Enrollment Process
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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.
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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.
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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.
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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)

> *Example*: 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.
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Employee Registration

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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 http://paystatements.adp.com or http://ipay.adp.com site.
2. Click on "**Register Now**" link
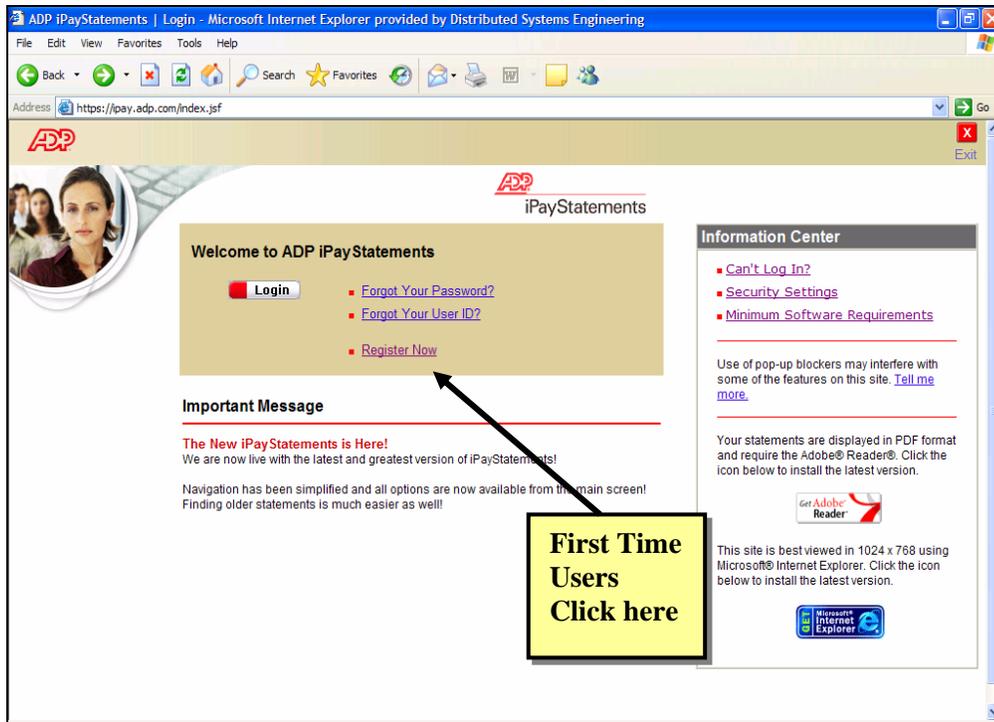
Figure 1

3. Enter Self Service Registration Pass Code

NOTE: Since Client Admins already have an iSI User ID and Password they are not required to enter their Self Service Registration Pass Code.
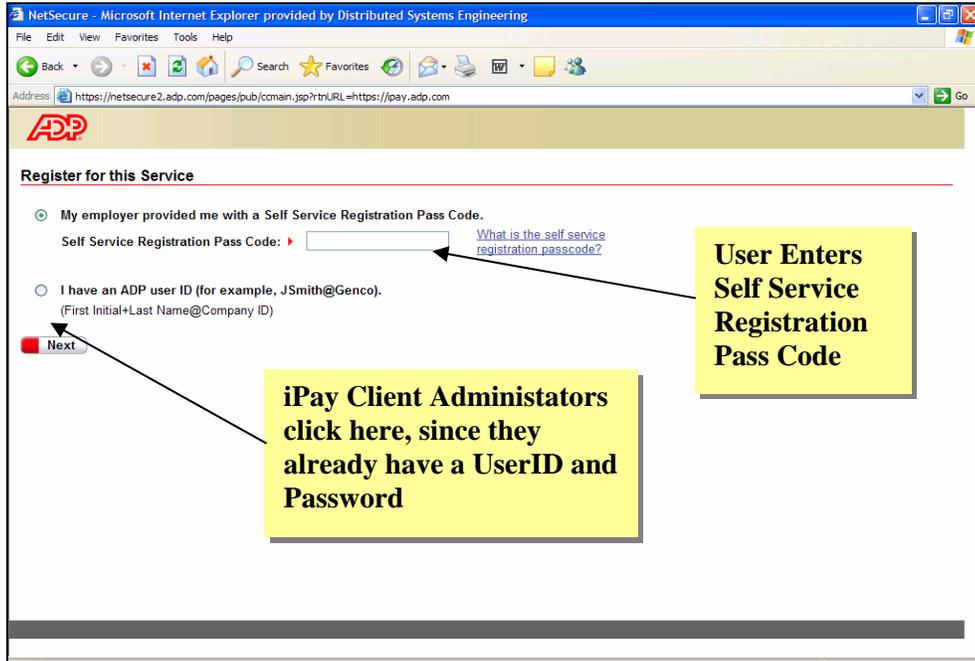
Figure 2

