WELCOME TO LEAP

ADP REGISTRATION GUIDE

What is ADP

ADP is a Payroll company that LEAP uses to make sure you get paid .

Lets Start

Check your Inbox and spam folder

Find the email sent from ADP with registration code

SecurityServices_NoReply@adp.com

to me

Hi [redacted],

L.e.a.p. Inc. and ADP are partnering to provide you with fast and easy access to your HR information. It only takes 2 minutes to sign up and get immediate access to the app.

Sign Up Now

Can't click on the button above? Copy and paste the link https://workforcenow.adp.com in the web browser. Click Create Account and enter code [redacted].

This email is sent from an automated system, so please do not reply. PR-5B2-B21-PCPFNQ

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ADP Registration Guidelines

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             ┌─────────────────────────────┐
   Select    │ •  I Have a                 │
             │    Registration             │
             │    Code.                    │
             └─────────────────────────────┘

             ┌─────────────────────────────┐
             │ • Enter your                │
   Enter     │   Registration code         │
             │   .                         │
             └─────────────────────────────┘
```


IRE PAGE

Create your account

Creating your online account gives you secure and quick a
personal, pay, HR and company information. It's e

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

‹ BACK

Registration

IDENTITY INFO   :   Enter your identity information, such as First name, Last name that matches your Date of birth or government-issued legal ID [SSN, Drivers license]
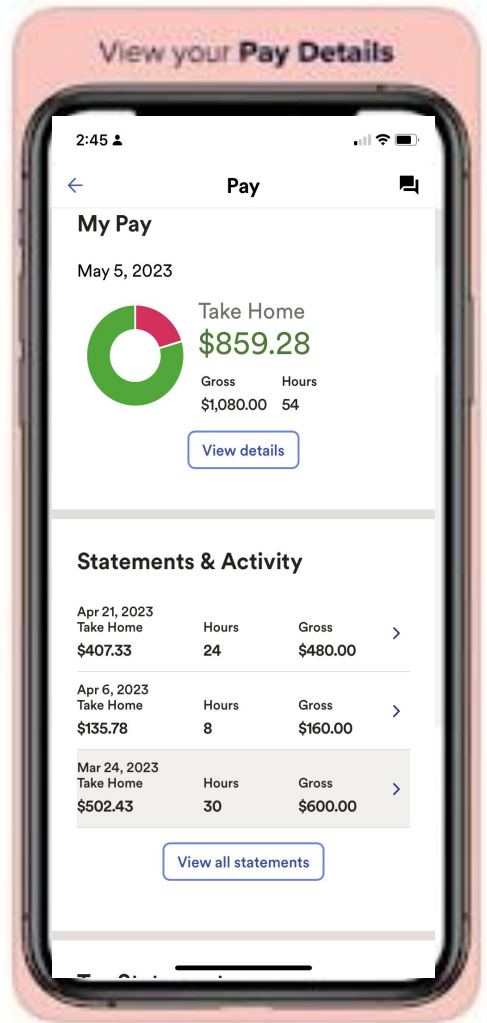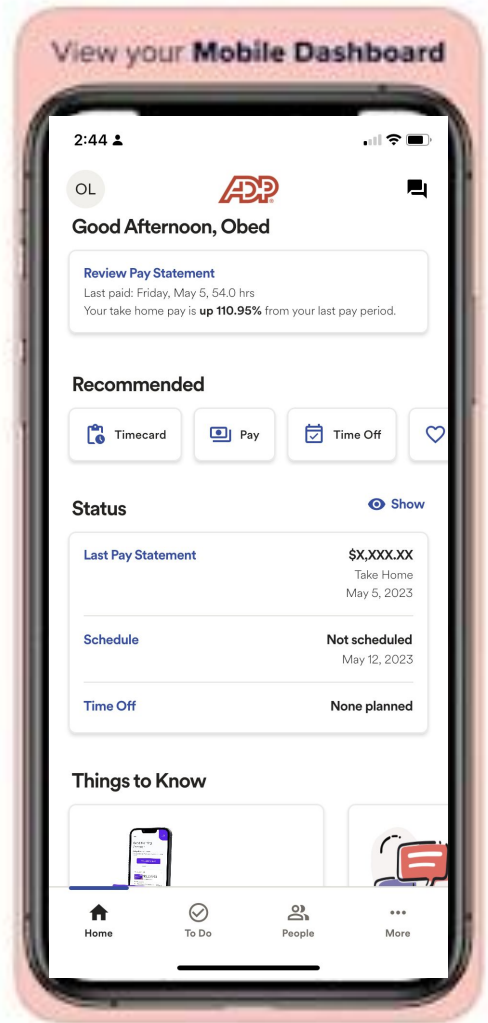
Note: Do not enter NICK NAMES

CONTACT INFO   :   Add your primary contact information—a frequently used email address and mobile number to receive account notifications

CREATE ACCOUNT: Set up your user ID and strong password to complete the registration process

Save the User ID and Password

🔒 SECURE PAGE   🇺🇸 ENGLISH ˅

● — — — ○ — — — ○ — — — ○
Enter Code   Identity Info   Contact Info   Create Account

Enter registration code

Registration code ❓

[   ]

CONTINUE

‹ BACK
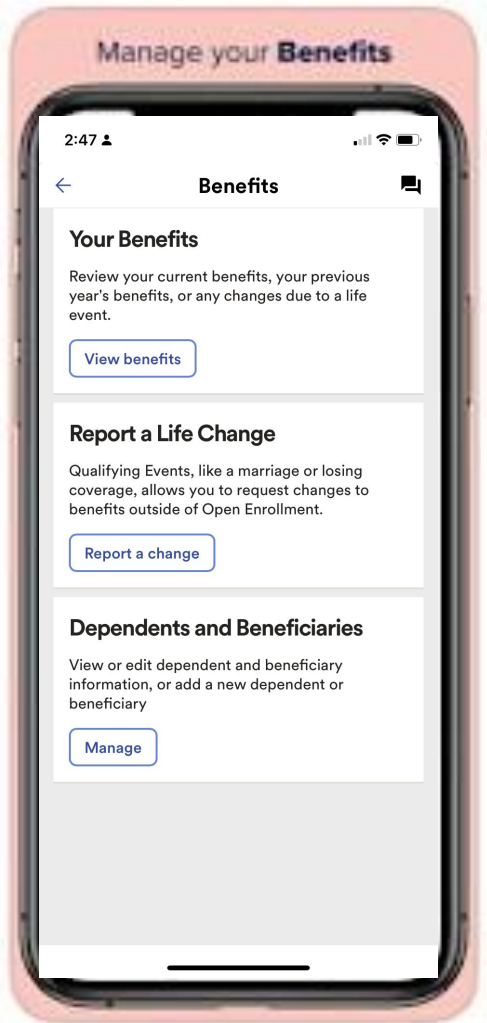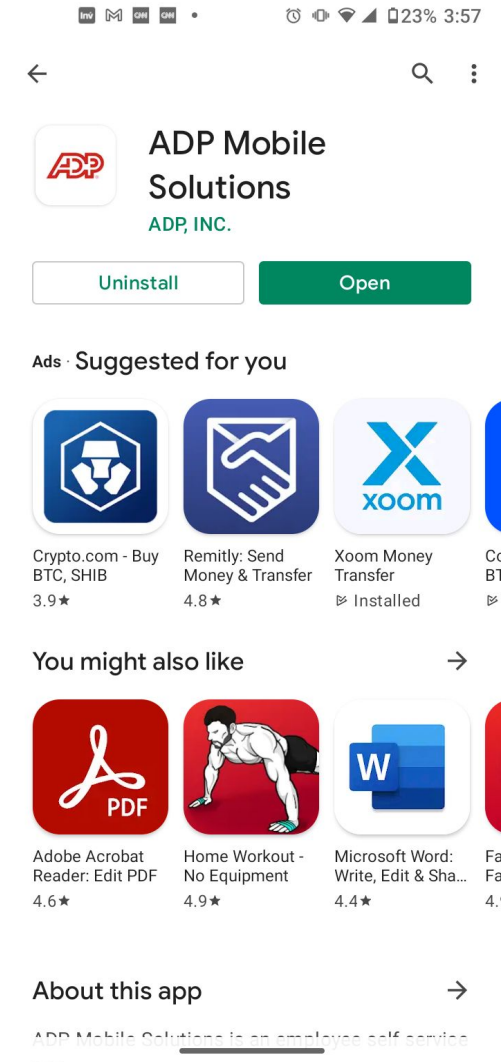
ADP APP &
