

Creating an ADP Workforce Now Account

The Associated Students (AS) employee portal through Workforce Now provides all AS employees with convenient access to your personal and pay information as well as up-to-date company information.

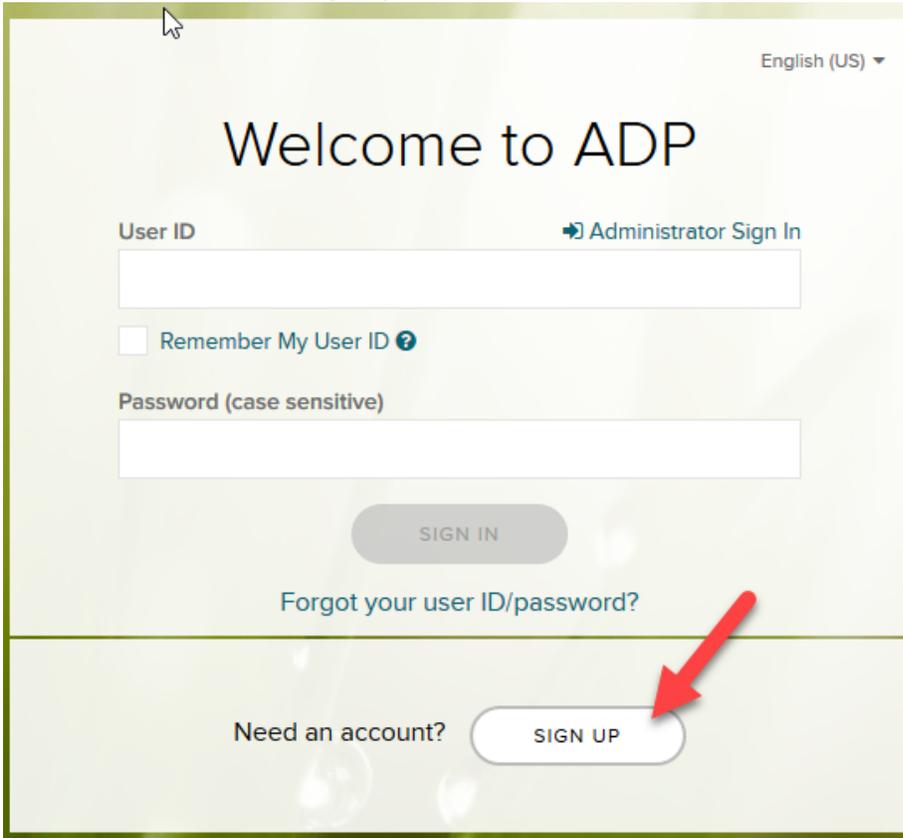
Please go to <https://workforcenow.adp.com> and register today!

On our employee portal, you can do the following:

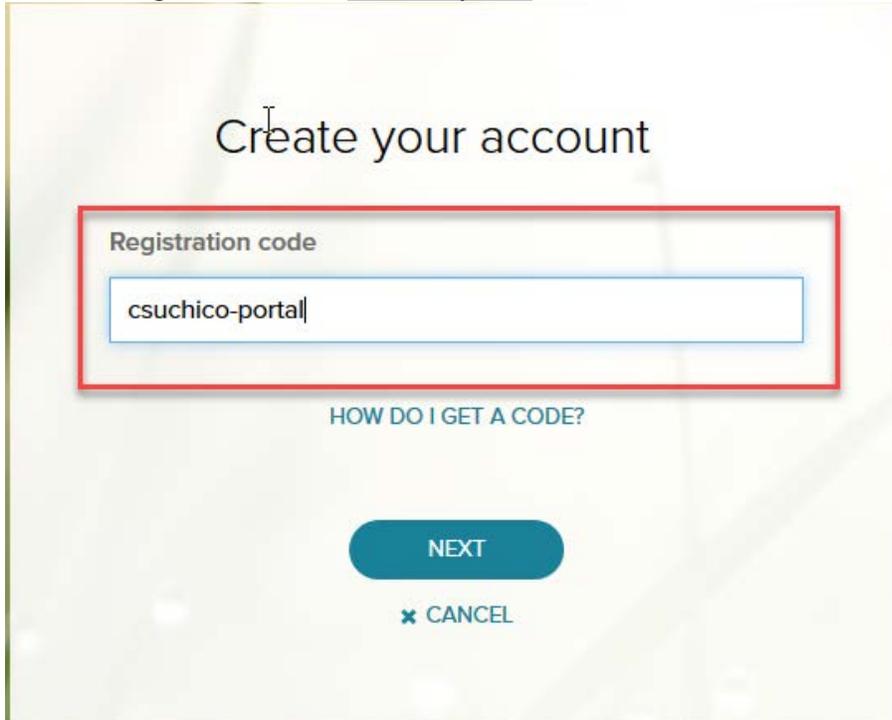
- View and update your personal information such as address, phone numbers and emergency contacts.
- View your pay statements, elect paperless statements, and view W-2s.
- View and update your work information, education, skills, memberships, licenses and certifications.
- Access company news, announcements, policies and more.

How to Create an Account:

1. First Time Users, Click on **Sign Up**



2. Enter the Registration Code: **csuchico-portal**, then click **Next**



3. On the “Identify Yourself” screen, enter in your information: First and Last Name, last 4 digits of your Social Security Number (do **not** use Associate ID), and birthdate. Next, click **Continue**
4. Log on to ADP Workforce Now and make sure to update your Emergency Contact Information.

How to Update Personal Information:

- Click on the **MYSELF** tab located at the top of the home screen, click **My Information** then click on **Profile**.
- Click **View More** under the **Personal Info** box to edit your personal information
- After entering in your updated information, click **Save** and log out.

Please note, all mailings including W-2's are mailed to your Primary Address on record.

How to Update Emergency Contacts:

- Click on the **MYSELF** tab located at the top of the home screen, click **My Information** then click on **Profile**.
- Click the **blue pencil** button to edit existing emergency contact information, or click **Add** to add additional contacts

How to view your pay stubs:

- Click on the **MYSELF** tab located at the top of the home screen, then click on **Pay** and select **Pay Statements**

Please note that you can go paperless by clicking “Go Paperless” on this screen. This will discontinue the printing of your paper pay stub, but you will still be able to access the electronic version here.

How to view your W-2's:

- Click on the **MYSELF** tab located at the top of the home screen, then click on **Pay** and select **Annual Statements**
- Click the year for the W-2 you wish to view