

Setting up an ADP account is essential for employees at Kirkman Beck, LLC dba Hire Up Staffing Services. ADP serves as a comprehensive tool that allows you to keep track of your pay stubs, easily access your W-2 forms as they are generated each year, and update your direct deposit information whenever necessary. By setting up an ADP account with your personal information and confirming your employment with Kirkman Beck, LLC dba Hire Up Staffing Services, you ensure that you have convenient and secure access to all your payroll and tax documents.

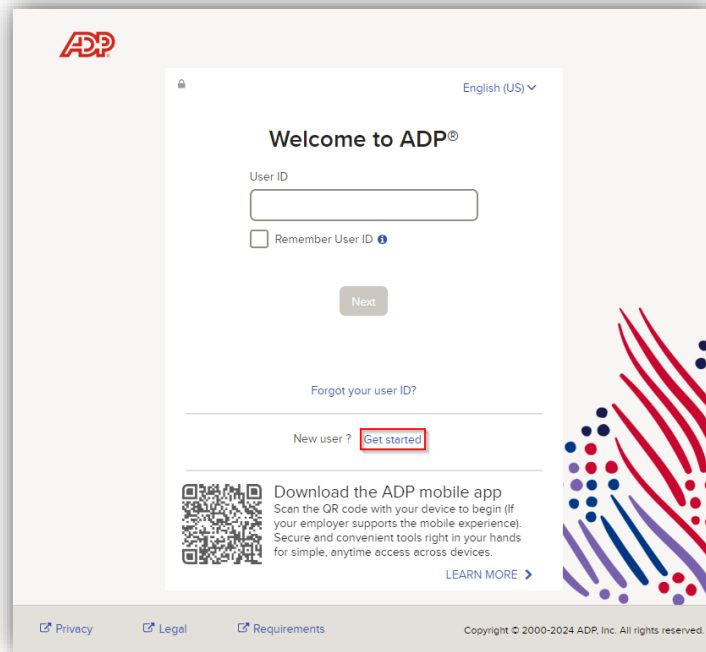
Please note that ADP is **not** where you will submit your timecards each week. For timecard submissions, you will need to log in to the Hire Up Portal. If you have not received the instructions for timecards specifically, please email payroll@hireupss.com for assistance.

How To Create ADP Account Without Registration Code

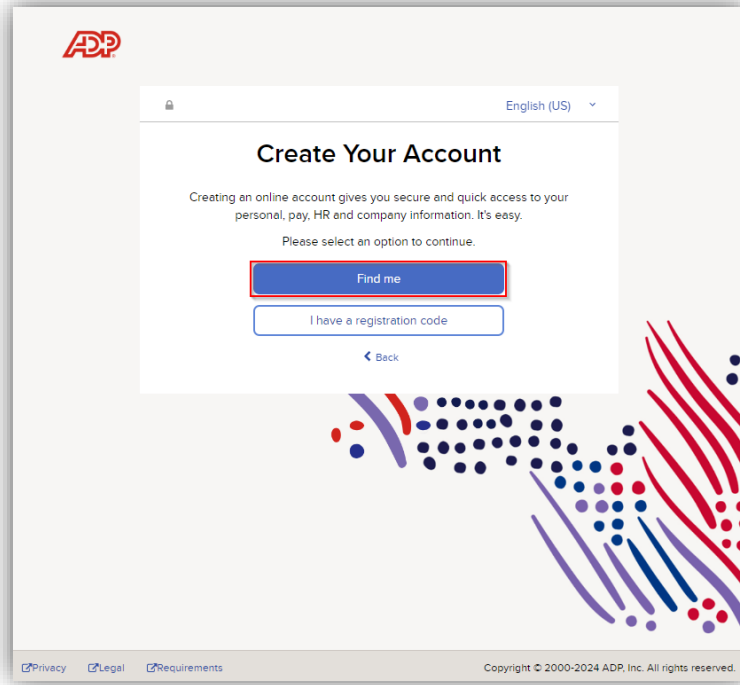
1. Please visit the ADP Workforce Now Login Link provided below.

