How to Create a Desktop Shortcut for ADP Workforce Now (WFN)

1. Open your preferred browser. Navigate to ADP WorkForce Now website. The link is below.

   https://workforcenow.adp.com/workforcenow/login.html

2. Drag and drop the icon in the address bar to your desktop to create the shortcut. Note: The icon in the address bar will appear as a padlock in Chrome, a blue E in Internet Explorer, and a small planet in Firefox. In any case, dragging this icon to the desktop will create a shortcut to the ADP WFN site.
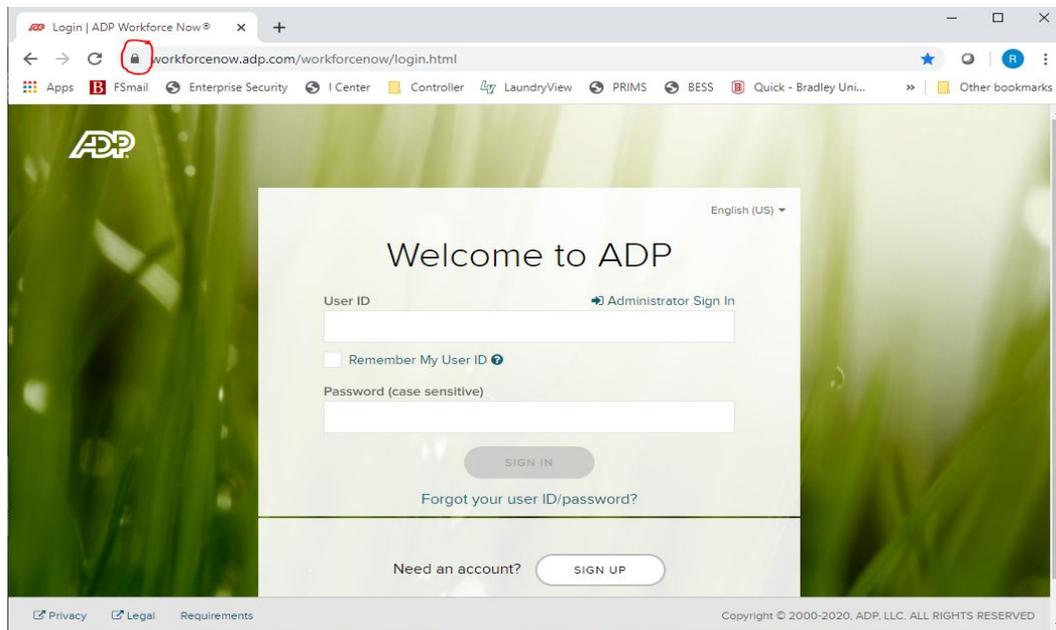
3. Please Note: There is only one page to timestamp.

4. If you have difficulty creating the shortcut, please call the Technology HelpDesk at ext. 2964 for assistance.