

ADP & GoCo Continued Self-Service

Dear Exiting Employee,

Through GoCo, our HR management platform and ADP, our Payroll Provider, you may continue to access your existing account.

GoCo

Within GoCo, you will have access to any personal documents including your personnel file, W-2 and I-9.

Please note, if your account is connected to your work email you will need to update your account to a personal email.

To change your email address:

1. Log into [GoCo](#) by using your current email address or Social Security Number
2. On your profile homepage, select 'Edit' under Contact Information.
3. Make changes to email address then check the box that says "I understand I will use this email address to log in to GoCo"
4. Select 'Save Email'

ADP

Within GoCo, you will have access to any personal documents including your existing pay statements, 1095-C form(s), W-2 form(s).

Please note, if your account is connected to your work email you will need to update your account to a personal email. Before you leave the company, you may want to write down, and keep in a safe place, your security questions and answers (exactly as you entered them) as well as your user ID and password. You'll need those security answers if you ever forget your user ID or password. For example, if you selected as your security question "Your Pet's Name," be sure you note not only the answer to the question, but the formatting of the answer (for example, Mr. Tabby).

To change your e-mail address and view your security questions complete the following:

1. Go to <https://workforcenow.adp.com>
2. Click Update My Security Profile.
3. Update Contact Information and view Security Information.
4. Click Save.

If you need further assistance, please contact the HR office 831-582-449