

Dear Employee:

We are pleased to introduce the Rhino Sports and Entertainment paperless paystub service! Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. To view your direct deposit each pay period, your paystub is conveniently accessible online at <https://workforcenow.adp.com>. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it, and forward the completed form to Accounting for processing.

***How to Access your earnings statements through ADP Portal Solutions:***

- Listed below are the instructions to register as a first time user time for ADP paperless service. (NO phone or tablet for first time setup)
- If you have already registered you only need to follow Instructions 10 - 13 to login as a user.
- **ADP recommends using Google Chrome to be able to see everything.**

***First Time User Registration:***

1. Go to the ADP website address - <https://workforcenow.adp.com> (Save in your Favorites' for easy access)
2. Click on "First Time Users Register Here"
3. Select the "Register Now" button
4. Enter the Registration Pass Code: **rhinoses-1234**
5. Verify Your Identity by filling out the personal information required
  - First and Last Name
  - The last four digits of your social security number
  - Your full birthday (drop down boxes are provided for the month and date and you will need to type in the 4 digit year - 19xx)
6. Enter Your Contact Information
  - An email address is required for this step (Yahoo.com, Hotmail.com, and Google.com all provide free email accounts)
7. Enter Your Security Information (create 2 security questions in case you forget your User ID or Password)
8. Create Your User ID (with example as in #11 below) & Create Your Password
9. Confirmation (Upon completion of registration, ADP will send an email with your user ID to the address you provide)

***User Login:***

10. Go to - <https://workforcenow.adp.com> (save in your favorites for easy access) and click on "User Login"
11. Enter your User ID (First Initial, Last Name@rhinoses, **ex: BHickman@rhinoses**) and Password (The password you set up in registration )
12. Direct your mouse to the "Pay & Taxes" tab at the top left side of the screen, and select "Pay Statements" from the drop down menu
13. You are now able to view and print your statements as listed by date