

Step-by-Step Guide to Accessing DSP Forms in ADP

1. Open an Internet Browser

- Click on the icon for your preferred internet browser. This could be:
 - **Microsoft Edge**
 - **Google Chrome**
 - Or another browser you use



2. Go to the ADP Website

- In the address bar at the top of the browser, type:
workforcenow.adp.com
- Press **Enter** on your keyboard.


3. Optional: Bookmark the ADP Website for Future Access*

- Once you are on the ADP login page, it's a good idea to save it as a bookmark for quick access in the future. (Instructions at the end for different browsers)

4. Enter Your User ID

- In the "User ID" field, type the **User ID** that was given to you when you first registered for ADP.
- If you can't find your User ID, check your email inbox for the registration details.

If you're still unsure, please contact winifred.otokhina@eafwr.on.ca for help.

Languages ▾

Welcome to ADP®

User ID

Remember user ID [?](#)

[Need help signing in?](#)

New user? [Get started](#)

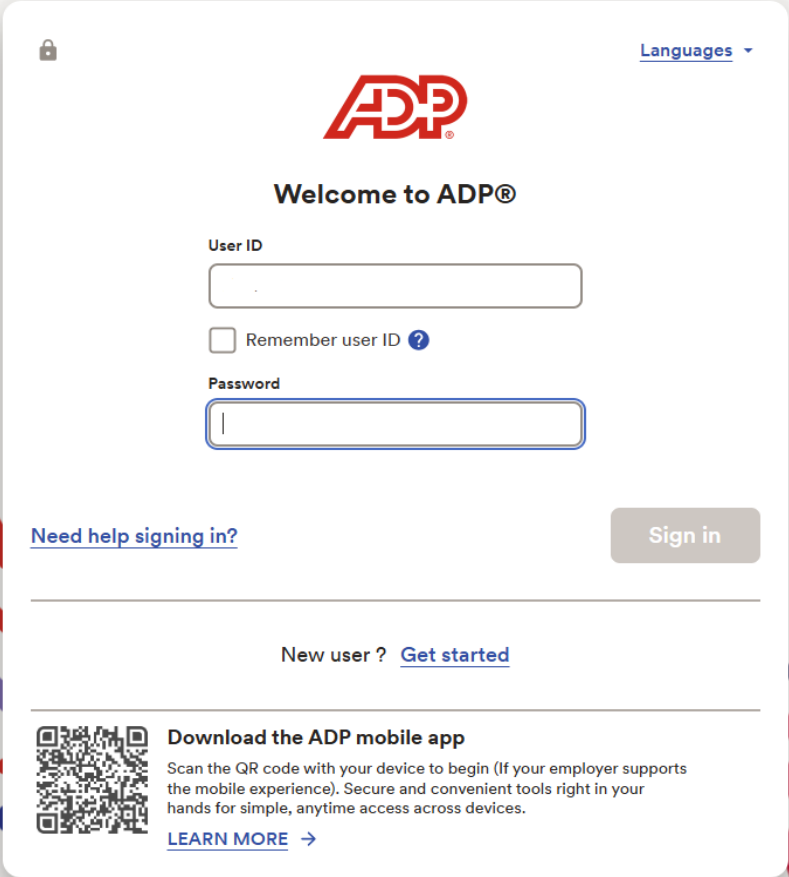
Download the ADP mobile app


Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.

[LEARN MORE](#) →

5. Enter Your Password

- After entering your User ID, you will be prompted to type in your **Password** (the one you created during registration).
- Type your password in the provided field.



 [Languages](#) ▾

ADP

Welcome to ADP®


User ID

Remember user ID [?](#)

