



## JCC's ADP Self Service Portal Launching Soon

The ADP Self Service Portal will be available to you very soon to view your Court Appointed Counsel Program payment account. You will receive an email on Friday, November 8 from [SecurityServices\\_NoReply@adp.com](mailto:SecurityServices_NoReply@adp.com), Subject: **Welcome to ADP**. This email will contain instructions on how to register, including the website link and a Personal Registration Code.

The Self Service Portal provides you with convenient access to your personal and pay information. On the site, you will be able to:

- View and update your personal information to keep your contact information up-to-date.
- Update your security questions and answers to be able to reset your password or retrieve your user ID, when required.
- Change your password regularly to protect your account.
- Update/Activate your mobile phone numbers and email address to receive security notifications from your company or ADP.
- Update your bank account information for direct deposit or your mailing address for checks.
- View and update your tax filing status.
- View your pay statements and annual statements.

Please refer to the instructions below for registering:

1. Set up your user ID and a strong password to complete the registration process for your ADP service account.
2. Go to the ADP service website: <https://workforcenow.adp.com/> and click the link to **Create Account**.
3. Select **I Have a Registration Code**.
4. Enter the Personal Registration code provided to you in the email and your Last Name.

5. Enter one of the following for identity verification:
  1. The last 4 digits of your SSN or TIN **-OR-**
  2. Your birth month/date - this field was defaulted to 01/01 on all profiles for security, so please enter **01/01**.
6. Based on your information requested during this process:
  1. Enter the verification code sent to your email address or mobile number available on record.
  2. You can also enter new phone number for identity verification.
  3. You may be required to answer questions from public records.
7. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.

NOTE: When you first register and log in, you will not see pay statements. You will need to log out and log back in in order to complete the registration; pay statement information will then be available.

Please be advised that ADP uses terms such as company, employer, and employee. This default language cannot be changed in their system to accurately describe the independent contractor relationship you have as a panel attorney in the Court-Appointed Counsel Program. This language is not intended to establish an employer-employee relationship, and you will continue to receive Form 1099 for tax reporting purposes as an independent contractor.

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