4. Check iPay Statements. Button already checked if there is only one product. Click next.
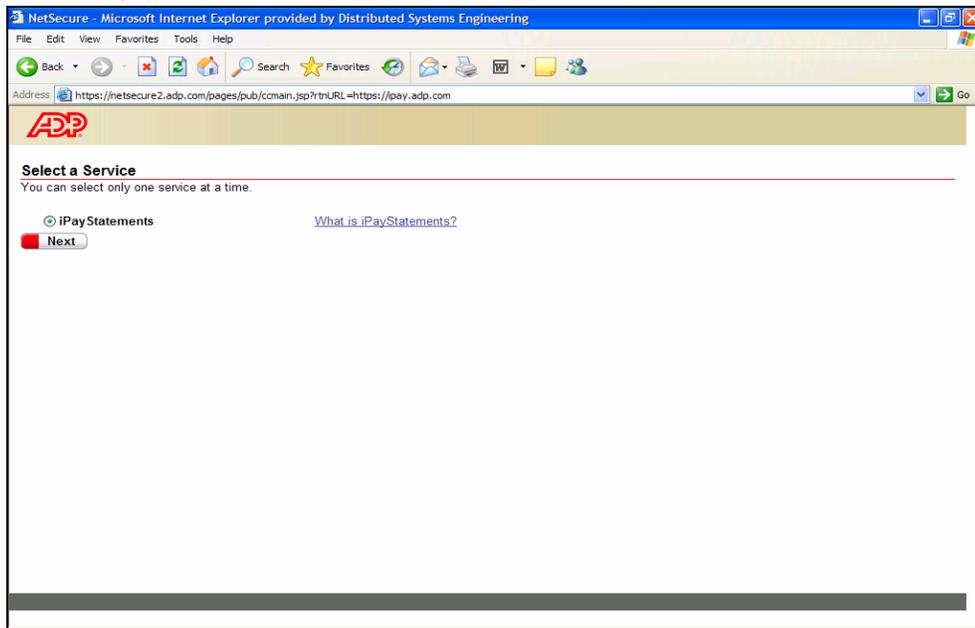
Figure 3

5. Select Pay Statement/Earnings Statement to register from pay statement. Click next.
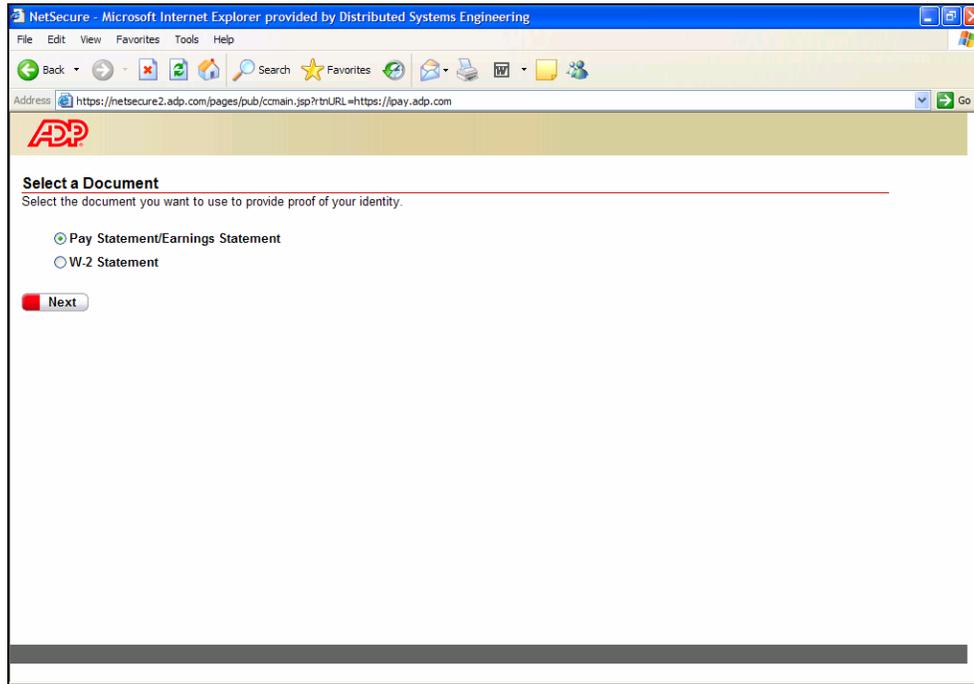
Figure 4

