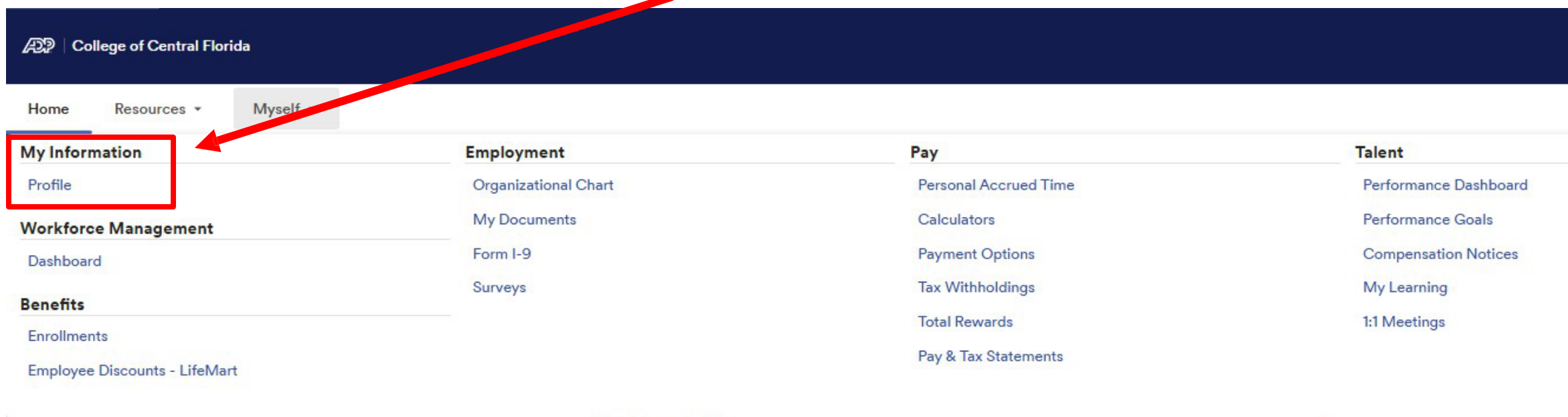


How to Add a Phone Number Directions

1. On a computer, login to your ADP Workforce Now account. You will see the ADP Welcome notice. Click on the arrow next to the “Myself” tab.



2. After you click on the “Myself” tab, on the top far left, under My Information, click on Profile.



3. Under Personal Info, click “Add your Mobile number”.

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[Home](#) [Resources](#) [Myself](#)

Profile



Test Santi

ASSOCIATE ID : AKXLG7LUI | ACC-1001 - Accountant I
REPORTS TO : No one
POSITION ID: 68296167N 
 VIEW ORG CHART

Personal Info

 [Add your mobile number](#)

4. Under “Contact”, click the arrow next to Personal Mobile and select the type of phone number you are adding (Personal Mobile or Home Phone). Once phone type choice is selected, click in the box that states “phone number” to add your preferred contact phone number to your ADP profile.

[← Back](#)

Personal Info

Address Line 1

3001 Southwest College Road

City

Ocala

State / Territory

FL - Florida

Zip Code ?

34474

County

Marion County

[+ Add Address](#)

Contact ?

Phone Number

Personal Mobile



Phone Number

[+ Add Phone](#)

EMAIL

Email

[➤ Bio\(Gender, Race, Ethnicity\)](#)

[➤ Status Information\(Disability, Protected Veteran, Marital Status\)](#)

Save

5. After adding your preferred contact phone number, click save if you added a home phone. If you added a personal mobile number, follow these instructions:
- Prompt for Alerts: A message will pop up asking if it is okay to send alerts to that phone. Selecting "Yes" is strongly preferred, as it allows ADP to send two-factor authentication codes and verify security changes (such as updates to your direct deposit).
 - Verification: While you can select "no" if you prefer not to receive texts or if the system cannot verify your number, choosing "yes" is the recommended option to ensure full security features are enabled. Clicking "yes" will trigger a verification code to be sent to your phone.
 - Saving: Once you have finished entering your information and successfully verified your mobile number, click save.

