

Registration Quick Reference Card for Employees/Associates of NEXCOM



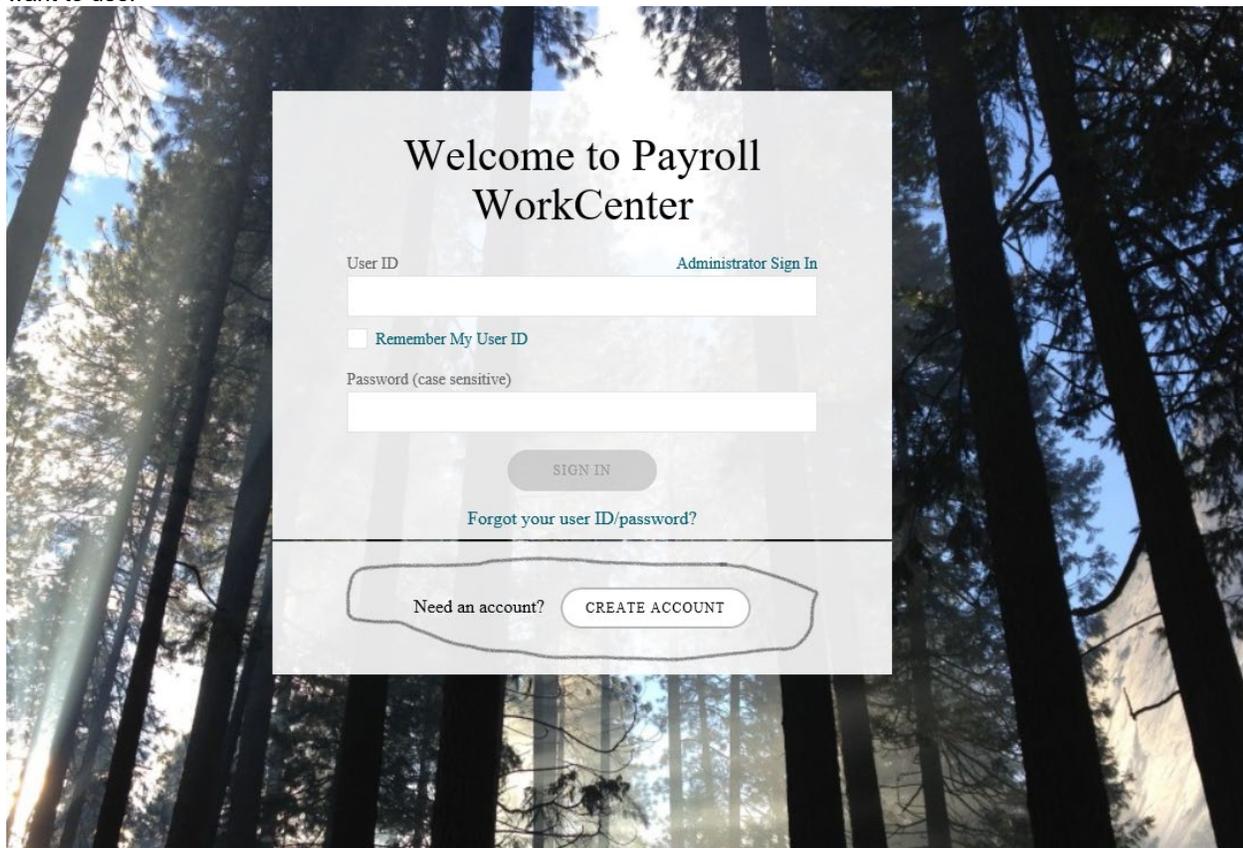
Welcome! Register a Payroll Work Center account with ADP to access the services offered by NEXCOM.

You may enter the Payroll Work Center (PRWC) through the Nexcom HUB by selecting *QuickLinks* from the left. Select: *View Paychecks Online* from the pull down.

