Salesforce Connector for ADP Workforce Now®

CIC User Guide

Getting Started

The Salesforce Connector for ADP Workforce Now® simplifies payroll processing by automatically importing commission sales data from Salesforce into ADP Workforce Now. In order to connect the Salesforce Connector for ADP Workforce Now application to Salesforce, create or choose a Salesforce user account (example: create a "CICapp@mydomain.com" who will be the Salesforce "user" to facilitate an API connection.)

For this user, four user details must be stored in the Salesforce Connector for ADP Workforce Now application:
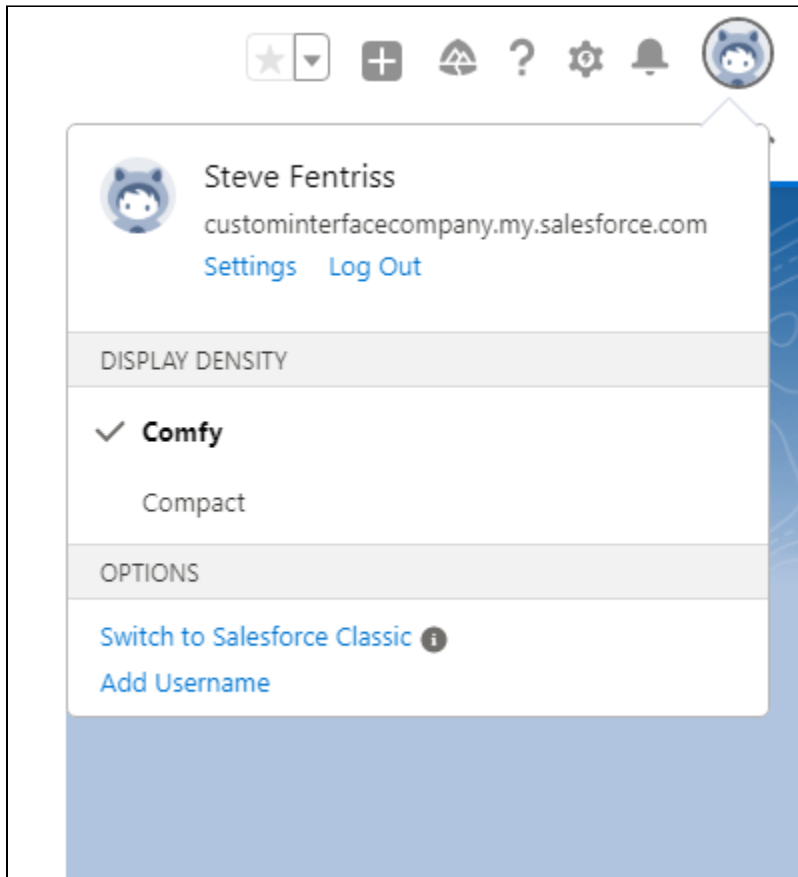
1. Username
2. Password
3. Security Token
4. Login URL

These fields can be managed in the API Keys tab in the Dashboard of the Salesforce Connector for ADP Workforce Now application.
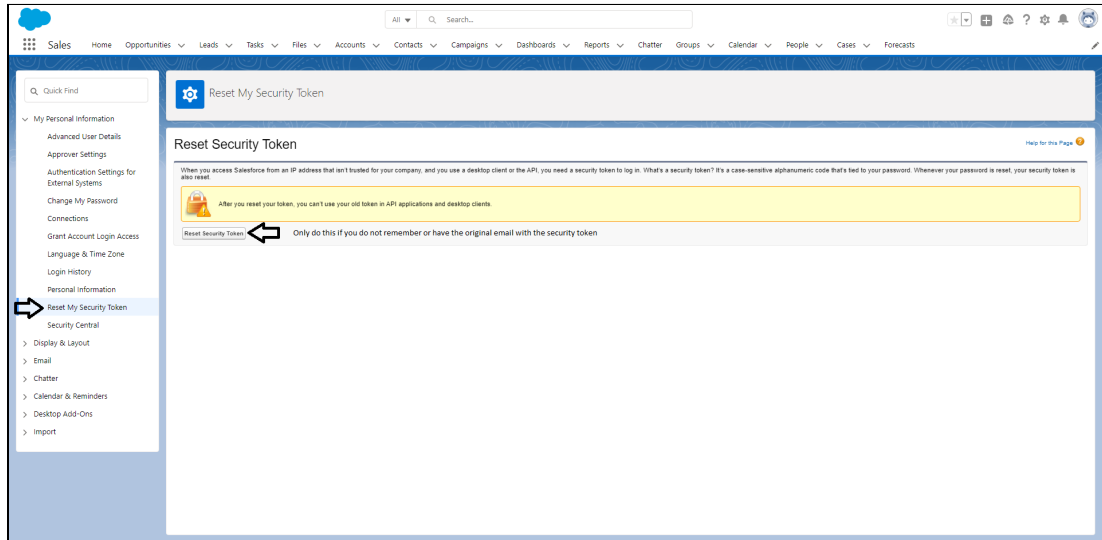
Finding your Security Token

