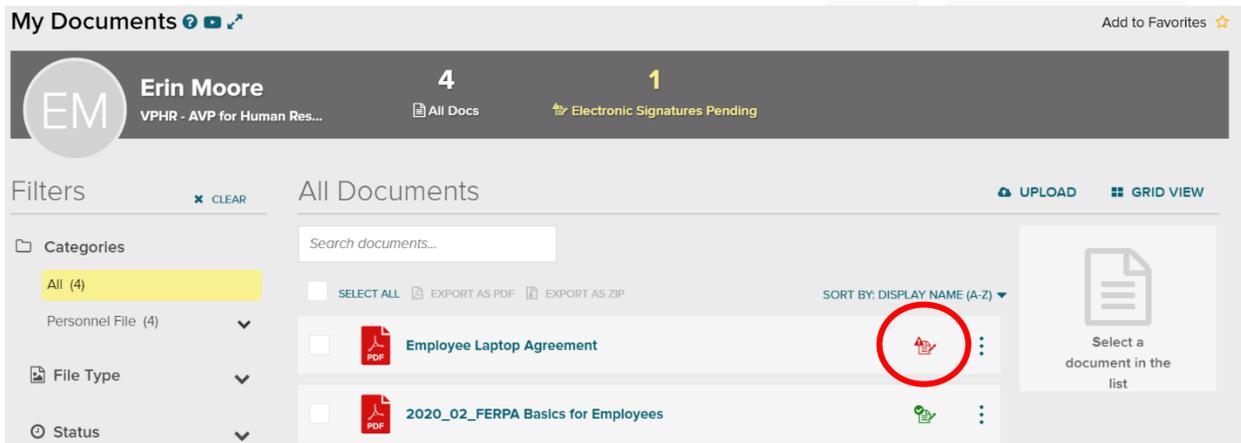


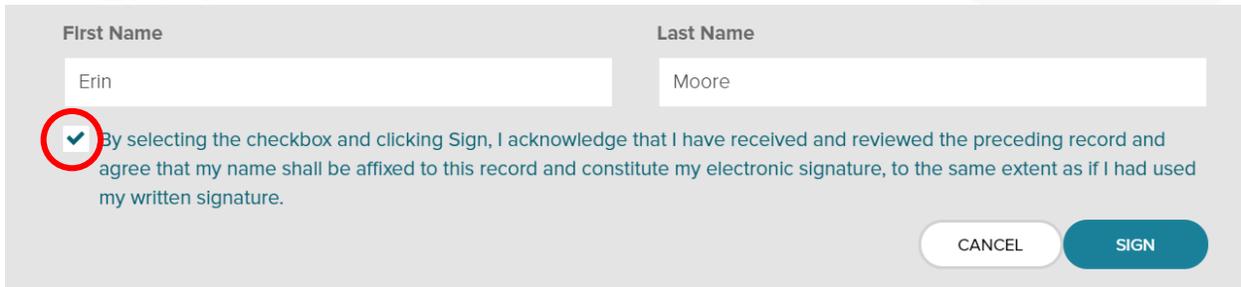
Electronically Signing Employee Documents in ADP

As we implement the ADP Document Cloud feature, employees may receive notification that there is a document they need to view and sign in ADP. Following are the instructions for how to complete this task.

1. Log in to <https://workforcenow.adp.com>
2. If you have forgotten your username or password, ADP has options on the log in page for you to select to retrieve or reset these.
3. Once logged in, from the top menu bar select “Myself,” then “Employment,” then “My Documents.”
4. The following screen will appear with your name in the upper left-hand corner.



5. To view and sign a document, click directly on the signature icon circled in red above.
6. The document will open and you will need to scroll through until the end of the document.
7. Once you scroll through the whole document, then you will be able to enter your first name and last name in the boxes provided.
8. Then select the checkbox to add a check to agree to the signature statement. The checkbox is circled in red below.



First Name: Erin

Last Name: Moore

By selecting the checkbox and clicking Sign, I acknowledge that I have received and reviewed the preceding record and agree that my name shall be affixed to this record and constitute my electronic signature, to the same extent as if I had used my written signature.

CANCEL SIGN

9. Select “Sign.”
10. You will then see the message below appear that acknowledges the signature was successful and enables you to click to download the document.

Electronic signature successful ✓

You may now download this document for your records.

 [Download Electronically Signed Document](#)

11. You will also continue to have access to view or download the document later date by going back to Myself/Employment/My Documents.

If you have any questions or run into any issues, please contact Erin Moore at erin.moore@garrett.edu or at 847-866-3918.