# **ADP Internet Browser – Policy Acknowledgement Instructions:**

#### I. Visit <u>www.workforcenow.adp.com</u>

II. Enter your UserID then click 'Next'



III. Once logged in, click on 'Resources' -> 'Company Information' -> 'Company Policies':



#### IV. Click on the Policy:

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V. Visit the policy link, review all policies, review the acknowledgement form, then click 'Acknowledge':



## **ADP Internet Browser – Policy Acknowledgement Instructions:**



VII. Success! You have now reviewed and acknowledged the company polices. Thank you for your cooperation!

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### VI. Check the box then click 'Acknowledge':