Or you may enter the Payroll Work Center from this link: <https://online.adp.com/prwc/login.html>

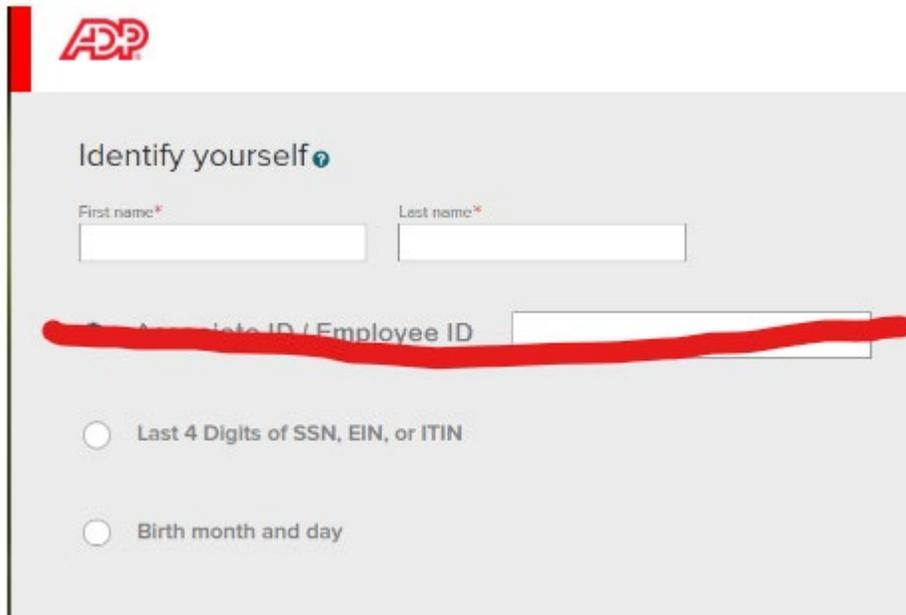
STEP 1: REGISTER: Using the Personal Registration Code Received in your email:

Look in your personal email account (the one you entered when you applied at NEXCOM) for an email from SecurityServices_NoReply@adp.com. In it you will find a personal registration code (for example, b9a7q6re). Enter your code exactly as show; the code is case sensitive. Do not copy and paste. This code expires in 15 days from the date of issue. It may take up to four days from your first day to receive the email. In the event you cannot locate the email Send a request for new registration code to Payroll-CAC@nexweb.org. Supply your full name, employee ID and the email you want to use.



Quick Reference Card for Employees/Associates

Enter your personal identity information. Use either the Last 4 Digits of SSN or your Birth month and day. DO NOT USE Associate ID



