

## How Employees Complete I-9 and Onboarding Tasks

After your Location Coordinator has hired you into ADP, you will need to complete section one of your I-9 on your first day of employment.

Activate your ADP account and complete section one of the I-9:

1. Go to: **<https://workforcenow.adp.com/>**
2. Click 'get started' towards the bottom of the screen
3. Click 'I have a registration code'
4. Enter **rcdoc-DOC1820**
5. Click 'continue'
6. Verify your information, create a password, and note the username provided
7. Log into ADP using the password you created and the username that ADP provided on the previous screen
8. After you get logged into ADP, you might see a pop-up about completing onboarding tasks, click the X at the top right of that pop-up
9. Click the dark blue 'get started' button at the top right
10. Click 'Next' at the bottom right
11. Click 'Next' again
12. Navigate to the Employment Verification section
13. Enter your information
14. Sign electronically
15. Click 'Done'
16. Your Location Coordinator or HR will then complete section two of your I-9.

### Location Coordinators:

After the above steps are complete, you must complete section two and then E-Verify by going to Process > HR > E I-9 Management and following the steps outlined, or see Diocesan HR for assistance.