Link: <https://online.adp.com/signin/v1/?APPID=WFNPortal&productId=80e309c3-7085-bae1-e053-3505430b5495&returnURL=https://workforcenow.adp.com/&callingAppId=WFN>

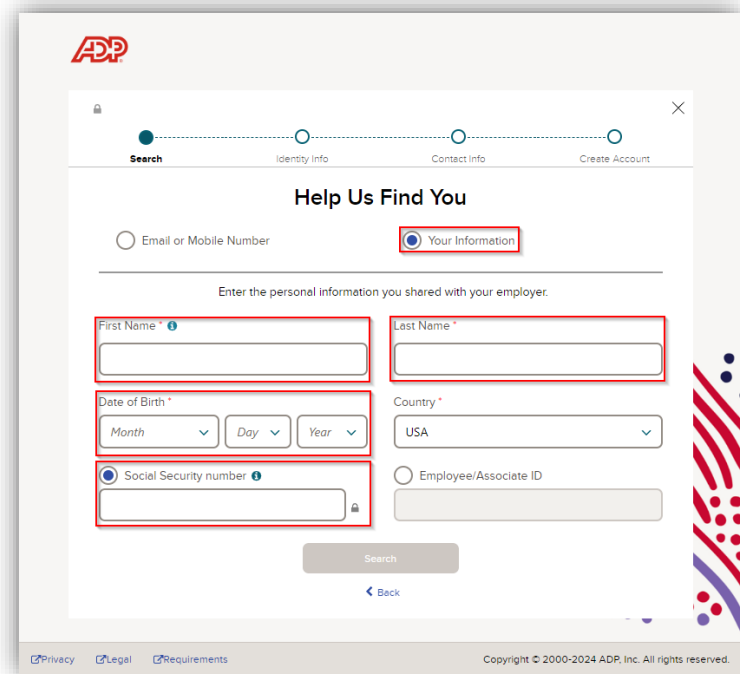
Once on ADP Workforce Now Login page, click "Get started" next to "New user ?".



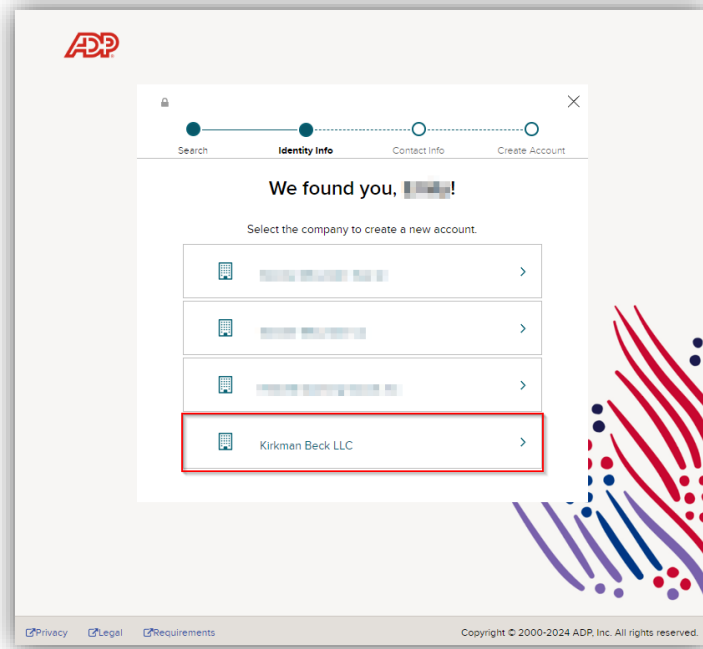
2. The website should take you to "Create Your Account". Please click the "Find Me" option.



