



INSTRUCTIONS FOR REGISTERING TO VIEW NTS EMPLOYEE PAYROLL INFORMATION

You can view (and print, if preferred) your NTS payroll earnings statements online through the NTS payroll provider, ADP.

**Once you have received your first NTS payroll check,
you will need to register with ADP.**

To Register:

- Log on to <https://workforcenow.adp.com>
- Click on the “Register Now” link in the middle of the page
- Click on the “Register Now” link next to “Ready to get started?” on the left side of page
- Enter **NTS’ Registration Pass Code**, which is: **NTSDEVCO-1234** and then Click “Next”
- Complete the information requested under “Verify Your Identity”. You will be required to enter your Social Security Number and Date of Birth and then Click “Next”
- Complete the information requested under “Enter Your Contact Information” and Click “Next”
- Complete the information requested under “Enter Your Security Information” and Click “Next”
- Your ADP Services User ID will be automatically set by ADP. This User ID cannot be changed
- Create a Password as requested -- *Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Note that your password is case sensitive.*
- Click “Submit”