

ADP Employee Self Service is Here!

Please take the time to register for Employee Self Service.

Once registered on the ADP website, you can do the following:

- View your personal information such as address and phone numbers.
- View/print your pay statements and W-2s.
- Turn off paper pay statements and receive only electronic copies.
- Update tax withholding information and banking.

Follow the steps below to register for this access.

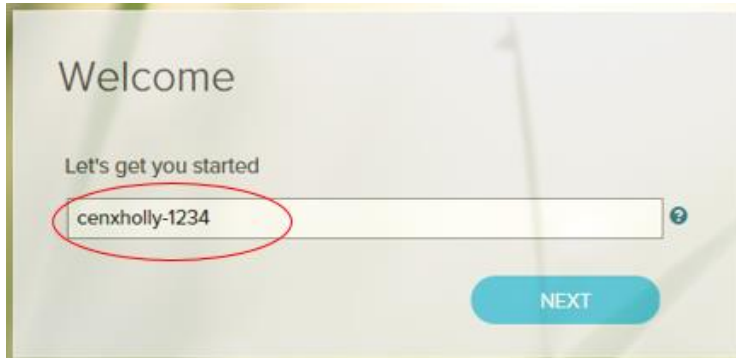
Step One: Go to <https://workforcenow.adp.com>

Step Two: Click on “Register Here”



CenturyALUMINUM

Step Three: Enter your Registration Pass Code **cenxholly-1234**



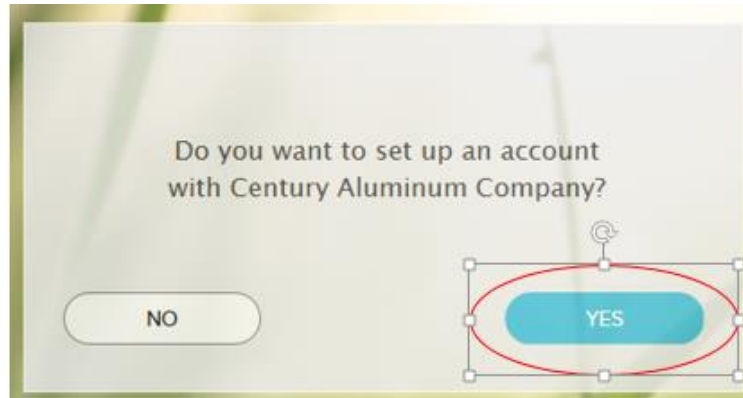
Welcome

Let's get you started

cenxholly-1234

NEXT

Step Four: Select "Yes" when asked if you would like to set up an account.

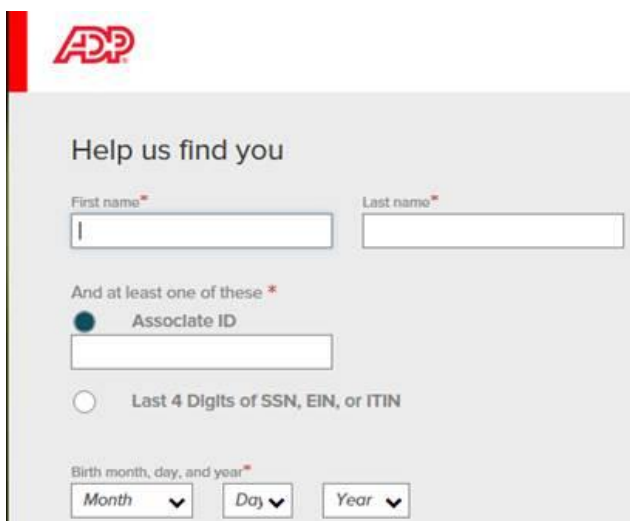


Do you want to set up an account with Century Aluminum Company?

NO

YES

Step Five: Enter your First Name, Last Name, Last 4 Digits of SSN, and Date of Birth. Then select "Confirm".



ADP

Help us find you

First name* Last name*

And at least one of these *

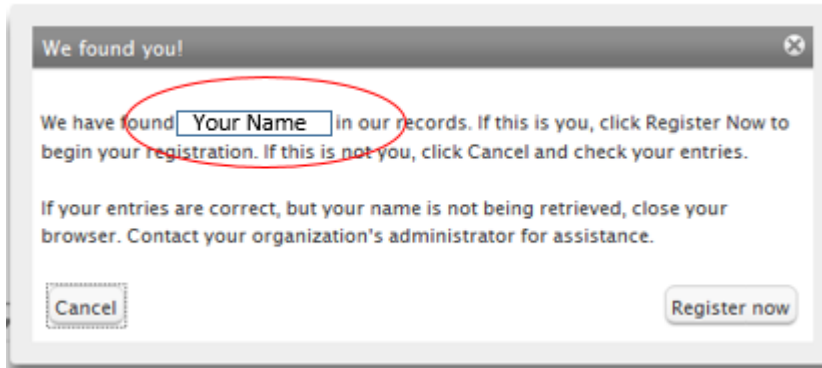
Associate ID

Last 4 Digits of SSN, EIN, or ITIN

Birth month, day, and year*

Month Day Year

Step Six: When prompted, select “Register Now”.



Step Seven: Complete the registration.

Register for ADP Services

Enter your contact information How will this be used by ADP?

To avoid answering your security questions during your next password reset, you can:
Enter an email address and mobile phone number that are not shared with others.
Authorize ADP to send you text messages about your account.

Email address*

Work Personal

Mobile phone number

Country code

Work Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).

Create your user ID and password

Memorize your user ID and password now, so you remember them later.

User ID*

Check availability

User ID must be at least 4 characters long and may contain letters, numbers, and/or these 4 special characters (- @. _). User ID is not case sensitive.

Password (case sensitive)*

Password Strength:

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number.
Passwords are case sensitive.

Confirm password (case sensitive)*

In case you forget your user ID or password

 Use answers to your security questions that you can easily remember later. 

Question 1 *	<input type="text" value="Select one"/>
Your answer (not case-sensitive) *	<input type="text"/>
Question 2 *	<input type="text" value="Select one"/>
Your answer (not case-sensitive) *	<input type="text"/>
Question 3 *	<input type="text" value="Select one"/>
Your answer (not case-sensitive) *	<input type="text"/>

Step Eight: Scroll to the bottom of the Terms and Conditions and select that you have read them.

Terms and Conditions

Read the Terms and Conditions shown below and then agree to the terms to complete your registration.

TERMS AND CONDITIONS

BY CLICKING OR TAPPING ON I AGREE BELOW AND/OR BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS.* If you do not agree to all of the Terms, you are not authorized to access or otherwise use the Site (as defined below).

1. SITE OVERVIEW. The Site is available only to users who have a registered User ID and Password and are employees or plan participants of the employer indicated on the Site (the "Employer"). If you do not have a valid registered User ID and Password or are no longer an employee or plan participant of the Employer, you are not authorized to use or access the Site; however, in certain limited instances, the Employer may permit certain of its terminated employees to access the Site for very limited purposes. The Employer, through its service agreement(s) with ADP, LLC and/or ADP Canada Co., as applicable, ("ADP"), is providing you with access to the information and services on the Site under these terms and conditions ("Terms"). Please note that not all terms and conditions set out below may be applicable to you. Only the terms applicable to the products and services purchased by your Employer under its service agreement(s) with ADP apply. The "Site" shall refer to the site which makes available certain ADP Services (the "Services") to employee users, plan participant users and administrator users, as applicable, as authorized by the Employer.

You will receive two emails from ADP. This first email will provide a link by which to activate your email address. Please follow the instructions provided in the email. The second email will provide a link to access your account.