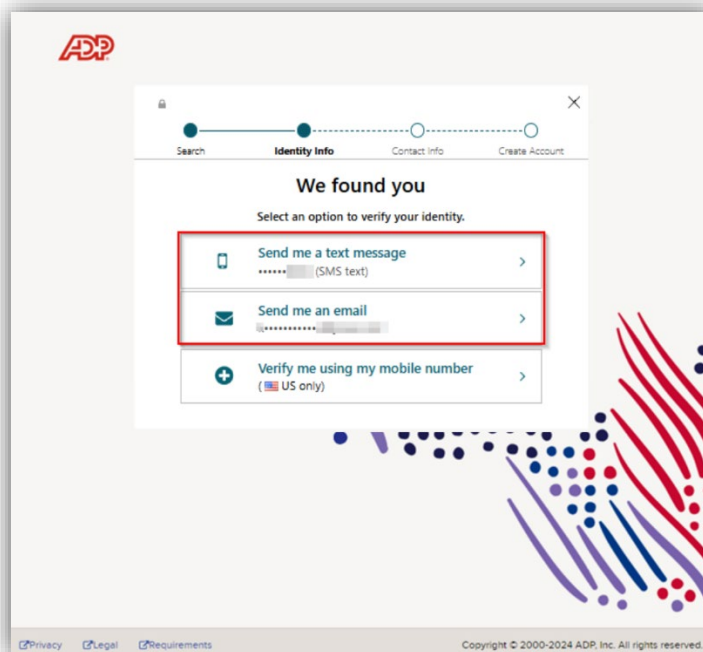
3. Using "Your Information", enter the personal information that you shared with Hire Up when you started working with us.



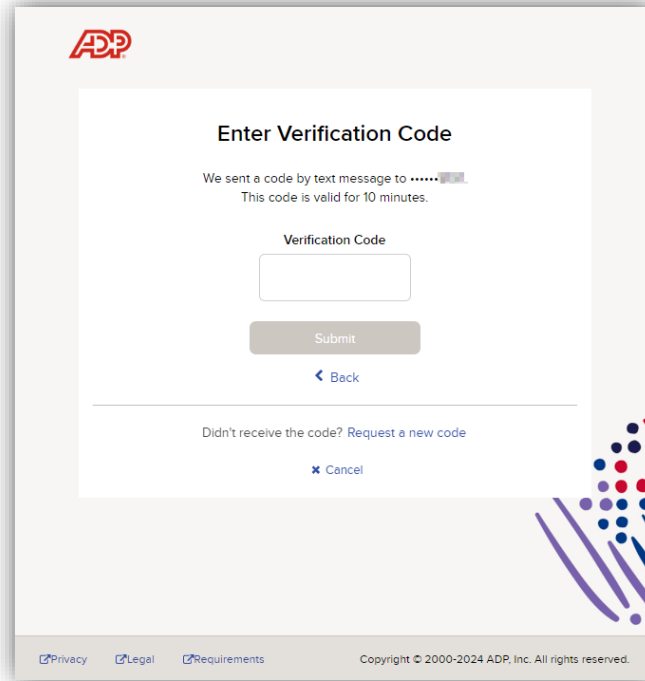
- After entering in your personal information, a list of companies you may have worked for in the past will appear. Please click **"Kirkman Beck LLC"**.
 - If you do not see **"Kirkman Beck LLC"** on the list of companies, stop, and reach out to your recruiter.



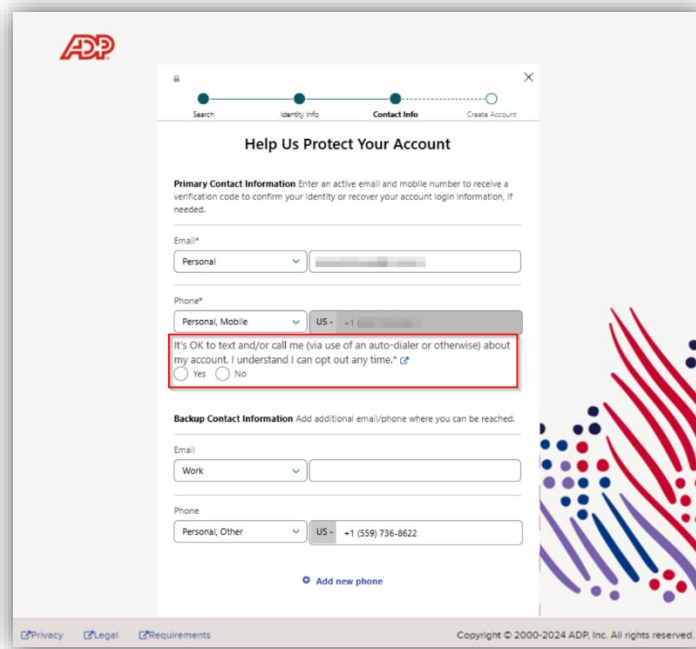
- Once you have selected Kirkman Beck LLC, ADP will need to verify your identity with the information that we have on file for you. Please select either **"Send me a text message"** or **"Send me an email"** to verify your identity.