ADP

Identify yourself

First name*

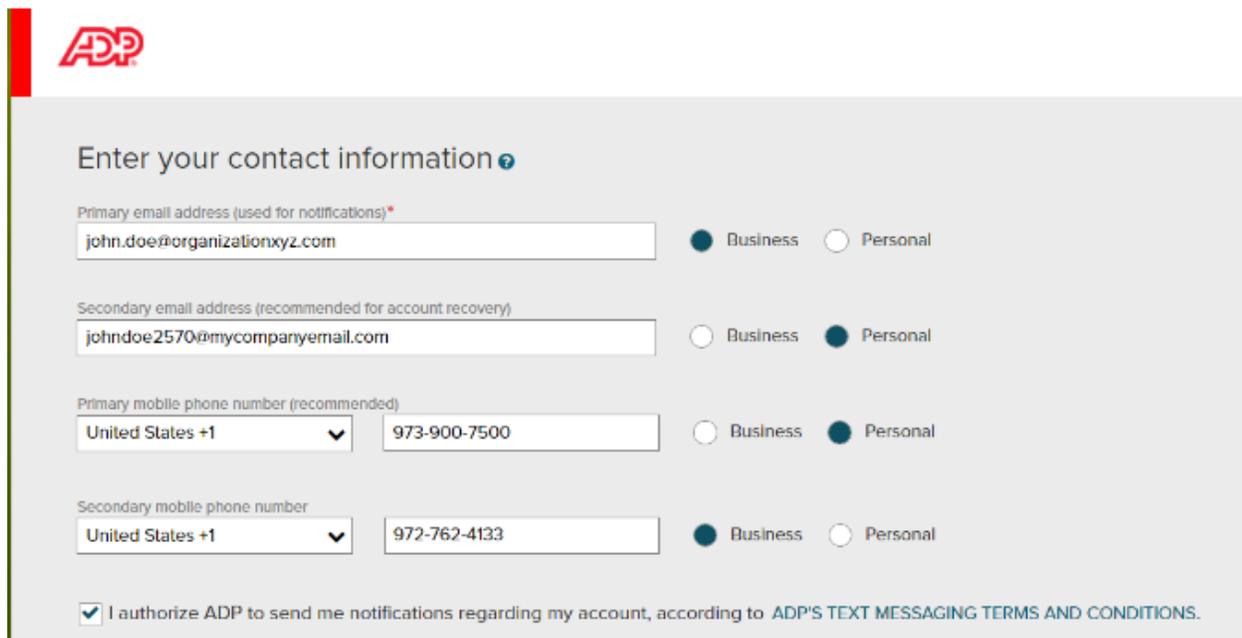
Last name*

Associate ID / Employee ID

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day

Add contact email addresses and mobile numbers to receive notifications about your account.



ADP

Enter your contact information

Primary email address (used for notifications)* Business Personal

Secondary email address (recommended for account recovery) Business Personal

Primary mobile phone number (recommended) Business Personal

Secondary mobile phone number Business Personal

I authorize ADP to send me notifications regarding my account, according to [ADP'S TEXT MESSAGING TERMS AND CONDITIONS.](#)

Set up your user ID, password, and select security questions and answers. Be sure to write them down at this time.

ADP

View your user ID and create a password

User ID*
jdoe@organizationxyz

Note: Depending on your organization's setup, your user ID may be generated for you.

Password (case sensitive)*
Travelers2017 Very strong ✓
 Show password

Passwords must be 8 - 64 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*
Travelers2017
 Show password

Select security questions and answers

Question 1*
What was the name of your first pet? ▼

Your answer (not case-sensitive)*
Bubbles

Question 2*
In what city was your father born? (Enter full name of city only) ▼

Your answer (not case-sensitive)*
Boston

Question 3*
What was the first foreign country you visited? ▼

Your answer (not case-sensitive)*
Switzerland

Complete additional verification

Get and Enter a Code within 15 Minutes

Enter your personal registration code

Personal registration code
e9nrw9g3

DIDN'T RECEIVE THE CODE?

Don't have a code?

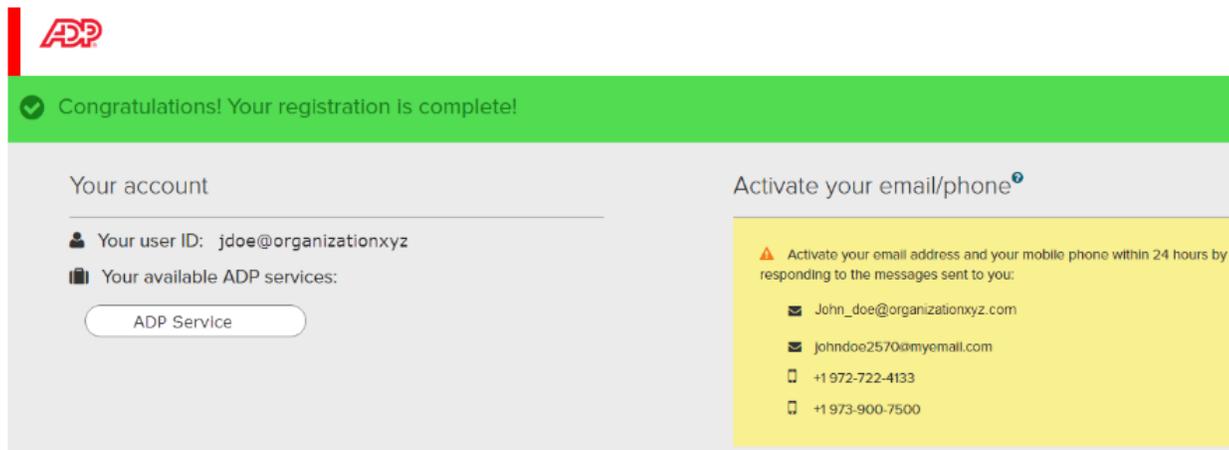
Click SEND CODE to have a personal registration code sent to the contact information on file in your organization's records:

- 4133 (SMS text)
- 7500 (SMS text)
- J.....n@adp.com
- J.....0@myemail.com

I want to answer identity questions instead

Set up your user ID, password, and select security questions and answers.

