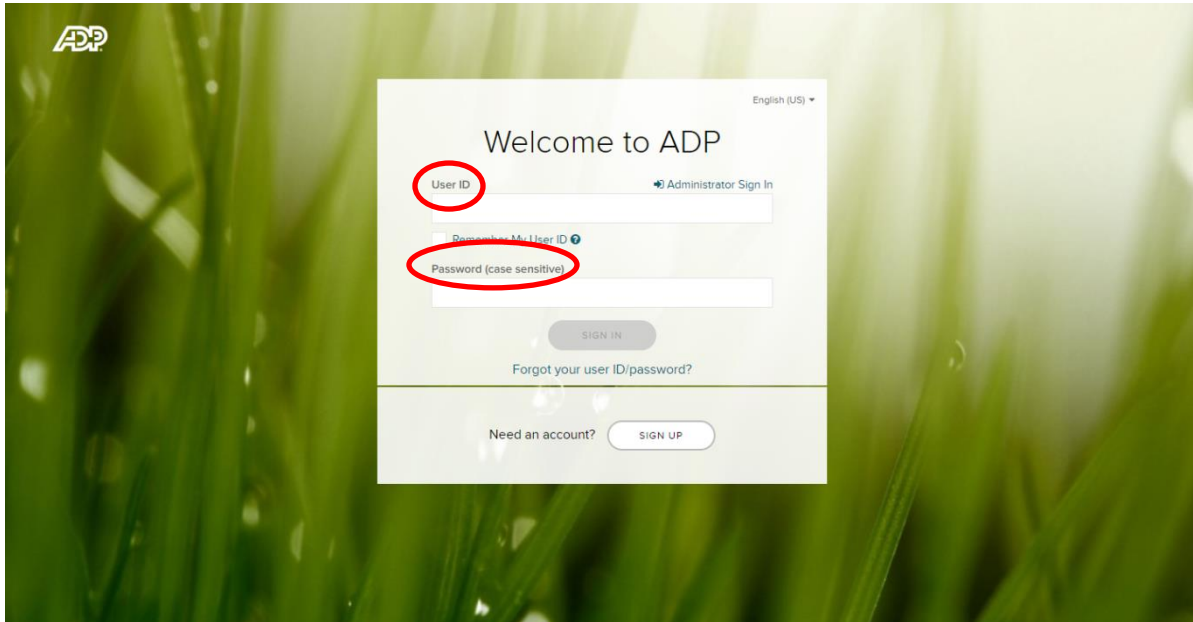


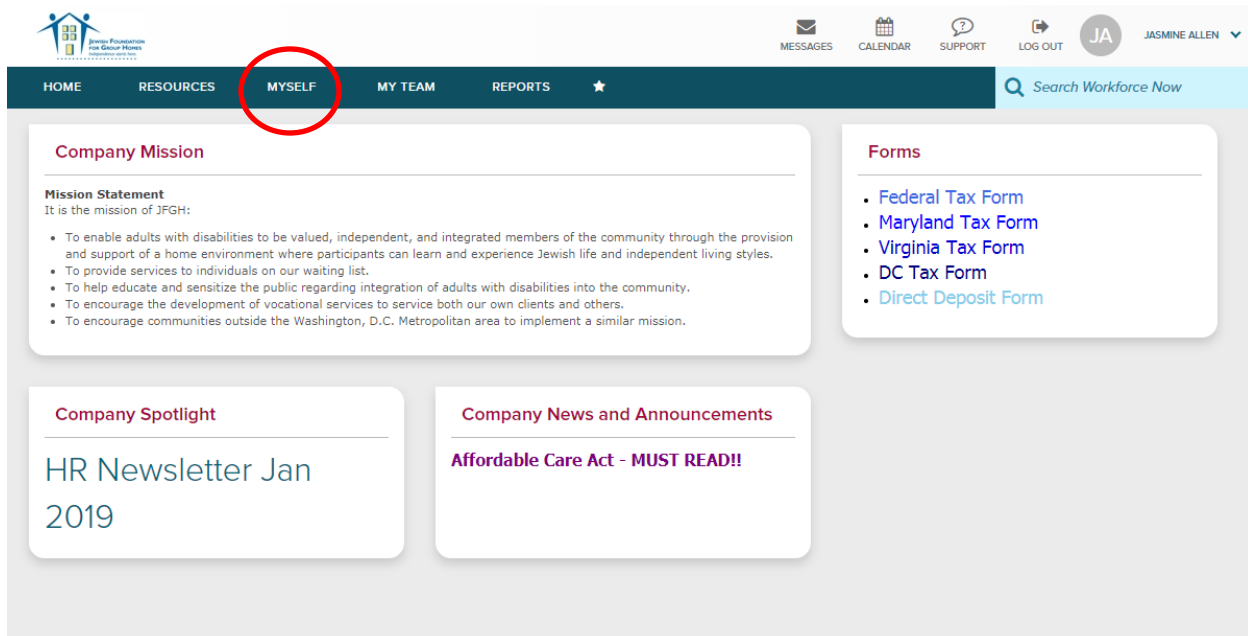
## How to access the JFGH Internal Career Center: A Quick Guide

**Step #1:** Type the web address: <https://workforcenow.adp.com/workforcenow/login.html> into your Internet Browser.

**Step #2:** Type in your User ID and Password. If you do not have an ADP username and password or have forgotten your login information, please contact Human Resources at (240)283-6007.

