



ADP Portal Registration Instructions

Welcome to open enrollment for the Hunt & Sons health plan! This is your annual opportunity to make changes to your health plan enrollment. Hunt & Sons uses ADP for employee benefit elections. The link to the ADP self-service portal is <https://workforcenow.adp.com>.

New users will need to register first using the registration code listed below:

- Go to <https://workforcenow.adp.com/> and select “**Register Here**” button.
- Enter your registration Code “**HUNTSONSIN-ADP**”.
- Enter “Yes” when asked if you want to set up an account with ADP
- Once logged in, please click “**Start This Enrollment**” and make your open enrollment elections

If you already have an account with ADP, please login using your current user ID and password:

- Go to <https://workforcenow.adp.com/>, enter your User ID and Password then click “Log In”
- Once logged in, please click “**Start This Enrollment**” and make your open enrollment elections