Click Register Now: Use your user ID and password to access your ADP service(s).



Activate Your Email Address

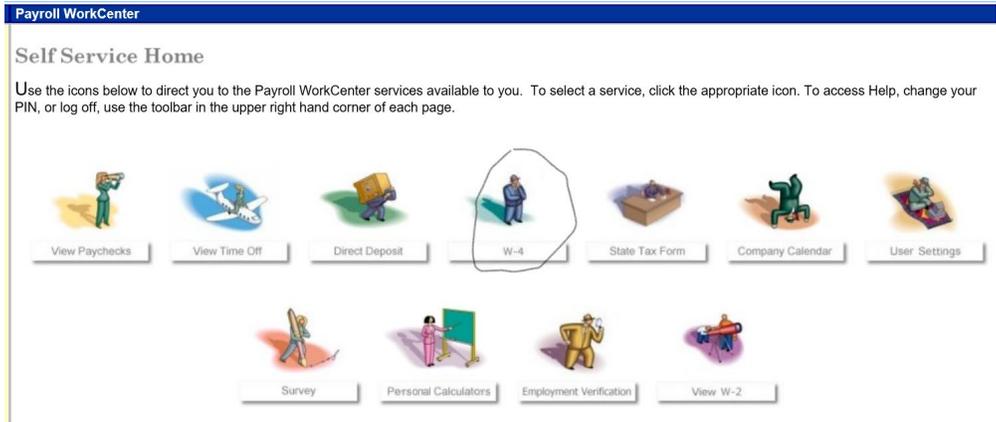
During registration, if you provided an email address look out for an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

Activate Your Mobile Phone

During registration, if you provided a mobile phone number look out for a text message from ADP and reply with the code to complete the activation. In some countries, your activation process will differ; so, follow the instructions in the text message to activate your mobile number.

Enter Your W4 Tax Information

Select the W4 Icon from the Home Screen of the ADP PRWC



Complete the Form and Press Save. Incomplete forms will withhold taxes at Single tax rate.

W-4 Menu

Please select one of the W-4 form options below and then click **Next**. To return to the Self Service Home Page, Click **Done**.

Please Note: W-4 changes may take up to 2 weeks to appear on a paycheck due to the timing of payroll processing for your location.

- Complete W-4 form online**
When you open your W-4 form in Payroll WorkCenter, the form contains your name and address. You can make changes to your tax marital status, multiple jobs option, dependent exemption, other income, deductions, and any additional withholding you want deducted from your paycheck. You cannot, however, make changes online to your name or address.
- Print a W-4 form to complete manually**
When you select this option, a new Acrobat window opens, displaying a blank W-4 form that can be printed, completed and submitted to your Company's Payroll Administrator.
- View and Print Payroll WorkCenter W-4 Forms**
Select this option to view or print W-4 forms updated online through Payroll WorkCenter.