- A verification code will be sent as a text message or email, you will need to enter in the verification code as soon as possible to move on to the next step.



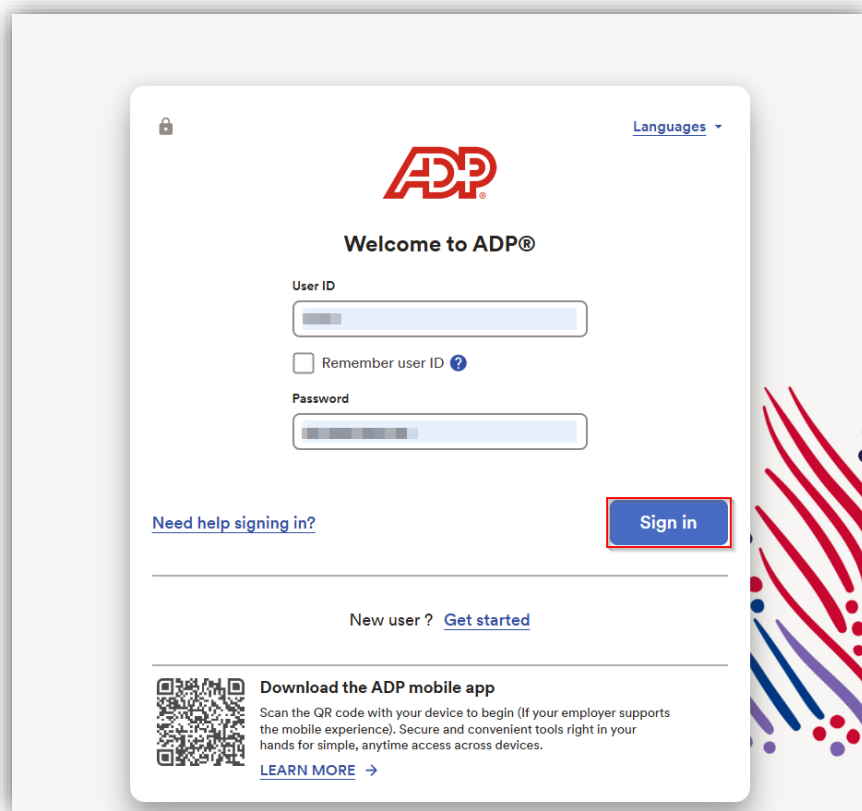
- After submitting the Verification Code, you will be prompted to double check your contact information and provide "Backup Contact Information" just in case you are unable to access the information originally provided.
 - Note: Please answer the following question regarding receiving texts or calls about this ADP account.



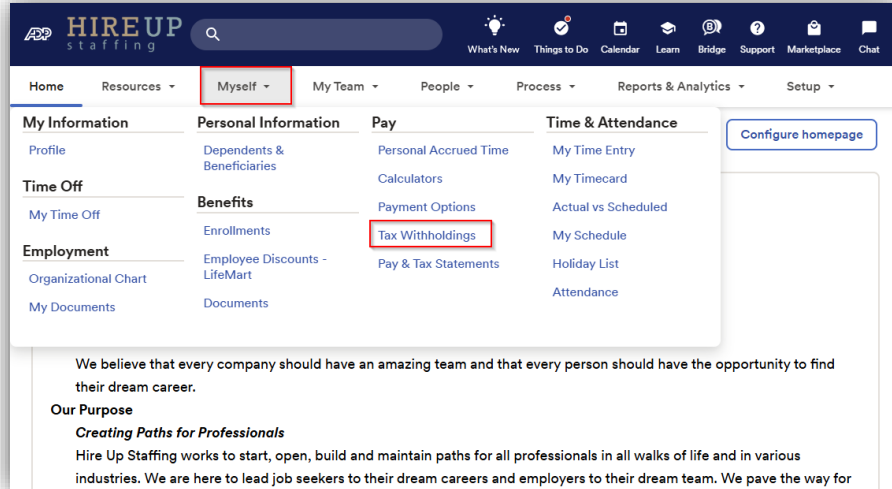
- ADP will then prompt you to create your User ID and Password. It's a good idea to write down your chosen User ID and Password to ensure you don't forget them later.

