

# Registration Quick Reference Card for Employees/Associates of NEXCOM



**IMPORTANT NOTE: Your information will not be displayed until you receive your first paycheck. Please wait until you receive your first paycheck before attempting to log in.**

Welcome! Register an account with ADP to access the services offered by NEXCOM.

You may enter the Payroll Work Center through the Nexcom HUB, then select 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>


## Option 1: Using a Personal Registration Code

- 1 On your ADP service website, enter your registration code (for example, b9a7q6re) in an email from ADP (SecurityServices\_NoReply@adp.com) or from your administrator. This code expires in 15 days from the date of issue.

The screenshot shows a web interface for creating an account. At the top, it says 'Create your account'. Below that is a label 'Registration code' followed by a text input field. To the right of the input field is a small question mark icon. Below the input field is a blue button labeled 'NEXT'.

- 2 Enter your personal identity information.



Identify yourself 


First name\*  Last name\*


Associate ID / Employee ID

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day

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



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.](#)

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

**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

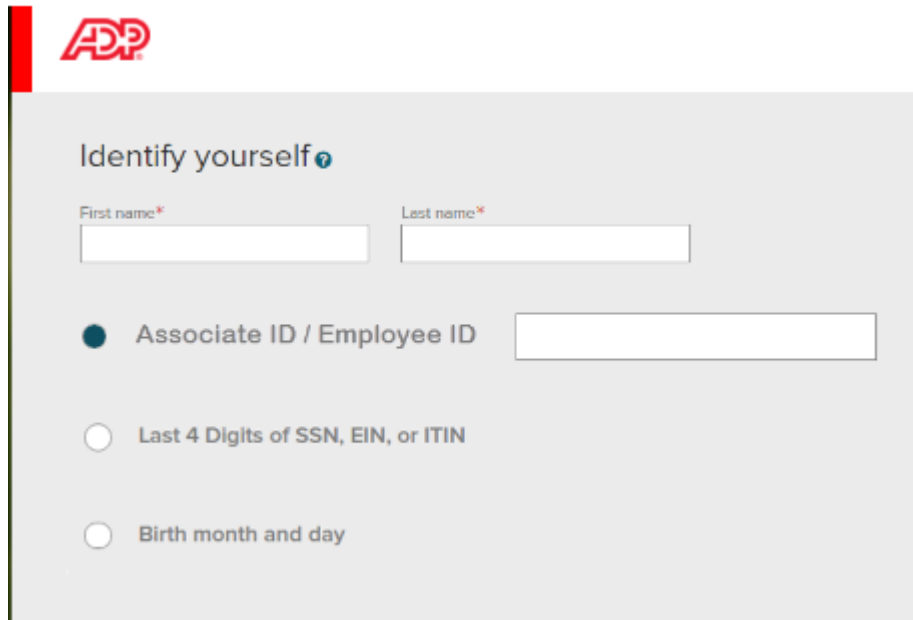
**(OR) Option 2: Using an Organizational Registration Code**

- 1 On your ADP service website, enter the registration code (for NEXCOM, nexnet-123456).

