

ADP “IPAY”

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Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. Those who choose direct deposit will automatically be placed into a paperless status, and will be able to access their pay stubs online.

If you want to continue to receive a paper voucher, you can go to <https://workforcenow.adp.com> and change your status by clicking on “Restart Paper.”

You will be prompted to complete a registration process during which you must enter contact and security information, answer a few security questions and create a password. Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Also, your password is case sensitive. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

To initially begin registration a temporary pass code has been provided for the set-up. Registration Pass Code: **LincolnCtr-pays** (required for registration).

Upon completing the registration process, you can begin accessing your pay statements through the portal: <https://workforcenow.adp.com>

You will also be able to access your pay statements and tax information through your mobile device using ADP® Mobile Solutions. You can download the ADP Mobile Solutions app from the Apple® App Store or the Google Play Store.

We appreciate the opportunity to provide you with another feature which gives you greater access to your pay information.

Please pass along or post this e-mail for those employees who may not have access to e-mail.

Supported browsers to access this feature are:

- Microsoft Internet Explorer 9, 10, or 11
- Google Chrome
- Firefox 38 and higher
- Safari 8.x, 9.0

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