Where to Complete Tax Withholding Form In ADP

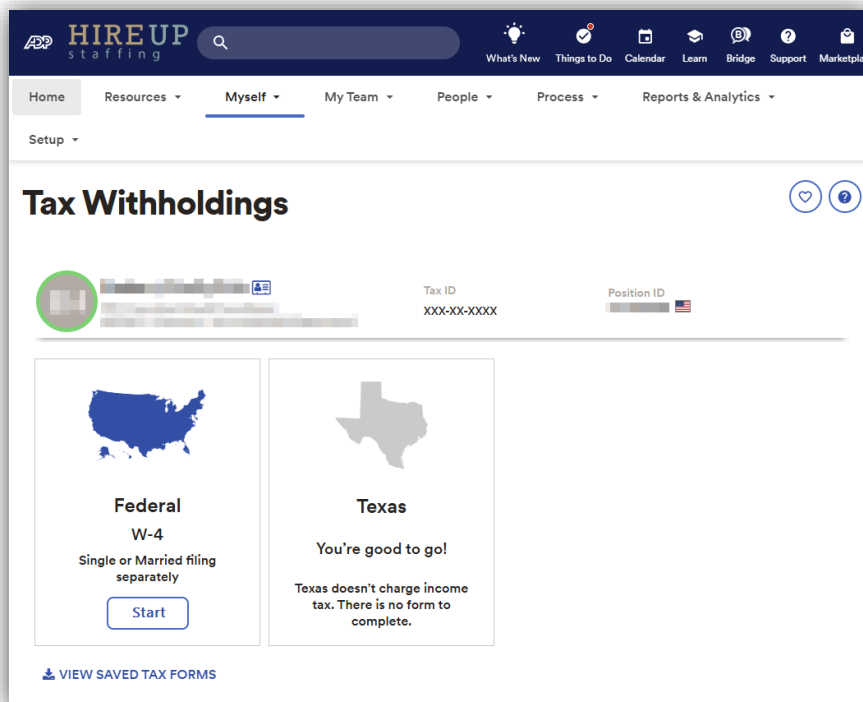
- Please login using your new Login Credentials on the ADP Login Page.
 - Here is the link to the Login Page for future reference:
<https://online.adp.com/signin/v1/?APPID=WFNPortal&productId=80e309c3-7085-bae1-e053-3505430b5495&returnURL=https://workforcenow.adp.com/&callingAppId=WFN>



2. Once you login to your ADP, you should see a **"Myself"** tab along the top of your screen. After you click **"Myself"**, please find click **"Tax Withholdings"**