## Create your account

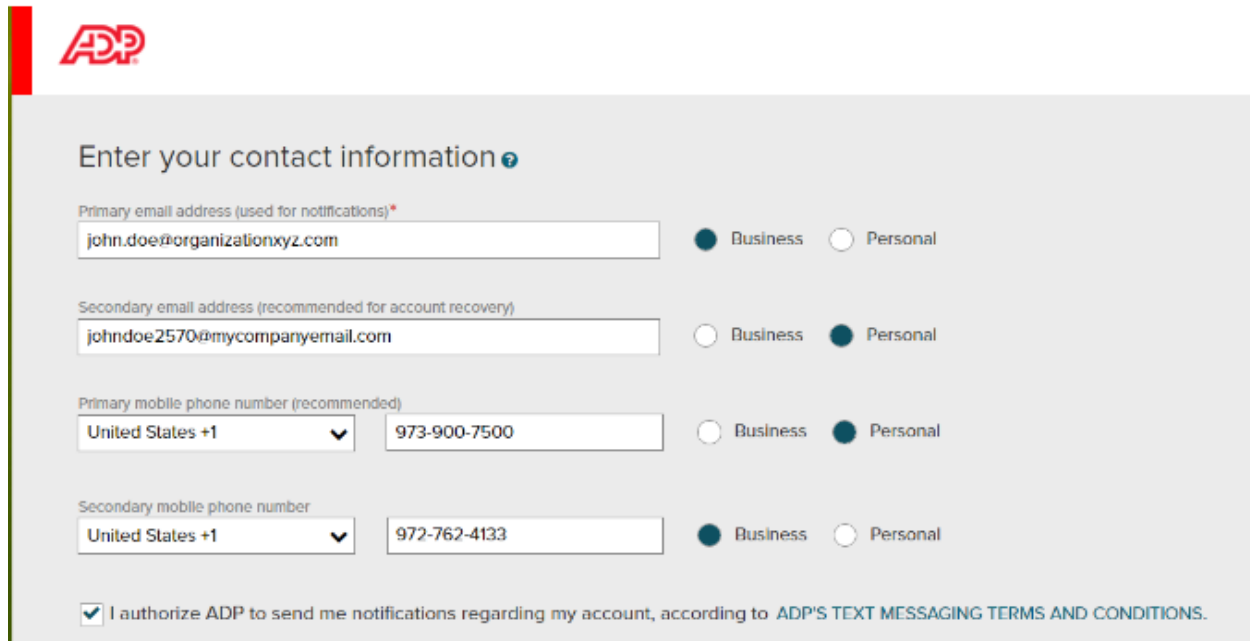
Registration code

- 2 Enter your personal identity information.



The screenshot shows the ADP logo at the top left. Below it is a form titled "Identify yourself" with a help icon. The form contains two input fields for "First name\*" and "Last name\*". Below these are three radio button options: "Associate ID / Employee ID" (selected), "Last 4 Digits of SSN, EIN, or ITIN", and "Birth month and day".

- 3 Enter a primary email address and primary mobile number(s) to reach you.



The screenshot shows the ADP logo at the top left. Below it is a form titled "Enter your contact information" with a help icon. The form contains four rows of input fields and radio buttons. The first row is for "Primary email address (used for notifications)\*" with the example "john.doe@organizationxyz.com" and radio buttons for "Business" (selected) and "Personal". The second row is for "Secondary email address (recommended for account recovery)" with the example "johndoe2570@mycompanyemail.com" and radio buttons for "Business" and "Personal" (selected). The third row is for "Primary mobile phone number (recommended)" with a dropdown for "United States +1" and the number "973-900-7500", and radio buttons for "Business" and "Personal" (selected). The fourth row is for "Secondary mobile phone number" with a dropdown for "United States +1" and the number "972-762-4133", and radio buttons for "Business" (selected) and "Personal". At the bottom, there is a checked checkbox for "I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS."

- 4 Complete additional verification, if required.

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

If your email address or mobile phone number is unique within your organization, and you have access to it.

**Enter your personal registration code**

Personal registration code  
e9nwr9g3

DIDN'T RECEIVE THE CODE?  
Don't have a code? GET 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