Next

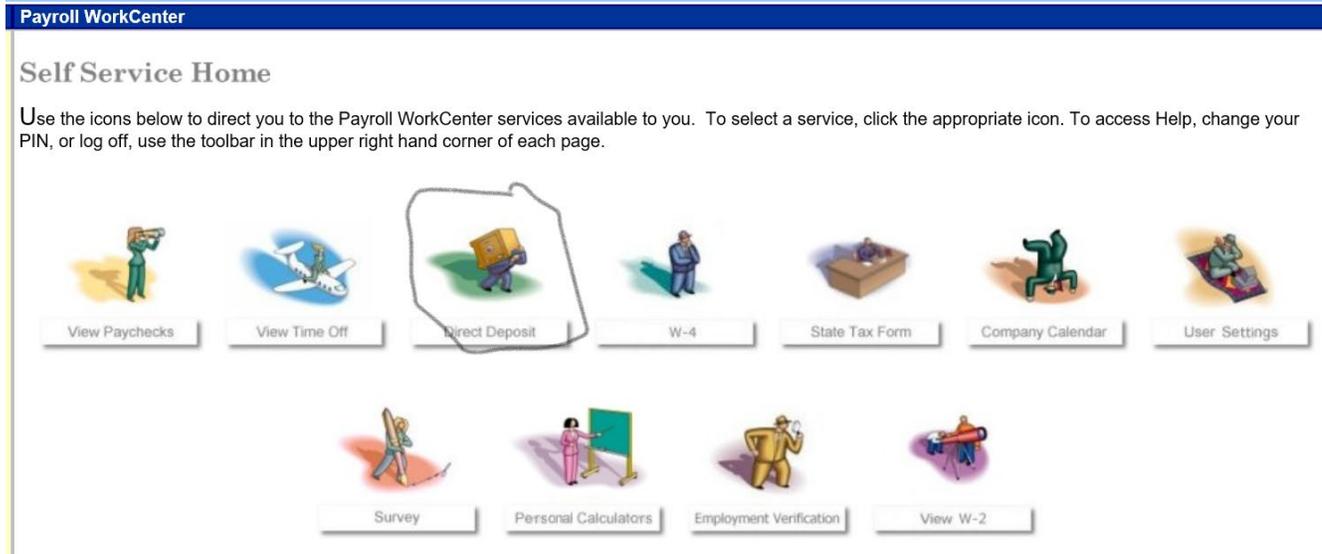
W-4 Form Online

Below is the online version of the W-4 form. You can enter your tax marital status, multiple jobs option, dependent exemption, other income, deductions and amount of additional withholding. The online W-4 form only displays and updates values in whole dollars. Blanks and negatives are not allowed. After making your changes, enter the last 4 digits of your Social Security number at the bottom of the page, then click **Save**. To print the W-4 form, click on the print icon on the browser toolbar. Use the W-4 modeling and the IRS Withholding Allowance Calculator links to assist in completing the W-4 form. To return to the previous page, click **Back**. Federal W-4 elections cannot be applied to states. If you are claiming exempt tax status you must complete your W-4 form manually and submit it to your Company's Payroll Administrator. **Please Note: W-4 changes may take up to 2 weeks to appear on a paycheck depending on the timing of payroll processing for your location.**

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate For Privacy Act and Paperwork Reduction Act Notice, click here. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.	OMB No. 1545-0074 2020
First Name Middle Initial Last Name OHNUM05 OH NUM 05		
Address TEST		
<input type="radio"/> Single or Married filing separately <input type="radio"/> Married filing jointly (or Qualifying widow) <input type="radio"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
City or town, state, and ZIP code TEST OH 12365		
<input type="checkbox"/> Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800 772 1213 or go to ssa.gov		
Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2 on the Form W-4 instructions. Everyone must complete Step 5. If you are claiming exempt complete the W-4 manually.		
Step 2: Multiple Jobs or Spouse Works- Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following: (a) Use the estimator at www.irs.gov/efdapp for most accurate withholding; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self employment, including as an independent contractor, choose (a).		
Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)		
Step 3: Claim Dependents: If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 Multiply the number of other dependents by \$500 Add the amounts above and enter the total here		
Step 4: Other Adjustments (optional) (a) Other Income. If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.		
(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		
(c) Extra withholding. Enter any additional tax you want withheld each pay period		
Step 5: Sign Here Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete		
By entering the last 4 digits of my Social Security number and clicking Save, I am authorizing my employer to make the changes indicated on the W-4 form above, effective within the next two pay periods. Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Enter the last 4 digits of your Social Security Number: <input type="text"/>		
<input type="button" value="Back"/> <input type="button" value="Save"/>		

Enter Your Direct Deposit Account Information

Select the Direct Deposit Icon from the Home Screen. Enter your direct deposit account (s). Confirm your information is keyed correctly and save your information. Direct deposit may take up to two paychecks to become live.



Select Add New Authorization then complete the banking information as instructed on-screen

Direct Deposit Detail

The Direct Deposit Detail table displays detailed information for your direct deposit authorization.

Make any desired changes to this authorization and click **Save**. To delete this authorization, click **Delete**. To return to the Self Service Home page without making any changes, click **Cancel**.

