



Workforce Now



User Guide for Crew Members

Version 1

INTRODUCTION

ADP Workforce Now (ADP WFN) is CSL's official system for viewing your:

- Pay stubs
- Tax forms, including T4s
- Electronic payroll documents

Access your documents anytime on a computer, tablet or smartphone.

Need help?

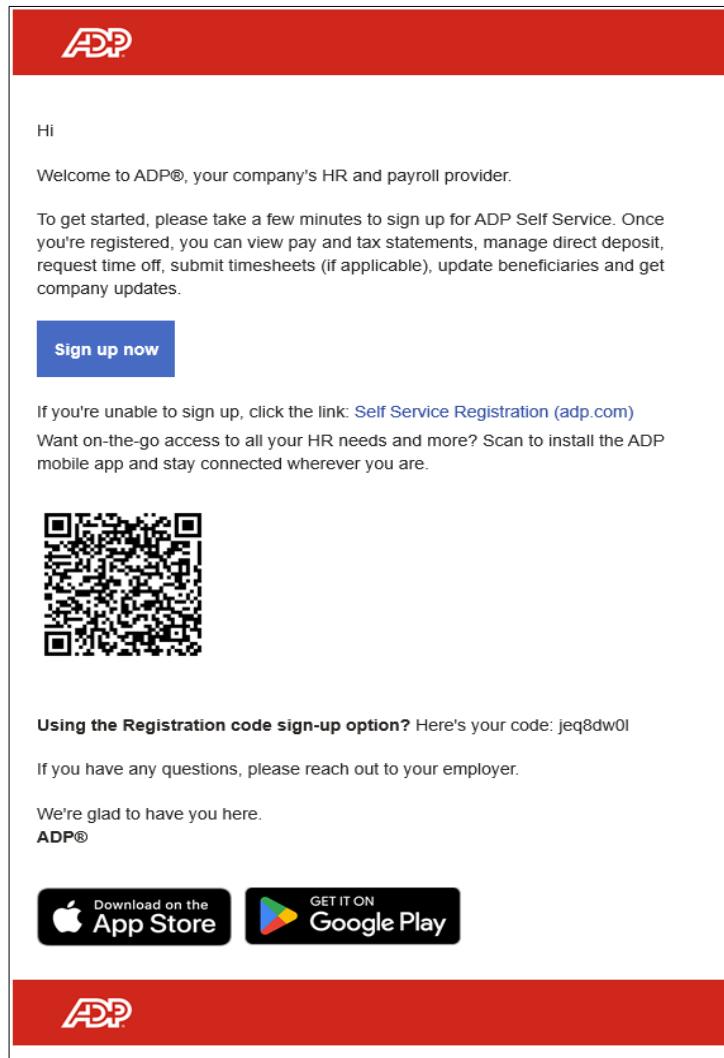
For help accessing your account or documents, contact:

CrewPayroll-Canada@csllships.com

FIRST LOGIN TO ADP

Step 1: Check your email

Look for an invitation from noreply@adp.com to activate your ADP account.



FIRST LOGIN TO ADP

Step 2: Activate your account

1. Open the invitation email from ADP.
2. Click **Sign up now**.
3. Follow the on-screen instructions to register.

English (US)

Identity Info Contact Info Create Account

Let's Get Started

First, we'll need some information to create your account with **CSL INTERNATIONAL LTD**

First Name * ⓘ

Last Name * ⓘ

And one of these*

☐ Associate ID

☐ Birth Month and Day

Continue

Identity Info Contact Info Create Account

Help Us Protect Your Account

Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email*

Personal

Phone*

Personal, Mobile

US +1

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

Email

Work

Step 3: Check your confirmation

After registration, ADP will email you to confirm that your account is ready.

ADP

Hi

Thank you for setting up your account with ADP. Click on the button below to activate this email address. Once activated, it will be used for password recovery and other security purposes.