[← Back](#)

Personal Info

Address Line 1

3001 Southwest College Road

City

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State / Territory

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Zip Code

34474

County

Marion County

[+ Add Address](#)

Contact

Phone Number

Personal Mobile

 (352) 873-5800 [Click here to verify your phone number](#)

It's OK to send me alerts about my account, including via automated calls/texts. I understand that message and data rates may apply and that I can opt out at any time. *

☐ Yes (Recommended) ☐ No

[+ Add Phone](#)

EMAIL

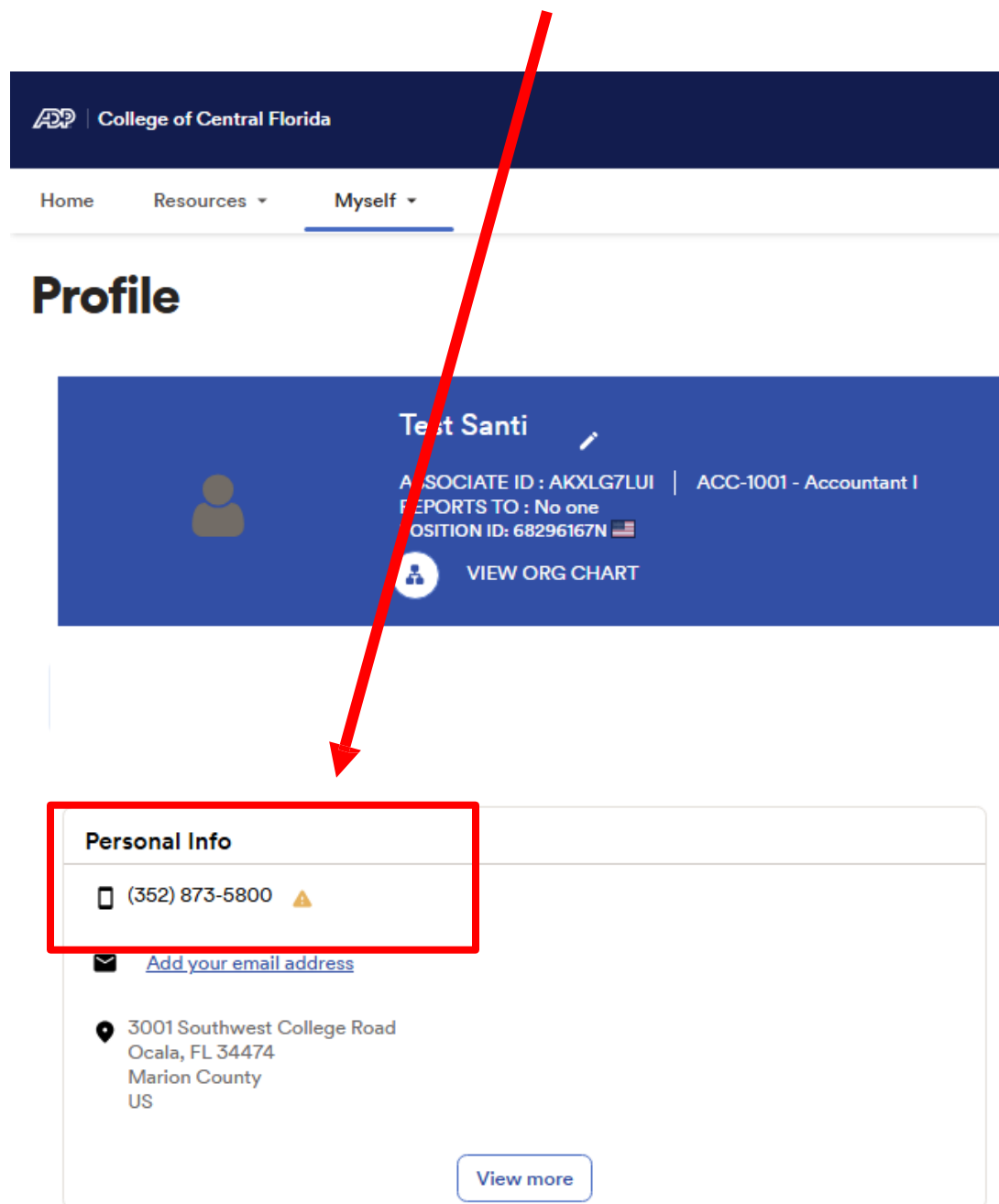
Email

[Bio\(Gender, Race, Ethnicity\)](#)

[Status Information\(Disability, Protected Veteran, Marital Status\)](#)

Save

6. After clicking save, you will be able to see your phone number listed under personal information.



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Home Resources ▾ Myself ▾

Profile

Test Santi ✎

ASSOCIATE ID : AKXLG7LUI | ACC-1001 - Accountant I
REPORTS TO : No one
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VIEW ORG CHART

Personal Info

📞 (352) 873-5800 ⚠️

✉️ [Add your email address](#)

📍 3001 Southwest College Road
Ocala, FL 34474
Marion County
US

[View more](#)

Thank you for taking the time to enter your preferred contact phone number into ADP!