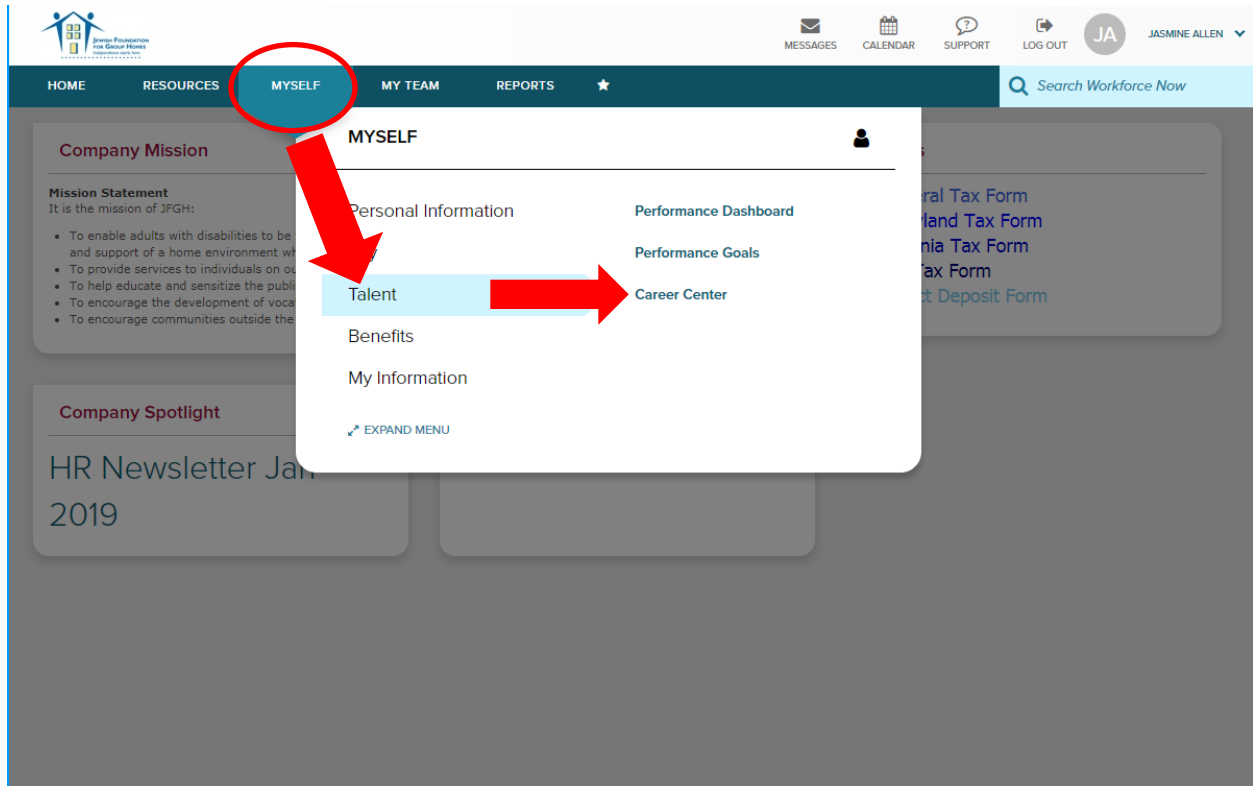


**Step #3:** Once inside the portal, navigate to the “Myself” tab on the home screen menu. Click “Myself.”



The screenshot shows the ADP Workforce Now portal interface. At the top, there is a navigation bar with icons for Messages, Calendar, Support, Log Out, and a user profile for Jasmine Allen. Below this is a main navigation menu with tabs for HOME, RESOURCES, MYSELF (circled in red), MY TEAM, and REPORTS. A search bar is located on the right side of the menu. The main content area is divided into several sections: 'Company Mission' with a mission statement and bullet points; 'Forms' with a list of links for Federal Tax Form, Maryland Tax Form, Virginia Tax Form, DC Tax Form, and Direct Deposit Form; 'Company Spotlight' featuring an 'HR Newsletter Jan 2019'; and 'Company News and Announcements' with a link for 'Affordable Care Act - MUST READ!!'.

**Step #4:** Use the drop down menu to select “Talent.” Navigate your cursor to the right to select the “Career Center” option. Click “Career Center.”



**Step #5:** Once on the “Career Center” page, you are welcomed to view our current job postings and begin applying for positions!

