

ADP INSTRUCTIONS FOR VIEWING PAY INFORMATION

Steps for Setting up self service to view and print pay stubs and year to date information:

1. Login to ADP: <https://workforcenow.adp.com>
2. Select **Create Account**
3. Select **Find Me**
4. Select **“Your Information,”** then Enter your personal identification information: **(First Name, Last Name, D.O.B, Country, Social Security Number(No Dashes))**, Then click **“Search”**
5. Select **“Gloss PCA Corporation”**
6. Select **“Verify me using my Mobile Number”**
7. Enter Mobile Number, then press **“Verify Phone Number”** to Receive Verification Code
8. Enter the verification code sent to your Mobile Number, then press **“Continue”**
9. Add a frequently used email address and select weather it’s **“Work or Personal”**
10. Select **“Yes or No”** if it’s okay for them to text and/or call about your account, then press **“Continue”**
11. Create User ID and Password to access account
12. **Read** and **Check Box** to Accept terms, then select **“Create Your Account”**
13. **REMEMBER** to Save **USER ID** and **PASSWORD** to login and view pay information when needed.

***** If you forget your user ID or password for your ADP login, you will have to reset it through ADP! Gloss does NOT have access to reset your login info for your ADP account! *****