Activate Email

If you did not make this request, reach out to your employer. Contact your employer's HR or Payroll department for assistance.

Account Created! Please Sign In.

User ID:

You can now sign into **ADP Workforce Now** to access and manage your account.

Sign in now

Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

Add ADP Services

ADP

Welcome to ADP®

User ID

☐ Remember user ID ?

LOG IN TO ADP

Use the web portal or the mobile app to log in.

Option A: Web portal

1. Open the ADP Portal: <https://workforcenow.adp.com>
2. Enter your username and password.
3. Click Connect.

Option B: Mobile app

1. Download **ADP Mobile Solutions** from:
 - Apple App Store
 - Google Play Store
2. Log in with the same username and password as the web portal.

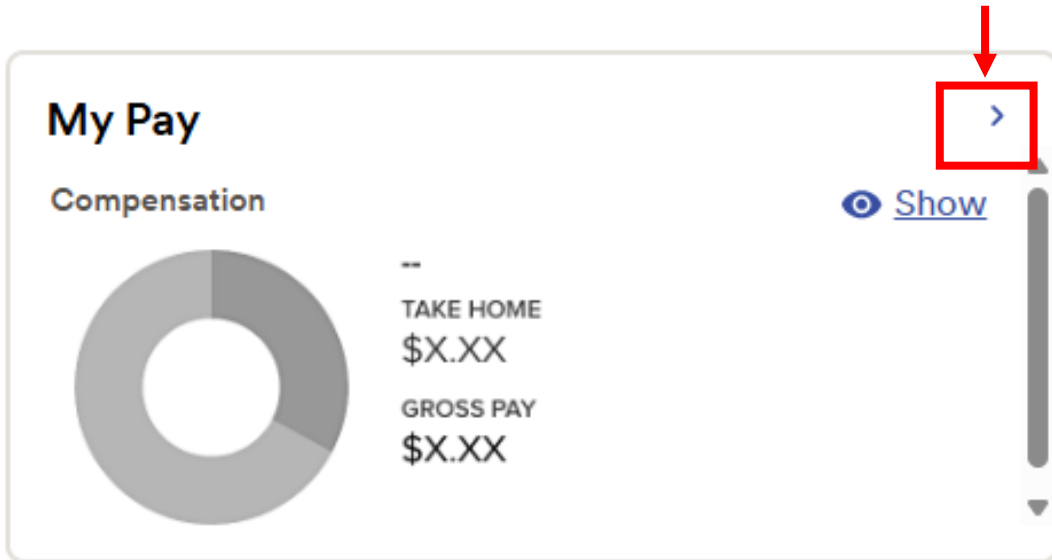
Forgot your password?

On the ADP login page:

1. Click **Forgot Password**.
2. Follow the instructions to reset your password.

VIEW YOUR PAY STUB

1. After logging in, select **My Pay**.
2. Click the arrow to view your pay stubs.



3. Select the pay period you want to view.
4. Click the statement to open it.

Download or print

With the statement open:

- Click **Download** to save a PDF copy.
- Click **Print** for a paper copy.

VIEW YOUR TAX FORMS

1. After logging in, select **Tax Statements**.
2. Find the form you need:
 - T4
 - Other available tax documents

Pay & Tax Statements

My Pay

Year: All

Date	Gross	Take Home	Hours
Sep 29, 2026	\$0,000.00	\$0,000.00	75.83
Sep 15, 2026	\$0,000.00	\$0,000.00	75.83
Aug 31, 2026	\$0,000.00	\$0,000.00	75.83
Aug 14, 2026	\$0,000.00	\$0,000.00	75.83
Jul 31, 2026	\$0,000.00	\$0,000.00	75.83

Tax Statements

Tax year: 2025 (2)

T4
CSL GROUP INC.
[View statement](#)

[View all statements](#)

Go Paperless

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

3. Open the document.
4. Download or print it as needed.