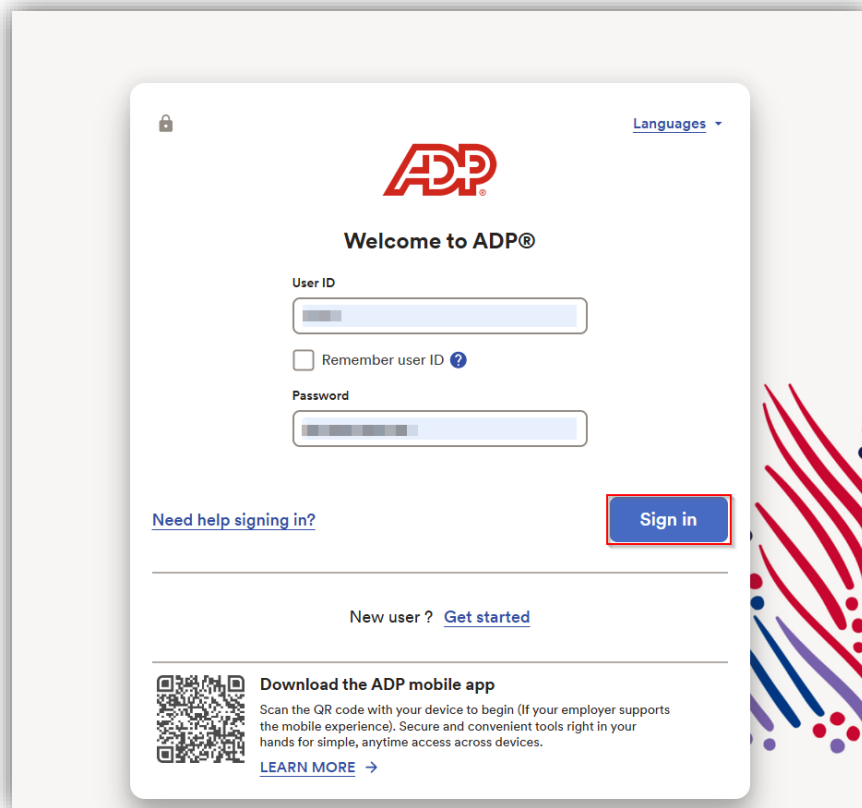


3. The Tax Withholdings page will show. Under **"Federal"**, please press the **"Start"** button to begin filling out your Tax Withholdings Form. If your state requires additional information, please also complete your **"State"** documents.
 - o In the example below, Texas does not charge income tax, so there is no additional form to complete.

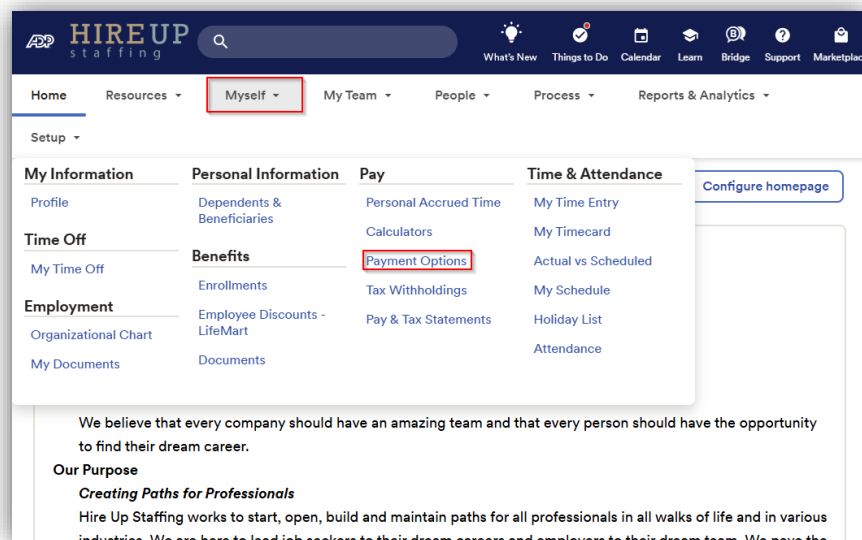


Where to Add Direct Deposit (Bank Account) Information

1. Please login using your new Login Credentials on the ADP Login Page.
 - o Here is the link to the Login Page for future reference:
<https://online.adp.com/signin/v1/?APPID=WFNPortal&productId=80e309c3-7085-bae1-e053-3505430b5495&returnURL=https://workforcenow.adp.com/&callingAppld=WFN>



2. Once you login to your ADP, you should see a **"Myself"** tab along the top of your screen. After you click **"Myself"**, please find click **"Payment Options"**



- The Payment Options page will show. Under “**Bank Account Direct Deposit**”, please press the “**+ Add bank account**” button to begin adding your direct deposit information.
 - If you do **not** have a Bank Account, under “**Wisely by ADP**” please press “**Learn More**” to sign up for a Wisely Pay card. After you sign up for Wisely Pay Card, please reach out to your recruiter to let us know to expect Paycard information be filed as your Direct Deposit Information.