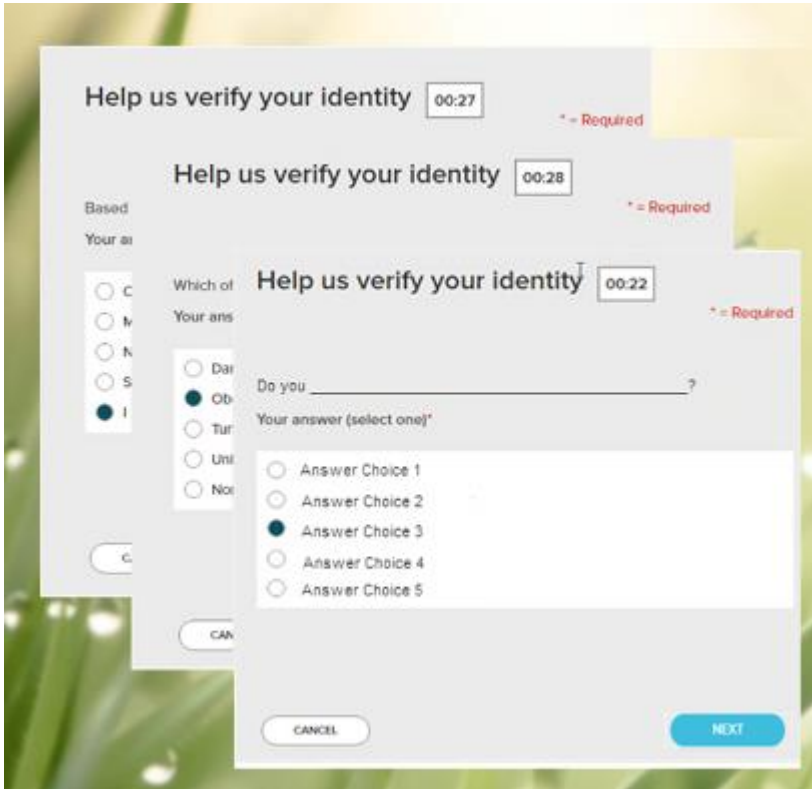
SEND CODE

I want to answer identity questions instead

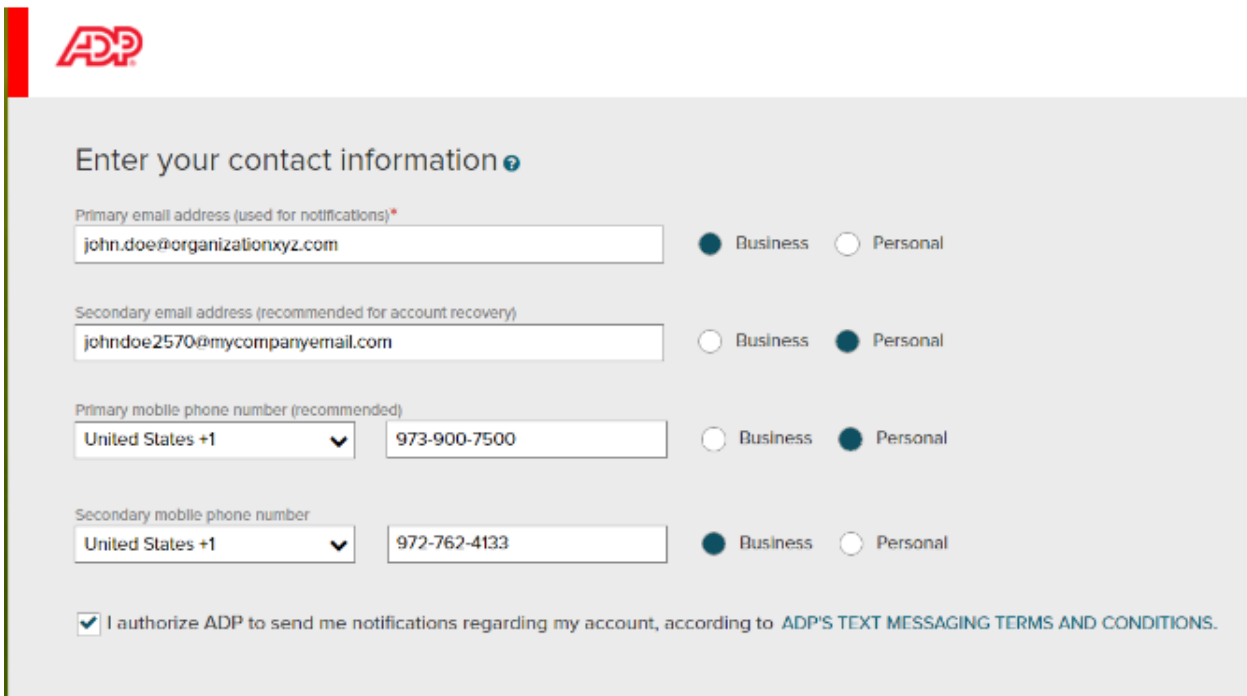
CANCEL NEXT

- **Option 2 – Answer Identity Questions**

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



- 5 Add contact email address(s) and mobile number(s) to your account.



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

**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)\*  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)\*

Show password

### Select security questions and answers

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

Your answer (not case-sensitive)\*

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

Your answer (not case-sensitive)\*

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

Your answer (not case-sensitive)\*

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

**ADP**

✔ Congratulations! Your registration is complete!

### Your account

Your user ID: jdoe@organizationxyz

Your available ADP services:

ADP Service

### Activate your email/phone

⚠ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

- ✉ John\_doe@organizationxyz.com
- ✉ johndoe2570@myemail.com
- ☎ +1 972-722-4133
- ☎ +1 973-900-7500

### Activate Your Email Address

During registration, if you provided an email address that is not shared by others in your organization, 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 that is not shared by other users in your organization, 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.

### 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.

- 1 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\*

Last name\*

And at least one of these\*

Email address

Mobile phone number

CANCEL NEXT

- 2 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**

If your email address or mobile phone number is unique within your organization, and you have access to it.



The screenshot shows a web interface titled "Your security code". It instructs the user to "Select where you want to send the security code and click Send Code." There are two radio button options: "-----8331 (SMS text)" and "j.....c@mycompany.com". A "SEND CODE" button is positioned below these options. A timer indicates "Enter your security code here in 13:59". A text input field contains the code "244786". At the bottom, there is a checkbox labeled "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.

The screenshot shows a web interface titled "Your security questions". A red asterisk indicates "\* = Required". The first question is "What was the name of your first pet?". The answer field contains "bubbles" and is marked as "Your answer (not case-sensitive)\*". A "Show answer" checkbox is checked. The second question is "What was the first and last name of your first manager?". The answer field contains "\*\*\*\*\*" and is marked as "Your answer (not case-sensitive)\*". A "Show answer" checkbox is unchecked. The third question is "What was the first foreign country you visited?". The answer field contains "\*\*\*\*\*" and is marked as "Your answer (not case-sensitive)\*". A "Show answer" checkbox is unchecked.

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

Reset password

\* = Required

New password (case sensitive)\* **i**

Tr@vel2917 Strong

Show password

Confirm new password

Tr@vel2917

Show password

**CANCEL**

**✓ 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