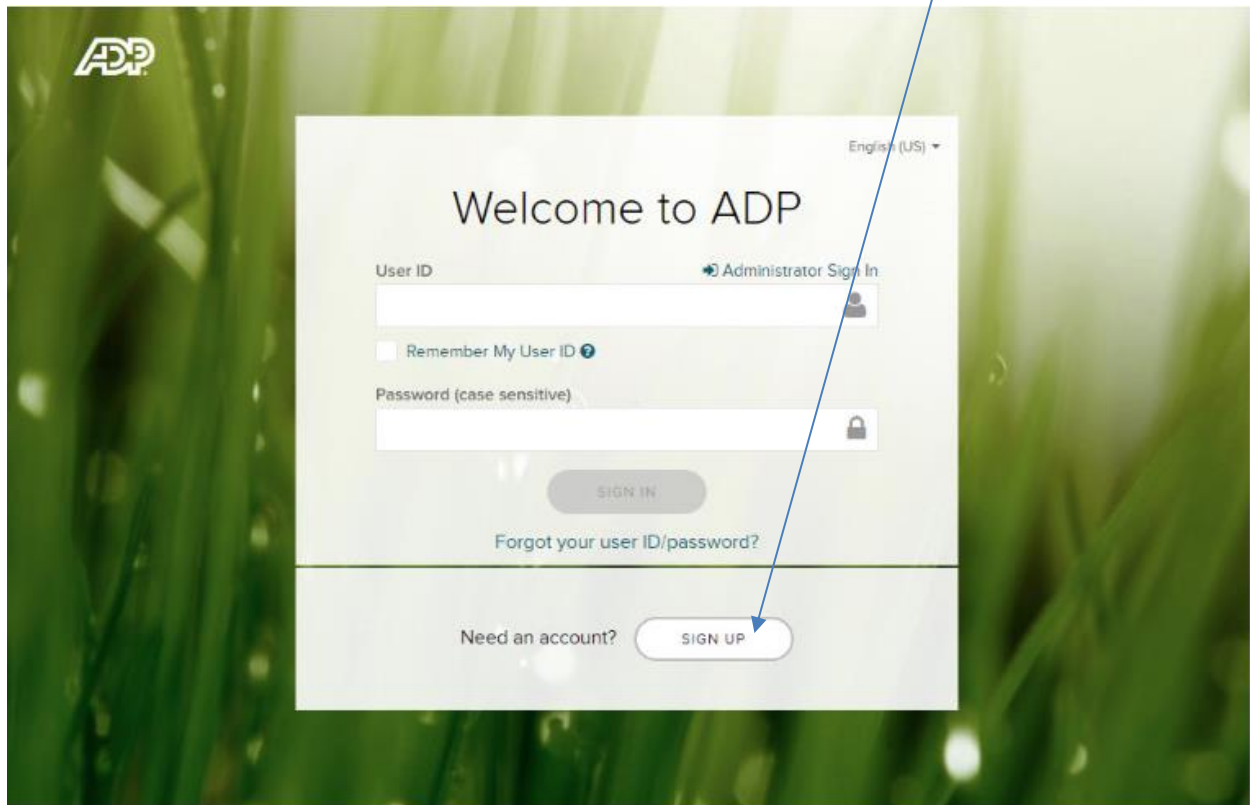
Before you begin you will need:

- Your last 4 digits of your Social Security Number
- Your Birth date
- First and Last legal name.
- An email address or mobile phone # where you want ADP to send all notifications.

**Security Tip:** To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection

Go to the ADP website <https://workforcenow.adp.com>

Under “Need an account” – click on **SIGN UP**



Enter the registration code of: **SAILSGroup-042017** then click **NEXT**

Create your account

Registration code

SAILSGroup-042017

HOW DO I GET A CODE?

NEXT

✕ CANCEL

Click on the Arrow at *Enter Information*


Create an account with The SAILS Group Inc


Enter information >

Send verified info from your Capital One account (US only) >

✕ CANCEL

## Identify yourself

First name \* 



Last name \* 


And one of these\*

Associate ID

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day \*

01  15 

✓
I'm not a robot


reCAPTCHA  
Privacy - Terms

[CONTINUE](#)

[✕ CANCEL](#)

Type in your legal first and last name that is found on your Social Security Card or Passport. They must match with the data that Human Resources entered into ADP upon your hire.

Then choose the button next to Last 4 Digits of SSN and type in the last 4 digits of your Social Security Number.


From the drop- down arrows, add your birthdate and then, check “that you are not a robot”, and then **CONTINUE**.

Once ADP has matched you with the ADP database, you need to choose the method to receive your personal registration code – text message or email. Again, these must have been entered into the ADP database by Human Resources upon your hire to be able to use them in this process.


If your name is not being retrieved, contact Linda Weeks at [hrwa@sailsgroup.com](mailto:hrwa@sailsgroup.com) or ext 205.

