Are you having issues getting into ADP via the ADP shortcut on your computer?

Please follow these three easy steps:

- 1. Open either the Google Chrome browser 🦁 or Microsoft Edge browser
- 2. Enter: <u>https://workforcenow.adp.com</u> into the search engine (do not directly click on the hyperlink)
- 3. Login with your credentials!

But wait! Before you leave the ADP website, save this link as a new, updated shortcut on your desktop:

In Google Chrome:

- 1. While on the website, click on menu in the far right corner
- 2. Select More Tools > Create Shortcut
- 3. Customize the link title if you like
- 4. Click Create

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			New user? 🌢 CREATE ACCOUNT						

In Microsoft Edge

- 1. While on the website, click on **a** menu in the far right corner
- 2. Select More Tools > Pin to Taskbar
- 3. Your shortcut link will appear on the bar at the bottom of the screen





Any questions?

Send Desktop Support Analyst Markese Raley an email at <u>mraley@hchmd.org</u> or give him a call at 443-703-1271!