APPLICATIONS

LEAP

DOWNLOAD - ADP APP

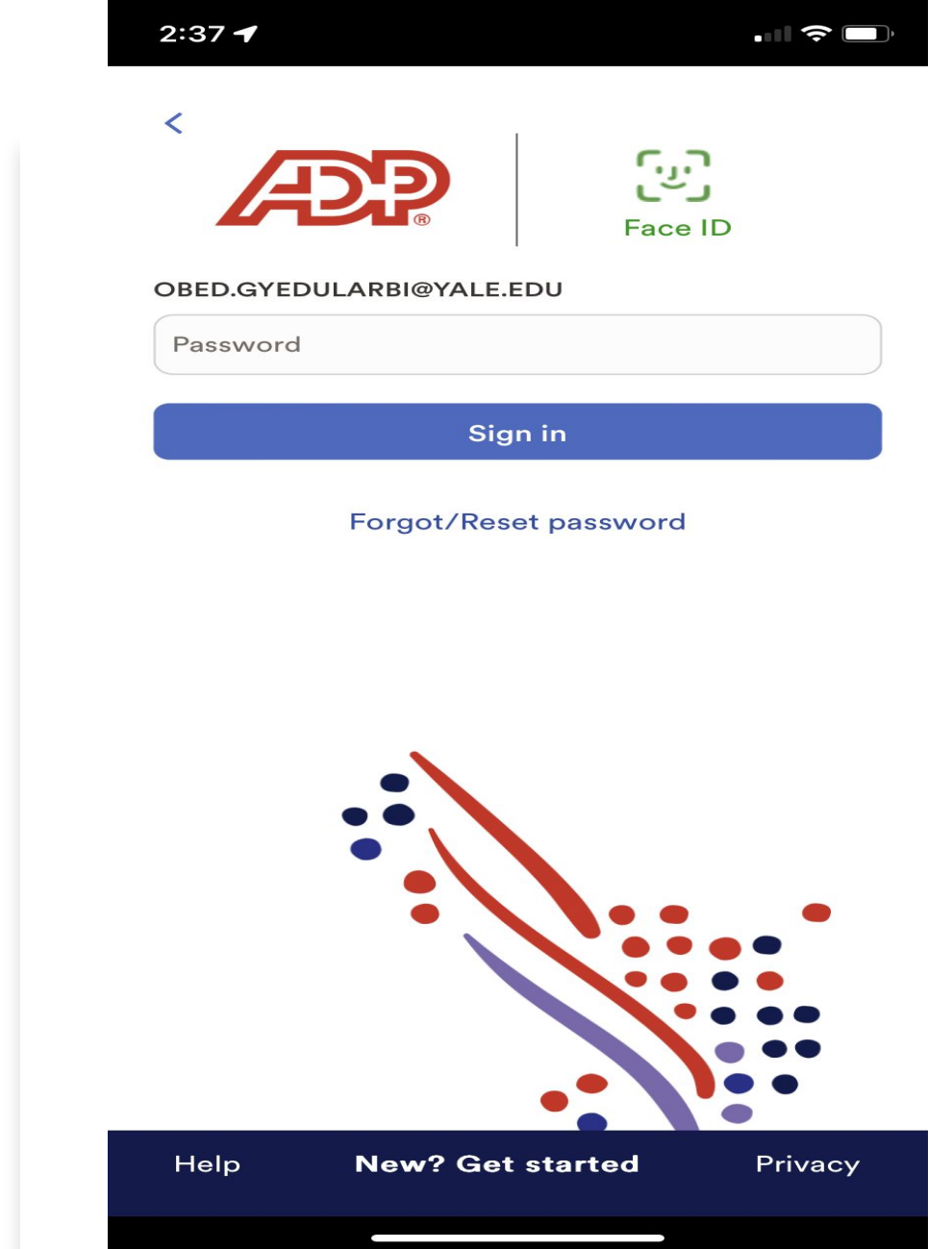- **GO TO APP STORE**

- SEARCH FOR ADP MOBILE SOLUTIONS

- DOWNLOAD THE APP

LOGIN

- ENTER YOUR USER ID & PASSWORD

Use the same User ID & Password from Registration

APPLICATIONS

 PAYCHECK

 TIMECARD

TIMECARD

Track Time by Punching In/Out on Timesheets

Note: Make sure to choose the current period

Important- Please submit exact time period for clocking In & Out , Your supervisor have to approve your timesheets in order for you to get paid in time .
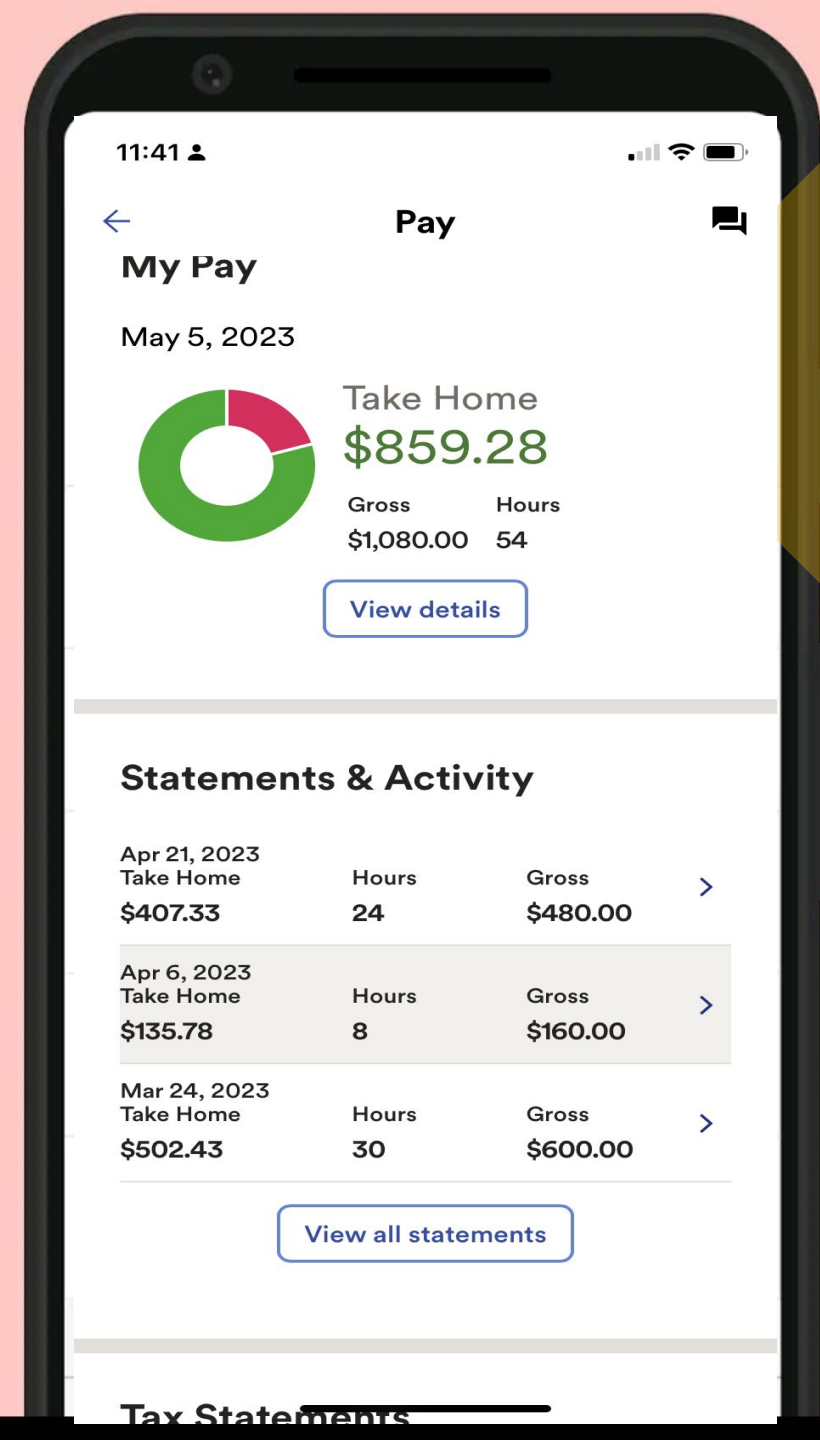
MY PAY

View your current & previous pay statements

View your Tax Statements

QUESTIONS ?

ASK YOUR SUPERVISOR

OR

Reach us at payroll@leapforkids.org

BELIEVE you CAN & YOU are halfway THERE