

Let's get started with the registration process by opening an internet browser

On a *Laptop* open *Chrome* or *Firefox*

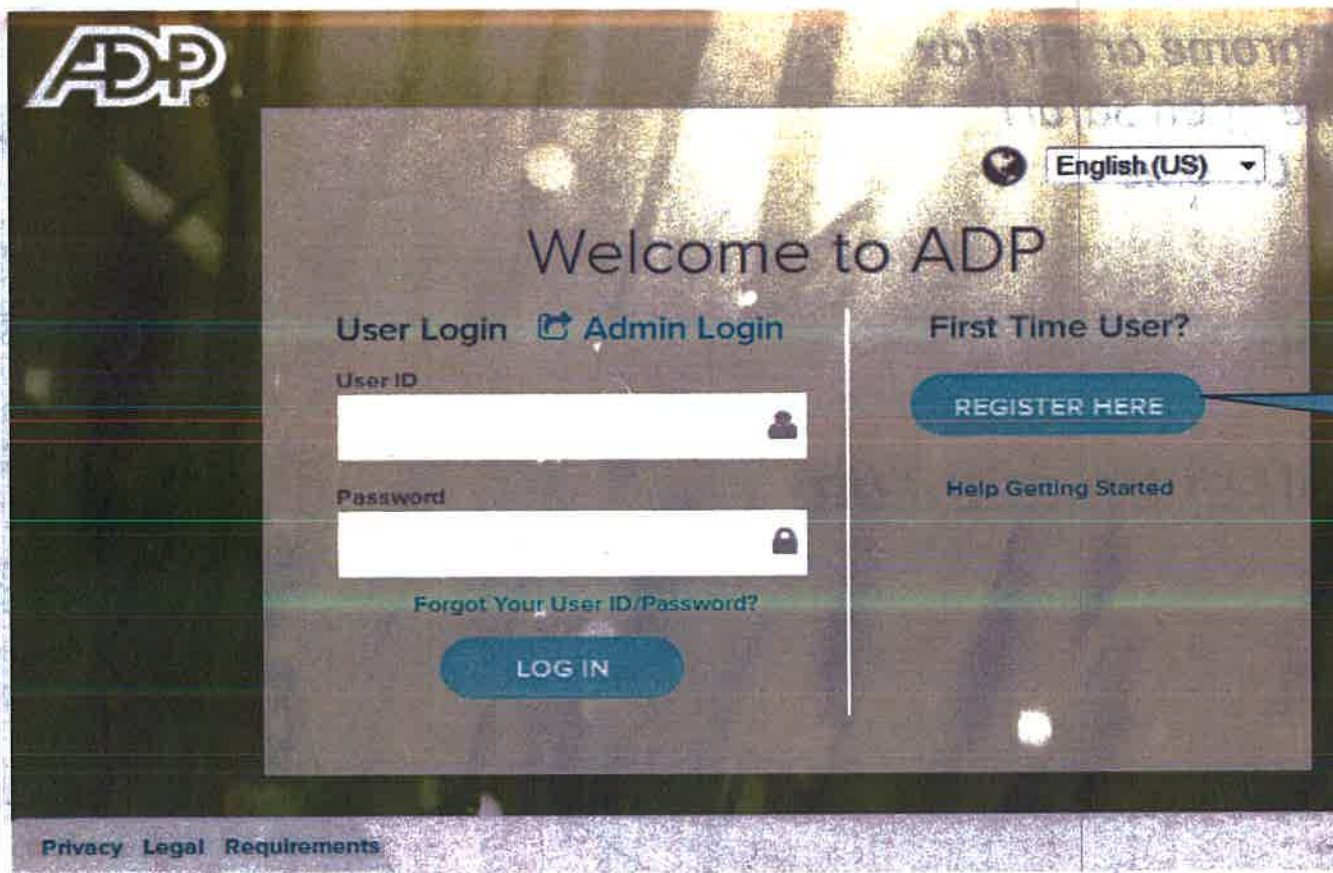
On an *iPad* or *iPhone* open *Safari*

On an *android* open *Chrome*

Then type in this URL

<https://workforcenow.adp.com>

This is the screen that will display



Click here to get started

Type the Kramer Beverage Registration Code (including the dash and capital K)

