



How to log into ADP Online and on the ADP Mobile APP!

Below are the directions to get registered. You have to register on a computer first. Once registered on the computer, you can Download the “ADP mobile App” and see all your information there.

You will be able to receive your paystubs at 12:01AM on Thursday morning! No more waiting in line for your stub.

Go to URL: <https://workforcenow.adp.com> and register today!

Your Company Registration Code: `alcomllc-ess` (Required for registration)

To go paperless once logged in if you have DD:

- Click on “myself”
- Then “Pay”
- Then “Paystubs”
- Then “Go Paperless”
- Check “Access my Pay statements Online only” Click “Next”
- Check “I agree” Click “Next”
- Enter the confirmation number in the box (To prove you’re not a robot), Click “Next”
- Verify your E-mail, Then Click “Done”

Play around on the site and get to know it. More options and self service will be available in the future.

Your Supervisors have all gone through this process, if you have any questions please reach out to your Supervisor, HR, or Payroll and we will help you get set up.

Thank you!!