If you have forgotten your API-user's security token OR cannot find the original email with it, follow these next steps to reset your token:

1. Log into your Salesforce account.
2. In the top right, click your picture/icon.
3. Next, a dropdown menu will appear. Within the dropdown menu, click on "Settings."

4. In the settings menu, look on the left hand side of the screen. You should see a navigation menu. Click on "Reset My Security Token."
5. Click the button to reset your security token.

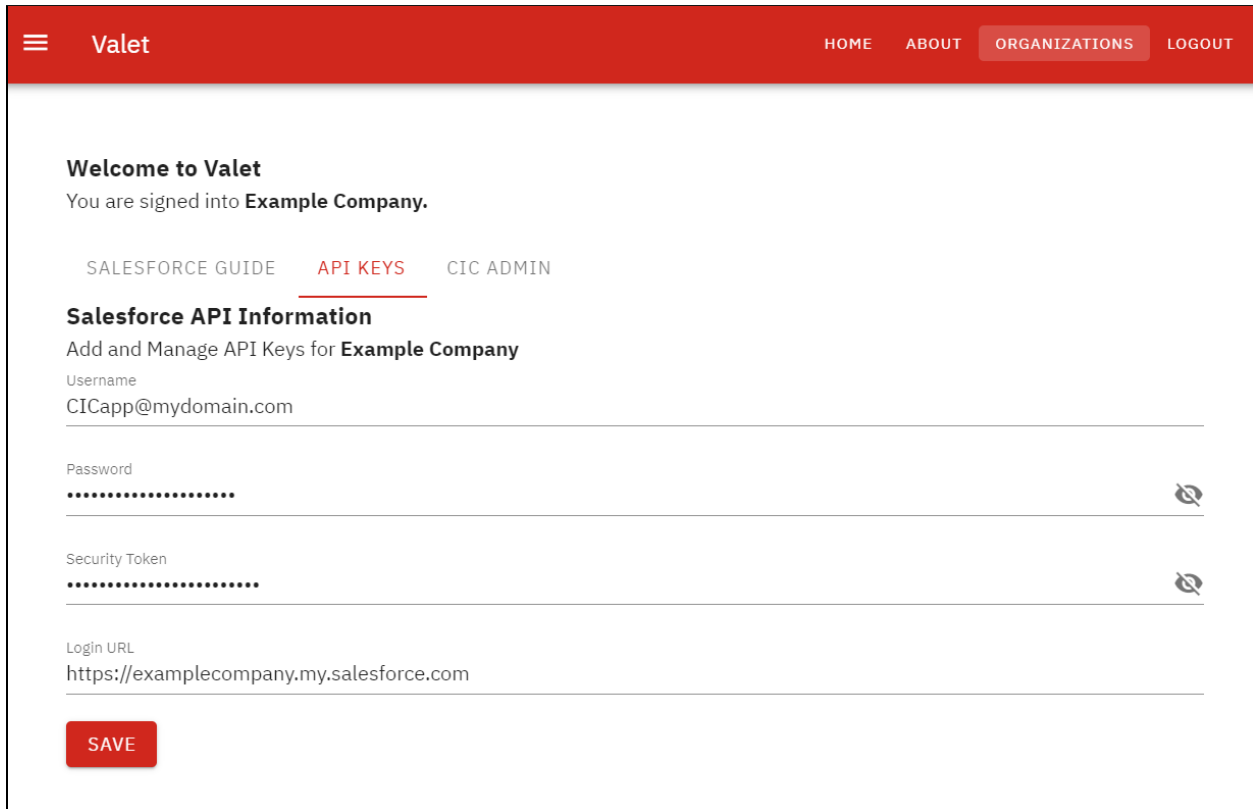6. You should receive an email with the new security token.

Important! If you reset your API users's Salesforce password at any point, your security token will also be reset.

Managing Salesforce API User Information

Salesforce Connector for ADP Workforce Now can store Salesforce user credentials for the "API user" you create. To save or edit these credentials within the Salesforce Connector for ADP Workforce Now application, navigate to:

- Dashboard > API Keys

From the "API Keys" section of the dashboard, you will be able to manage your API user's information:

- Username
- Password
- Security Token
- Login URL