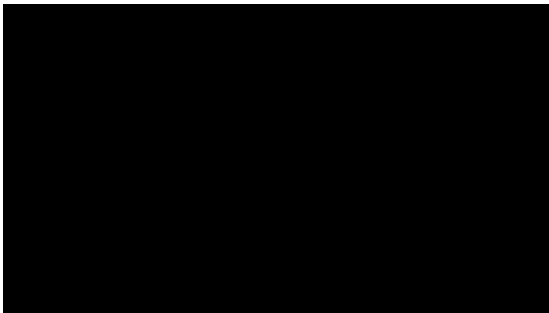


ADP Employee Web Portal Registration

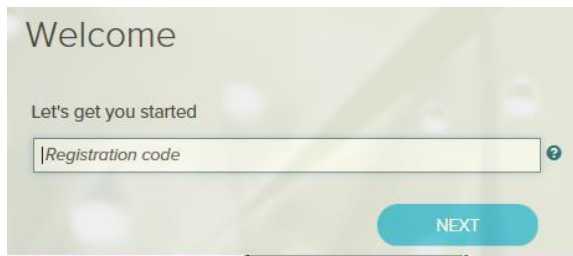
PLEASE NOTE: You will not be able to register for ADP access until your first pay date. Your first pay date will be the Friday following your first week of work. Please save these instructions for future reference since registration cannot be completed at this time.

After your first pay date, you will be able to access your pay statements and other important forms and documents via the ADP Employee Web Portal (“Portal”). Please follow the instructions below to register for the Portal.

1. Go to <https://workforcenow.adp.com>
2. Click on the “Register Here” button located under “First Time User?”



3. Enter the registration code: `astrixinc-1234`



4. Follow the ADP prompts to complete your registration. Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you receive from ADP to complete the activation.

Helpful Hints

- When prompted to enter your first and last name during registration, please enter your legal name as provided on your I-9 and Federal W-4, as this is the name that is set-up in ADP. ADP will not recognize a nickname.
- Please make a note of the Portal web address, <https://workforcenow.adp.com>, as well as your user ID and password as you will need these for future access to the Portal.
- If you need assistance, a link to a tutorial of the ADP registration screens is available by clicking on “Help Getting Started” which is located underneath the “Register Here” button.