Bank transit and account numbers are not masked while editing your information. Once you save your changes, the numbers will display as masked in the direct deposit summary displays.

When editing your information, we recommend you take precautions to prevent unauthorized viewing of your account details.

Account Info:

Account Type:

Account #

Routing #

Authorization Info:

Type:

Amount

Percentage

Entire Check or 100% of Remaining Net Pay

Amount or %

Frequency:

Status:

Figure 1: Account #



Figure 2: Routing #



Be sure to Save. Then view and Submit on the Direct Deposit Summary Page. Then press the ACCEPT button at bottom of page

Quick Reference Card for Employees/Associates

Payroll WorkCenter

Direct Deposit Authorization

Please scroll down and click the **ACCEPT** button.

Proposed Direct Deposit Authorizations							
Sequence	Status	Type	Routing #	Institution	Account #	Frequency	Amount or %
1	Active	Savings	XXXXXXXXXX	SUNTRUST	XXXXXXXXXXXXXXXX2000	Every Pay Period	\$900.00
2	Active	Checking	XXXXXXXXXX	SUNTRUST	XXXXXXXXXXXXXXXX1212	Every Pay Period	\$100.00
3	Active	Checking	XXXXXXXXXX	SUNTRUST	XXXXXXXXXXXXXXXX3240	Every Pay Period	Remainder of Check

I hereby authorize my employer to initiate payroll deductions and credit entries to the accounts indicated above. I further authorize, if necessary, debit entries and adjustments for any credit entries made in error to the account(s) indicated above. This authorization shall remain in force and effect until I notify my employer through this feature, or in writing, of its termination in such time and in such manner as to afford both my employer and the financial institution a reasonable opportunity to act on it.

An email or text will be sent to you as confirmation of the change.

Go Paperless for Your W2

Select W2 Output

roll WorkCenter

User Settings Summary

The User Settings Summary items below allow you to change specific user settings.

To change a setting, click the link in the User Settings column. To return to the Self Service Home Page, click **Done**.

User Settings Summary		
User Settings	Current Value	Description
Calendar Display	MONTH	Default Calendar Display (weekly, monthly, 3 month, event list).
Check Output	NONE	Determines the check output method.
Monitor Resolution	800 X 600	Defines the default monitor resolution for optimum viewing. This allows large images, such as the paycheck, to display more effectively.
W-2 Output	INTERNET AND PAPER	Determines your W-2 output method.

Select Internet Only and Save

oll WorkCenter

User Settings Detail

The user setting you selected is displayed below.

Choose the setting you want, and click **Save**. To return to User Settings Summary without saving your changes, click **Cancel**.

Note: Your W-2 output changes may take up to two pay periods to process. Please keep this in mind when making changes near calendar year end.

User Preferences Detail	
User Preference	Description
W-2 Output	Determines your W-2 output method.

Select Your W-2 Output Below:

Internet Only

- By entering the last 4 digits of my Social Security number and clicking **Save**, I am authorizing NEXCOM to make the W-2 output change indicated above, effective within the next 2 pay periods.
- I understand that if I have chosen 'Internet Only' as my W-2 output option, I will no longer receive a separate paper W-2, but I will be able to print an online electronic W-2.
- Your authorization applies to annual forms furnished every year until that authorization is withdrawn.
- You may withdraw your authorization at any time by changing your W-2 output setting in Payroll WorkCenter. If you no longer have access to the Internet, you must contact your payroll administrator to withdraw your authorization.

Enter the last 4 digits of your Social Security number:

