

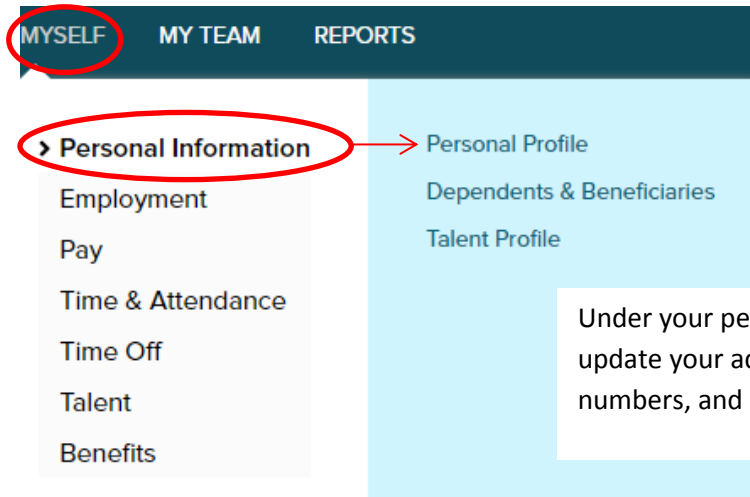
To begin using self-service functionality, log into ADP from the ADP Workforce Now Home Page (<https://workforcenow.adp.com>).

Enter User ID, which for most employees is their naropa.edu email address without a period between 'naropa' and 'edu.' For example, jsmith@naropaedu.

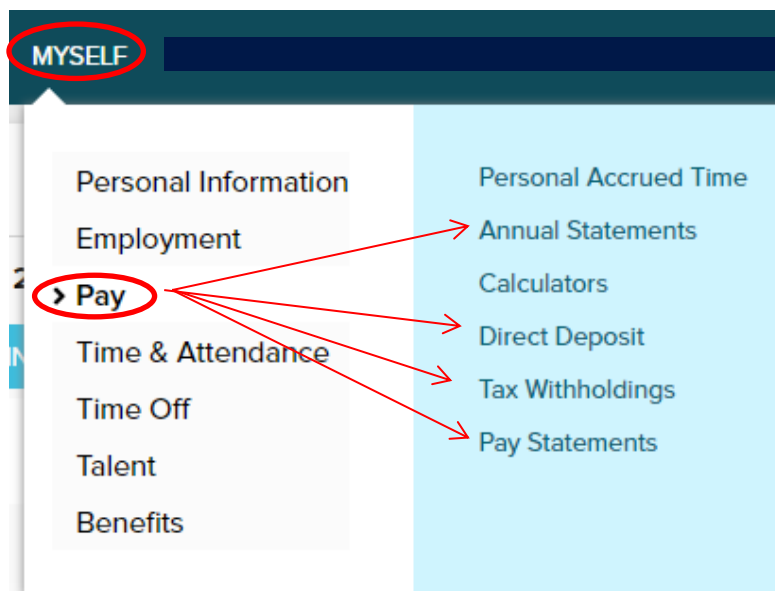
Your password was selected by you when you registered for ADP access. **Passwords are case sensitive.**

If you have forgotten your password, please select 'Forgot Your User ID / Password' or call the Human Resources Department at 303-245-4700.

Once logged into ADP, you can update some personal information as well as view/print other information from the 'MYSELF' drop down.



Under your personal profile, you can update your address, email, phone numbers, and emergency contacts.



Under Annual Statements, you may view your W-2s for up to previous 3 years and 1095-C.

Under Direct Deposit, you may change the bank information associated with your direct deposit. You may elect to have your paycheck deposited into up to 3 accounts.

Under Tax Withholdings, you may change your federal tax exemption withholdings.

Note: Your state tax exemption withholding will be entered to reflect the same change made to your federal taxes, unless you direct Payroll to do otherwise. As needed, email payroll@naropa.edu to notify Payroll of your desired number of exemptions for your state tax. Also, in the case of an additional flat dollar amount to be withheld from federal tax, this will NOT be added to your state tax unless Payroll is notified to do so.

Under Pay Statements, you can review and print your bi-monthly or monthly pay statements.