Password

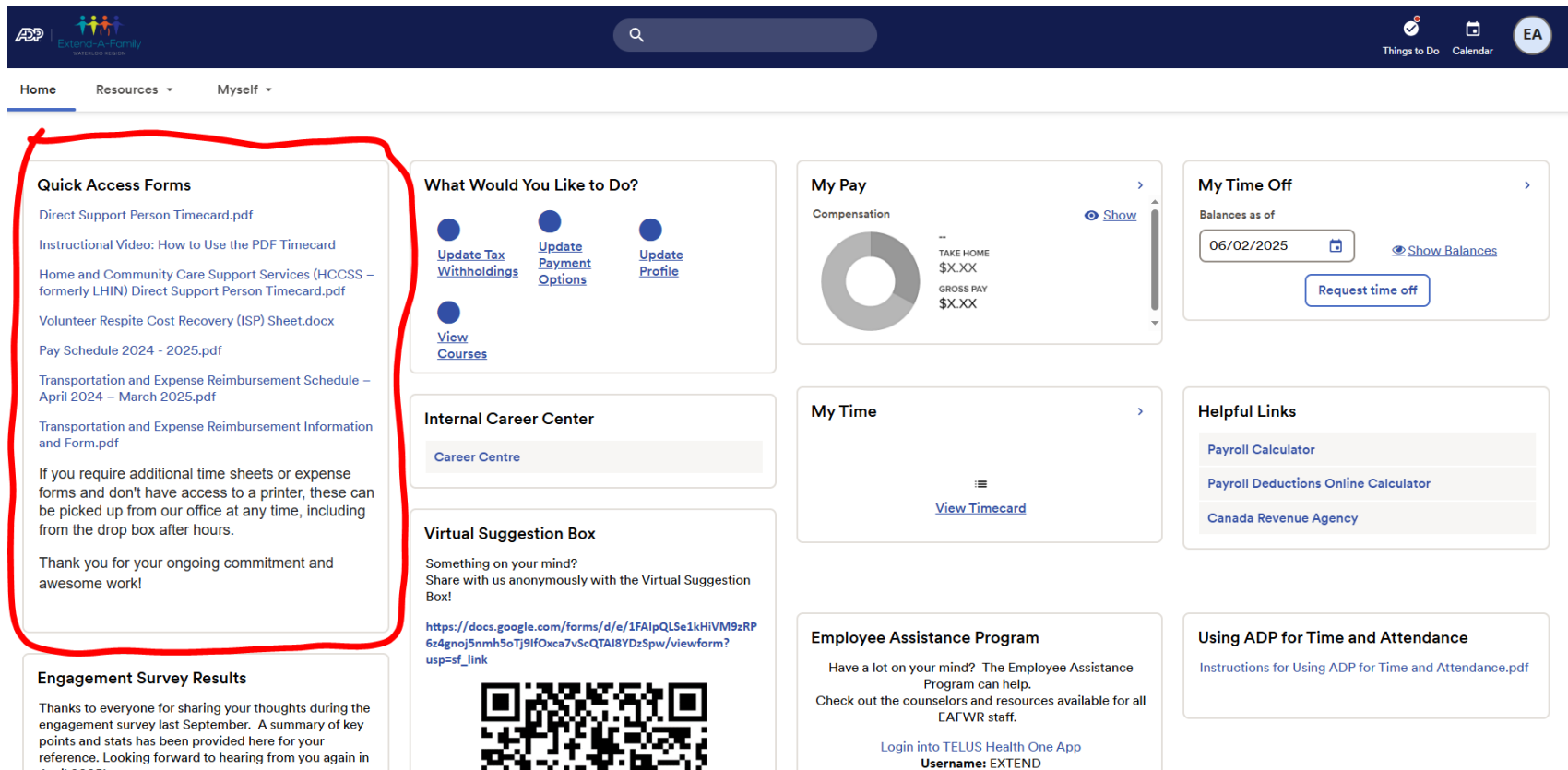
[Need help signing in?](#)

New user? [Get started](#)

 **Download the ADP mobile app**
Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.
[LEARN MORE](#) →

6. Access Your Dashboard

- After logging in, you will be taken to the **Dashboard** page.
- On the **right side** of the page, look for the section titled **Quick Access Forms**.
- Here, you will find all the forms you used to access on our website.



The screenshot shows the ADP Extend-A-Family dashboard. The top navigation bar includes the ADP logo, a search bar, and user profile options (Things to Do, Calendar, EA). The main content area is divided into several sections:

- Quick Access Forms** (highlighted with a red border):
 - Direct Support Person Timecard.pdf
 - Instructional Video: How to Use the PDF Timecard
 - Home and Community Care Support Services (HCCSS – formerly LHIN) Direct Support Person Timecard.pdf
 - Volunteer Respite Cost Recovery (ISP) Sheet.docx
 - Pay Schedule 2024 - 2025.pdf
 - Transportation and Expense Reimbursement Schedule – April 2024 – March 2025.pdf
 - Transportation and Expense Reimbursement Information and Form.pdf
 - If you require additional time sheets or expense forms and don't have access to a printer, these can be picked up from our office at any time, including from the drop box after hours.
 - Thank you for your ongoing commitment and awesome work!
- What Would You Like to Do?**
 - Update Tax Withholdings
 - Update Payment Options
 - Update Profile
 - View Courses
- My Pay**
 - Compensation
 - TAKE HOME \$X.XX
 - GROSS PAY \$X.XX
 - View Timecard
- My Time Off**
 - Balances as of 06/02/2025
 - Show Balances
 - Request time off
- Internal Career Center**
 - Career Centre
- Virtual Suggestion Box**
 - Something on your mind? Share with us anonymously with the Virtual Suggestion Box!
 - https://docs.google.com/forms/d/e/1FAIpQLSe1kHIVM9zRP6z4gnoj5nmh5oTj9lF0xca7vScQTAI8YDzSpw/viewform?usp=sf_link
 - QR code
- My Time**
 - View Timecard
- Helpful Links**
 - Payroll Calculator
 - Payroll Deductions Online Calculator
 - Canada Revenue Agency
- Employee Assistance Program**
 - Have a lot on your mind? The Employee Assistance Program can help.
 - Check out the counselors and resources available for all EAFWR staff.
 - Login into TELUS Health One App
 - Username: EXTEND
- Using ADP for Time and Attendance**
 - Instructions for Using ADP for Time and Attendance.pdf
- Engagement Survey Results**
 - Thanks to everyone for sharing your thoughts during the engagement survey last September. A summary of key points and stats has been provided here for your reference. Looking forward to hearing from you again in 2025.

Follow these steps to log in and easily access ADP in the future. If you have any questions or need further assistance, don't hesitate to contact Winifred Otokhina (winifred.otokhina@eafwr.on.ca)

*Bookmarking Tips

- After bookmarking the page, you can easily access it by clicking the bookmark any time you need to log in to ADP.
- In most browsers, the bookmark will appear on your **Bookmarks Bar** or **Favorites** section at the top of your browser window.
- Here's how to do it in different browsers:
 - **For Google Chrome:**
 - Click the **star icon** on the right side of the address bar.
 - In the pop-up, select **Done** to save it to your bookmarks bar.
 - [how to bookmark in google chrome - Google Search](#)
 - **For Microsoft Edge:**
 - Click the **star icon** in the address bar.
 - Choose **Add to favorites**, then click **Done**.
 - [How to add BOOKMARKS and FAVOURITES in MS EDGE? - YouTube](#)