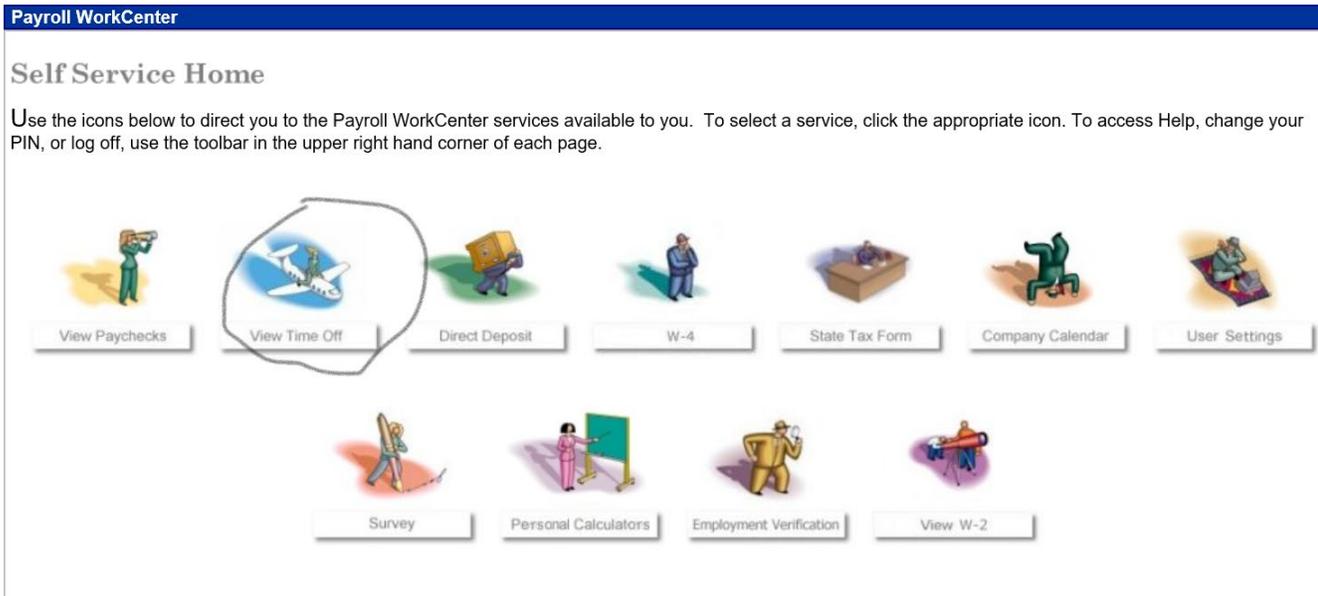
State Tax Forms

You may print state tax forms from the Payroll Work Center or collect a copy from your Human Resource Team. Forms must be submitted to PayrollPII@nexweb.org. It is the associate's responsibility to ensure the desired federal and state taxes are withheld from the paycheck.

Please check your paycheck stub for accuracy every payday by using the PRWC to View Paychecks.

View Time Off

Select View Time Off from the PRWC Home screen to check your leave balances. This information updates every payday.



Forgot Your User ID/Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service login page.

Enter your first name and last name exactly as they exist in your organization’s records. You will also be asked to enter an email address and/or mobile phone number associated with your account. Upon successful verification of the information that you entered, your user ID will be displayed.

Forgot User ID/Password

* = Required
SHOW ME

First name*

John

Last name*

Doe

And at least one of these*

Email address

john.doe@organizationxyz.com

Mobile phone number

United States +1 972-762-4133

CANCEL NEXT

To reset your password, select the “I don’t know my password” option and choose an option.

- **Option 1 – Get and Enter a Code within 15 Minutes**

Your security code

Select where you want to send the security code and click Send Code.

-----8331 (SMS text)

j.....c@mycompany.com

SEND CODE

Enter your security code here in **13:59**

244786

I don't have access to any of these emails/phones

Option 2 – Answer Your Security Questions

If your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them.

Your security questions

* = Required

What was the name of your first pet?

Your answer (not case-sensitive)*

bubbles

Show answer

What was the first and last name of your first manager?

Your answer (not case-sensitive)*

Show answer

What was the first foreign country you visited?

Your answer (not case-sensitive)*

Show answer

Upon successful verification of your response, you will be prompted to enter and confirm your new password.

Reset password

* = Required

New password (case sensitive)* 

Strong  

Show password

Confirm new password

Show password

 **Your password is valid**

Your password **MUST** have:

-  At least 8 characters
-  A lowercase or uppercase letter
-  A number

Your password **MUST NOT** have:

-  Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
-  More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

To strengthen your password, do the following:

-  Increase the length from 12-20 characters.
-  Add one or more special characters such as @, \$, or &.
-  Use a combination of uppercase and lowercase letters.



Please distribute by email