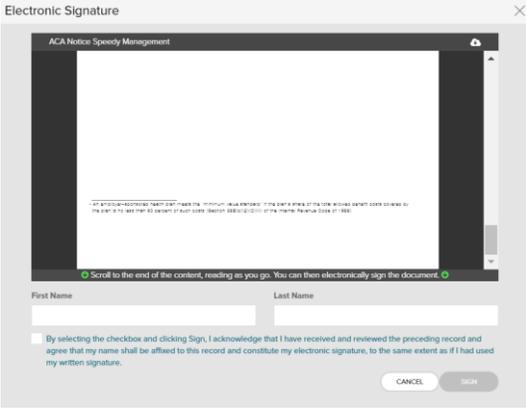


Lewis Family Restaurants

ADP

ADP LOGIN	
Website	www.workfocenow.adp.com
App:	ADP Mobile

HOW TO LOGIN FOR THE FIRST TIME	
Step #1	Check your email for a message from DONOTREPLY@ADP.com
Step #2	Use the Personal Registration Code to set-up your account by clicking “NEW? Get Started” on the ADP app or “Need an account? Sign Up” on the website
Issues	Didn't get a code?- email hr@mclewis.net from your personal email address
	Locked out of your account?- email hr@mclewis.net

HOW TO ELECTRONICALLY SIGN IMPORTANT EMPLOYEE DOCUMENTS	
Step #1	Login into ADP at www.workforcenow.adp.com
Step #2	Click on the “Myself” tab across the top
Step #3	Click on the “Employment” tab
Step #4	Click on the “My Documents” tab
Step #5	Click on the icon that looks like a paper and pen to electronically sign 
Step #6	Read document
Step #7	Type your first and last name
Step #8	Click that you are electronically signing and “sign” 

For questions, feel free to reach out to hr@mclewis.net