Concept Packaging Group

ADP Portal Information for Salaried Exempt Employees

This packet is for informational purposes only for newly hired Salaried Exempt (SE) employees. Action is required by you, as detailed below.

All SE employees are paid through ADP, a third-party payroll company. Your pay is received bi-weekly on Thursday via direct deposit to the bank account(s) you provide to CPG. You will not receive hard copies or emailed copies of your pay stub; however, you can access your bi-weekly pay stubs and W-2 forms any time via the ADP Self-Service Portal. You may also view your personal information, including your tax filing status, tax exemptions, address, etc. on the Portal.

You must register to gain access to the ADP Self-Service Portal. All the information you will need to register is provided in the included Registration Guide. Please see page 1 of this Guide for information unique to CPG employees that you will need to access the Portal and begin the registration process.

Please keep a record of your login and password, as CPG does not have access to this information. The last page of this document, ADP Portal FAQs, may help answer any questions you may have regarding the security of your information.

If you have any questions about this process, please email Human Resources at:
HRsupport@concept-pkg.com.

<div style="border:1px solid red; color:red;">
Please note that your first 2 pay checks will be live, and not direct deposited to your account
</div>

ADP | ADP

← → C 🔒 online.adp.com/signin/v1/?APPID=WFNPortal&productId=80e309c3-7085-bae1-e053-3505430b5495&returnURL=https://workforcenow.adp.com/&callingAppId=WFN

ADP

Navigate to Website:
www.workforcenow.adp.com

Once the website loads, your screen should look like this

🔒   🇺🇸 ENGLISH ⌄

Welcome to ADP®

User ID

[   ]

☐ Remember My User ID ❓

NEXT

FORGOT YOUR USER ID?

Click on: CREATE ACCOUNT

New user ? 👤 CREATE ACCOUNT

Download the ADP mobile app
Scan the bar code with your device to begin.
Secure and convenient tools right in your hands
for simple, anytime access across devices.

LEARN MORE ❯

🔒 SECURE PAGE ✕

●---------------○---------------○---------------○
Search   Identity Info   Contact Info   Create Account

Help us find you

(●) Email or mobile phone   (○) Your information

Enter the contact email/mobile that you shared with your employer.

Email or mobile phone

[   ]

Enter your company provided
CPG Email address: **i.e.
johnd@concept-pkg.com**

SEARCH

‹ BACK

Search — Identity Info — **Contact Info** — Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

| Work ⌄ | |

Phone*

| Personal, Mobile ⌄ | 🇺🇸 ▾ |

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.* ↗

◯ Yes   ◯ No

Backup Contact Information Add additional email/phone where you can be reached.

Email

| Personal ⌄ | |

Your **Work Email** should already be filled out.

Please confirm/add your Primary **Phone** and Backup **Email &**

Phone

| Personal, Other ⌄ | 🇺🇸 ▾ |

⊕ **ADD NEW PHONE**

CONTINUE

●————————●————————●————————✓
Search   Identity Info   Contact Info   **Create Account**

One more step, ▓▓▓▓▓▓

Let's set up the login information for your account with **SOUTHLAND CONTAINER**

Create UserId * ❓

[   ]

Create Password *

[   ]

———————————————————————

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

Confirm Password *

[   ]

———————————————————————

Accept Terms and Conditions

☐   I have read and agree to the Employee Access Terms and Conditions.

✔ CREATE YOUR ACCOUNT

Create a User ID and Password to finish creating your account.

Note: If you click the ? you can see the user ID requirements