Enrollment Process

Introduction	iPay is an employee self service product, allowing the employee to view, print and save an electronic copy of their pay statement posted to iPay. This chapter will go through the process of employee enrollment. Included in this chapter are the tools needed and the steps required to create a user id and password to access employee pay statements online.
Client Announcement Letters	During implementation a client announcement letter will be provided to ADP iPayStatements Client Administrators currently set up in iSI (Internet Security Infrastructure – Netsecure). This Announcement letter will contain a Self Service Registration Pass Code. This code must be given to each employee because it is required for registration. It is suggested to cut and paste this code into the employee e-mail sample provided on the ipayadmin site.
Self Service Registration Pass Code	The Self Service Registration Pass Code is created when a company is initially registered on iSI. The Self Service Registration Pass Code can be setup, edited, or viewed on the 'Add/Edit Client' screen at the time of implementation or when a self service product is purchased by the client. The Self Service Registration Pass Code consists of the Client ID, a hyphen, and a defined code. For example, the General Company, with a Client ID of GenCo, and defined code of XXXXX, would have a Self Service Registration Pass Code of GenCo-XXXXX. Clients provide this code to their employees to allow them to access and register on the ADP iPayStatements product. This code is unique to each company set up.
iSI User ID Configuration	 The Self-Service User within iSI is required to conform to a client identifiable User ID. This User ID is assigned to the User during the registration process and consists of the following data: First initial of their first name Last name The '@' sign Client ID (selected by Client upon iSI set-up) <i>Example</i>: User Name – Jane Harper Client ID – ADP User ID – jharper@ADP
	This User ID will remain consistent across all ADP Internet products that are integrated within iSI. The User does not have the option to change their User ID.

Employee Registration

Authentication Users of ADP iPayStatements may authenticate using their most recent pay statement or a W2. To authenticate, Users do the following:

- 1. Access the <u>http://paystatements.adp.com</u> or <u>http://ipay.adp.com</u> site.
- 2. Click on "**Register Now**" link

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	The New iPayStatements is Here! We are now live with the latest and greatest version of iPayStatements! Nadgation has been simplified and all options are now available from the main screen! Your statements are displayed in PDF format and require the Adobe® Reader®. Click the icon below to install the latest version. First Time Users Click here This site is best version? Users Click here Nor statements are click the icon below to install the latest version.	
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Figure 1

NOTE: Since Client Admins already have an iSI User ID and Password they are not required to enter their Self Service Registration Pass Code.



Figure 2

4. Check iPay Statements. Button already checked if there is only one product. Click next.









Figure 4

- 6. Key authentication information (see Figure 5):
 - Using a pay statement that has been posted to iPay, enter:
 - Company Code
 - File number
 - Social Security Number
 - Pay Date or Advice Date
 - Corresponding Voucher, Check or Advice Number

Note: the sample that appears will look different than what PCS uses. In order to see a PCS sample click on the alert message (see Figure 6). However the authentication information remains the same on both figures.

5. Select Pay Statement/Earnings Statement to register from pay statement. Click next.

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AP		
Enter Your Proof of Identity		
Use your pay statement/earnings statement to enter the following information.		
Pay Statement/Earnings Statement Information		
Important: If your company code (CO) begins with PCS (e.g., PCSABC), use the <u>Sample PCS Statement</u> to enter the following information.		
CO:	Sample Pay Statement/Earnings Statement	
File:	ABC 12805 12345 12345 000000 Earnings Statement	/D2
Number (Check/Advice #):	CO. ACME SUP FILE NUMBER Period ending: 12/19/2003 AVYTOWN, USANIMOT Pry date: 12/20/2003	
Pay Date (Check/Advice Date):	Food flooring Number 999-99-99999 Taxable Marial Status: Utamed CHRIS 2014	
Social Security (No spaces or dashes)	Social Security Number	
Number:	Earnings rate hours this period year to date Other Sendits and Reputar 10.00 20.00 107.000 106.000 Information this period tor Overtime 15.00 1.00 15.00 760.000 Comp Term Life 0.51 Holdsby 10.00 8.00 8.000 4.100.00 Loop Arm Rad 0.51	tal to date 27.00 840.00
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	Note: This is a sample; your pay statement/earnings statement may be different.	slightly
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Figure 5

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A2?		
Enter Your Proof of Identity		
Ose you pay statement earnings statement to enter the following mormation.		
Pay Statement/Earnings Statement Information		
Important: If your company code (CO) begins with PCS (e.g., PCSABC), use the <u>Sample PCS Statement</u> to enter the following information.		
CO:	Sample PCS Statement	Back
File:	00 515 51 00000 4 00000 4	
Number (Check/Advice #):	CO. ACME SUPPL File Address Date Date Discovery Control Contro	001
Pay Date (Check/Advice Date): Jan V 01 V 2005 V	Check / Advice	₽
Social Security (No spaces or dashes)	ANYTOWN, USA 12345	
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	Note: This is a sample: your pay statement/earnings statement may be	elightly
	different.	onginiy



If the information entered matches in the iPay database, the next set of screens will be presented to establish the user profile in Netsecure.

7. Each of the flagged items are required. The company address should already be populated. The first and last name will be used to create the user id.

Registration

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Æ		
Enter Your Persor	al and Business Information.	
Please enter the following	ig information to complete your registration.	
Personal Details		
First Name:	MI: Last Name:	
Email:	▶	
Confirm Email:	•	
Phone:	Area code and number	
Business Details	USA V	
Address 1:	123 Unknown Street	
Address 2:		
Address 3:		
City/Town:	Alpharetta	
State/Province:	Georgia	
Zip/Postal Code:	> 30005	
Next 🛛	Cancel	
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Figure 7

8.	Enter and confirm a	password in	addition to com	pleting the	security section
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Enter Your Security Information.	
Please enter the following information to complete your registration.	
Password Details	
Create Password: Your password must be at least 8 characters long.	
Confirm Password:	
Security Details	
importante in you longet your user ib or passificita, you will be prointed to provide the answers to the following questions.	
City/Town of Birth : •	
Birth Month and Day : Jan Image: I	
Please choose one question and answer for each Security Question listed below.	
Security Question 1 : What was your favorite childhood pet's name?	
Answer 1:	
Security Question 2: Please select a different question (only one)	
Answer 2:	

Figure 8



User ID Once the User clicks on the <Submit> button, they are presented with their new User ID (see Figure 9).



Figure 9

After the User has received their new User ID, they can click on "<u>Login</u>" to begin Using this Service" and begin accessing their pay statements.

EmailUsers receive a Welcome! email confirming (see figure 10) their new User ID with a hyperlink
to the ADP iPayStatements product.





User Features

Logging In

In order to view a statement, the registered user must log in. On <u>http://paystatments.adp.com</u> click login and enter the user id and password in the authentication window as in figure 11.



Figure 11



Figure 12



The user may elect to be notified when a pay statement or W2 is posted to the iPay site.

E-Mail Notification

Edit E-mail

All changes will take effect with the next payroll processing. The email notification is sent between 12:30 am and 8:00 am on pay date.

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Figure 13

When a User changes their email address, they will be sent a confirmation email to both their new email address and their old email address.





Change
PasswordWhen in User Options, if a User desires to change their Password, they click on the
Change
Password link (See Figure 15). This will take them to the Change Password Request screen
in iSI. There are no constraints to the number of times a User can change their password.

Users are required to key their current password and their new password (with confirmation). Their new Password takes effect with their next login.



Figure 15

Security Questions

The security questions answered during registration can be modified at any time. These will be used should the user forget their user id or password. If the user cannot remember their answers, they my contact their administrator.



Figure 16