## We found you


Select an option to verify your identity

 Send me a text message
>

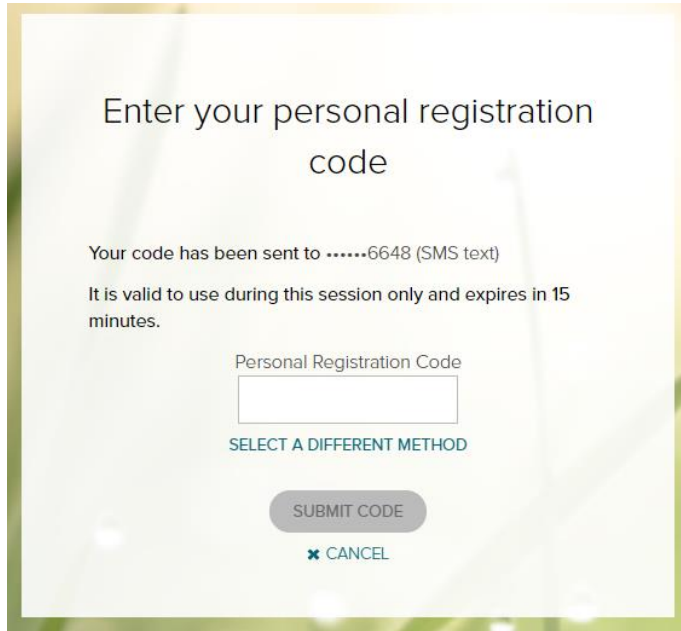
.....6648 (SMS text)

 Send me an email
>

j.....e@sailsgroup.com

 Ask me few identity questions
>

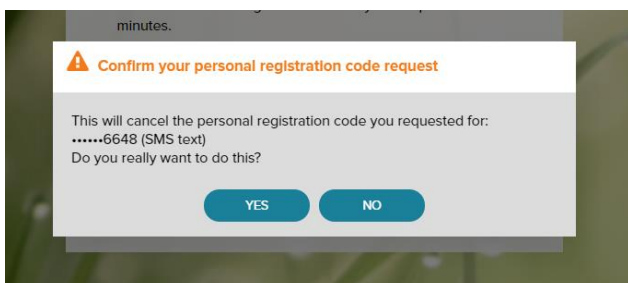
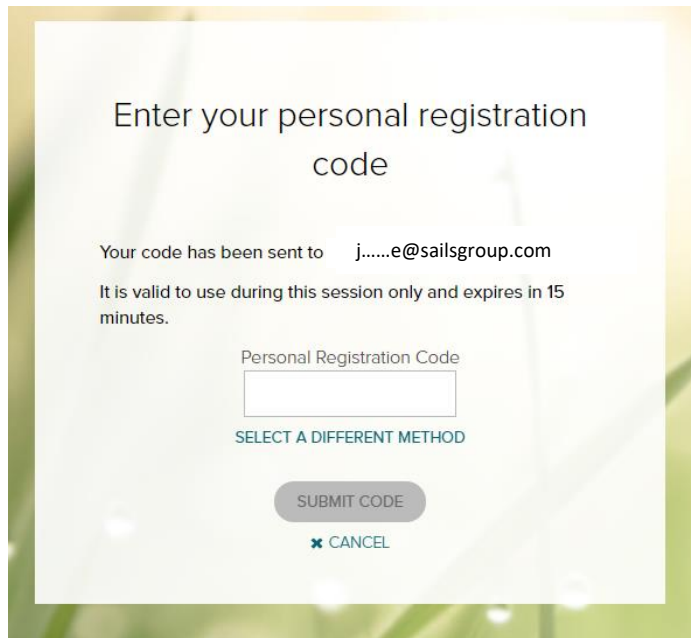
[✕ CANCEL](#)



If you choose text message you will only have 15 minutes to complete.

If that doesn't work for you, click on **"SELECT A DIFFERENT METHOD"**

If you choose email, this is the screen you will see. Again, you only have 15 minutes to finish entering the code you were emailed by ADP.



If you switched methods, please confirm your cancelation of the first method by choosing **YES**.

Notifications from ADP will be sent to this email/mobile phone. You may also use this information to retrieve your forgotten user ID or password.

If you will allow ADP to text you, check [Yes](#)

Backup Contact is Optional.


## 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 ▼ Jane.Doe@sailsgroup.com

**Phone\***

Personal, Mobile ▼  +1 333-555-6648

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 ▼ Jane.Doe@principia.edu

**Phone**

Work, Mobile ▼  +1

[+ ADD NEW PHONE](#)


# Create your User ID and Password

Your user ID can be anything you want and is not case-sensitive.

Create a strong password to protect your account. Passwords are case-sensitive. Passwords need to be reset every 6 months.

### One more step, Jane

Create your account with The Principia

User ID\* 

Password (case sensitive)\*

Confirm

Accept  I have read and agree to the Terms and Conditions.

**Password must:**

- ✗ Between 8 and 64 characters
- ✗ A lowercase or uppercase letter
- ✗ At least one number
- ✓ Not repeat any character more than 3 times in a row.
- ✓ Not be a sequence of 4 characters in a row.
- ✗ Increase the length from 12-20 characters.
- ✗ Add one or more special characters such as @, \$, or &.
- ✗ Use both uppercase and lowercase letters.

## You are all set!


User ID: **J.Doe**

Your available services are

- IPAYSTATEMENTS
- LEARNADP
- ADP WORKFORCE NOW

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Activate your mobile phone within 24 hours by responding to the messages sent to you:

 +1 333-555-6648

Download ADP's free mobile app.