Welcome

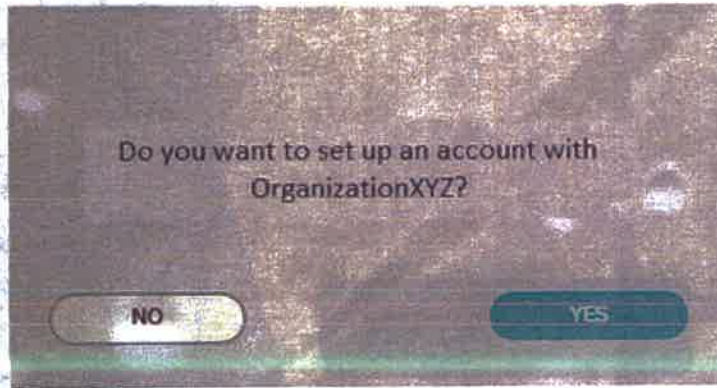
Let's get you started

NEXT

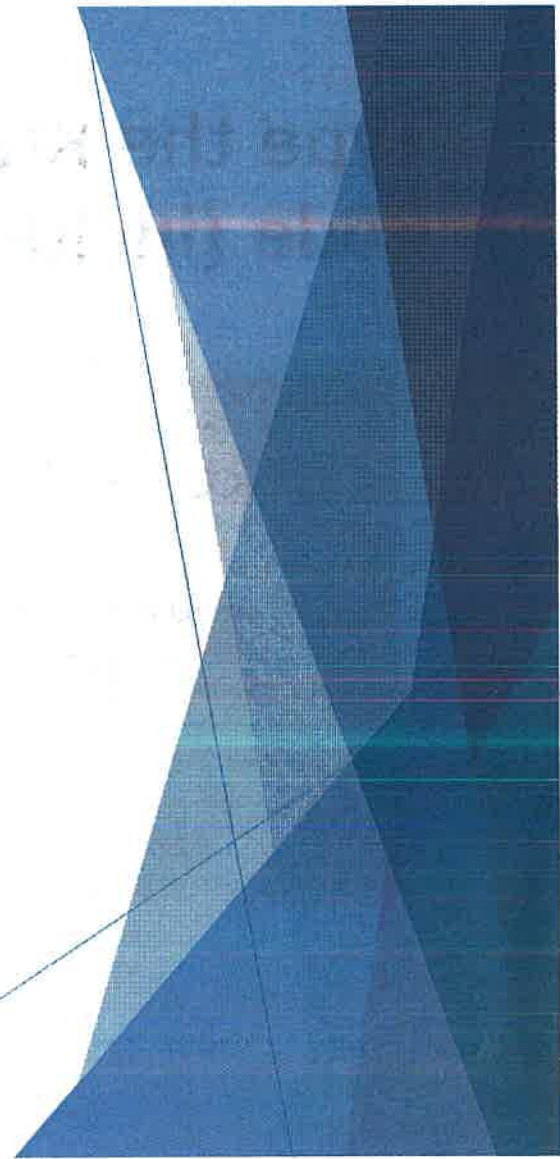
Kramerbev-1

Click here

Click YES if Kramer Beverage is displayed



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



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

Help us find you

First name* Last name*

And at least one of these *

Employee ID

SSN, EIN, or ITIN

Birth month and day*

*Enter Your Name
as it Shows on
Your Pay Check*

Click here then enter:

*The last four digits of your SS#
Birth month and Day*

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.

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*

John.doe@organizationxyz.com

Business Personal

Mobile phone number

United States

973-974-5556

Business Personal

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

- Enter your email address to receive emails to reset your password
- Click on the circle next to Business

- Click on the drop down - select United States
- Enter your cell phone number with dashes
- Click on the circle next to Business or Personal

Click on this box to add check mark

View your user ID and create a password

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

User ID*

jdoe@organizationxyz.com

- Enter your Kramer Bev email address for your User ID or an easily remembered ID.

Password (case sensitive) *

travel#2016

Good

When your password is accepted by ADP you will see a check mark in a green circle

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) *

Write down your Password and Security Questions and keep in a secure place

Show password

Select security questions and answers

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




Question 1*

What was the name of your first pet? 

Your answer (not case-sensitive)*

Bubbles

Question 2*

What was the first foreign country you visited? 

Your answer (not case-sensitive)*

australia

Question 3*

In what city was your father born? (Enter full name of city only) 

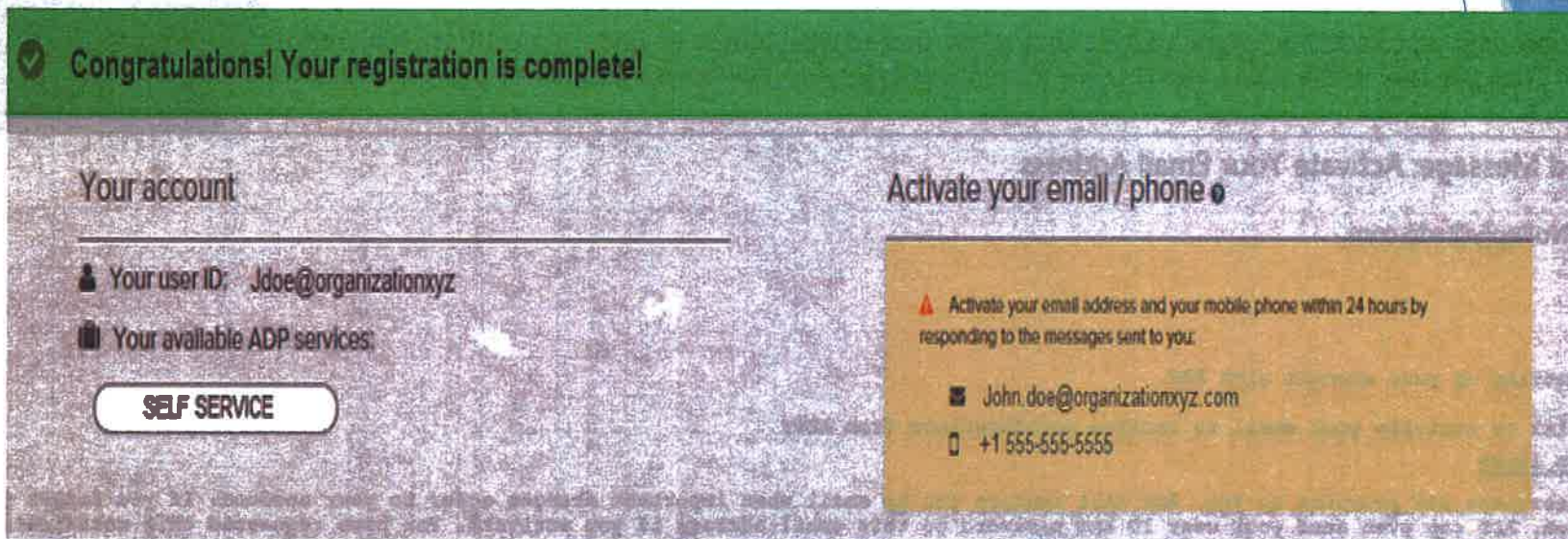
Your answer (not case-sensitive)*

boston

REGISTER NOW

Click Here
when done

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

A screenshot of a registration completion screen. The top section is a green banner with a white checkmark icon and the text "Congratulations! Your registration is complete!". Below this, the screen is divided into two main sections. The left section, titled "Your account", shows a user ID "Jdoe@organizationxyz" and a list of available ADP services, with a "SELF SERVICE" button highlighted. The right section, titled "Activate your email / phone", contains a warning message and lists the email address "John.doe@organizationxyz.com" and a phone number "+1 555-555-5555".

✔ 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

Activate your email and mobile phone number to receive important notifications from your organization or ADP

Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:

[<Your activation link>](#)

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Need help or have questions about your account? Contact your organization's administrator for assistance.

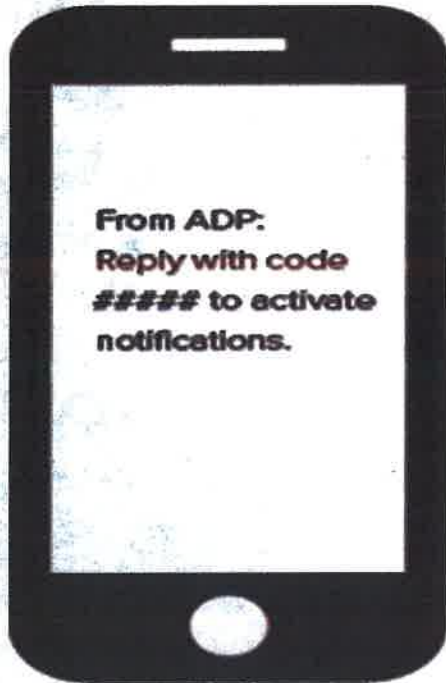
This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.

Message ID: FT-YGE-H30-2EYEAQ

Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code or follow the instructions in the text message to activate your mobile number. In the United States, the message will come from sender "90206"; the sender will vary in other countries.

Note: In some countries, this texting method to activate your mobile phone is not available, so your activation process will differ. Follow the instructions on the confirmation page and in the activation email you receive from ADP to complete the activation.




Download the free ADP Mobile app to your mobile devices.

Overview Features Download Help and Support

Features of ADP® Mobile Solutions

Imagine a world where critical information about your job was available at your fingertips: time tracking, benefits and payroll information, company news and contacts. Now stop imagining, and start using ADP Mobile Solutions.



Access and print pay and W2 statements easily.

- Access pay statements
- View net pay and gross year-to-date pay
- Review earnings, deductions, and direct deposits

You may also have access to these features.

Access to certain features is dependent on your employer's ADP products. Please consult your HR Representative to find out what's available to you.

Track time and approve timesheets, anytime.

- Clock in and out
- Update, submit and approve timesheets
- Review time off balances
- Submit and approve time off requests

Download the free mobile app

Available on the App Store

United States Go

ANDROID APP ON Google play

amazon appstore for Android

Download from Windows Phone Store

Log in from your mobile browser.
<https://mobile.adp.com>

Go to your App Store
Type ADP in search
Tap on:
ADP Mobile Solutions