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.
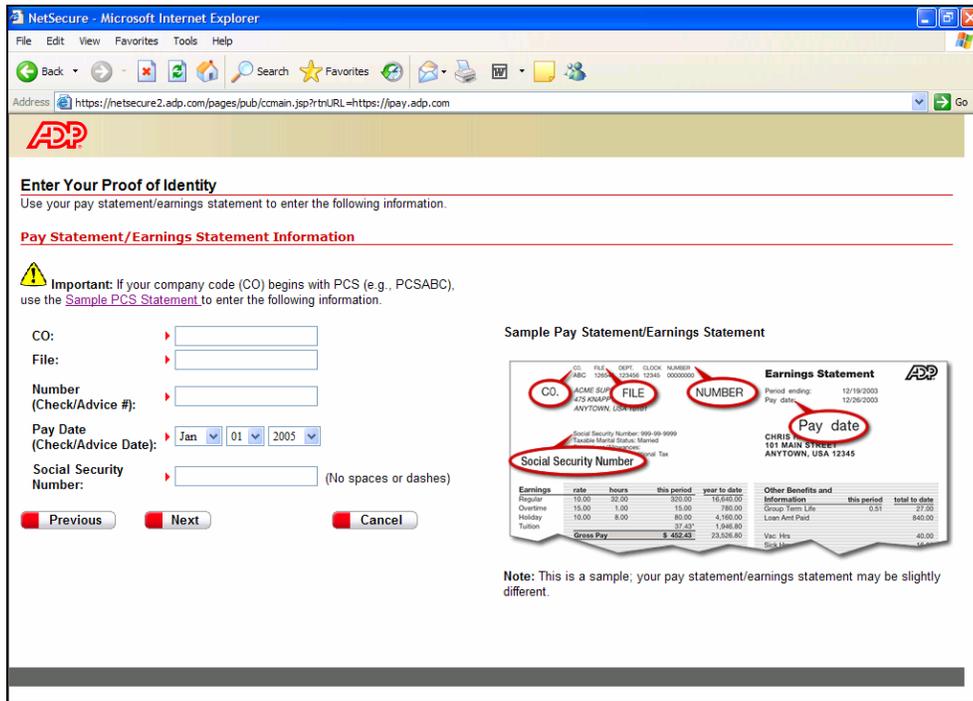
Figure 5
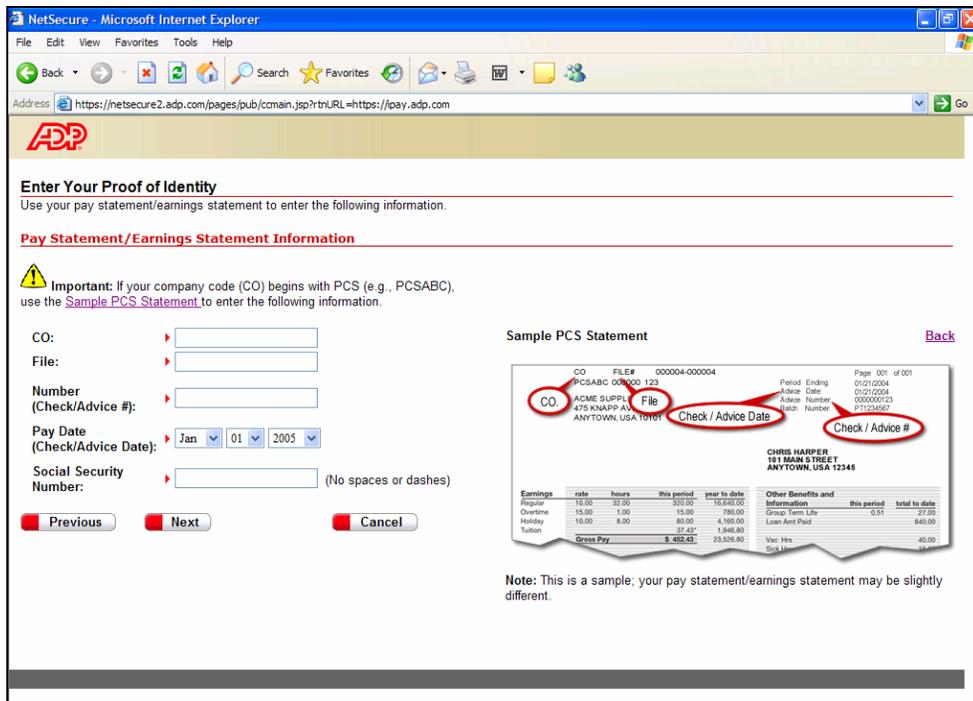
Figure 6

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

Figure 7

8. Enter and confirm a password in addition to completing the security section.

Figure 8

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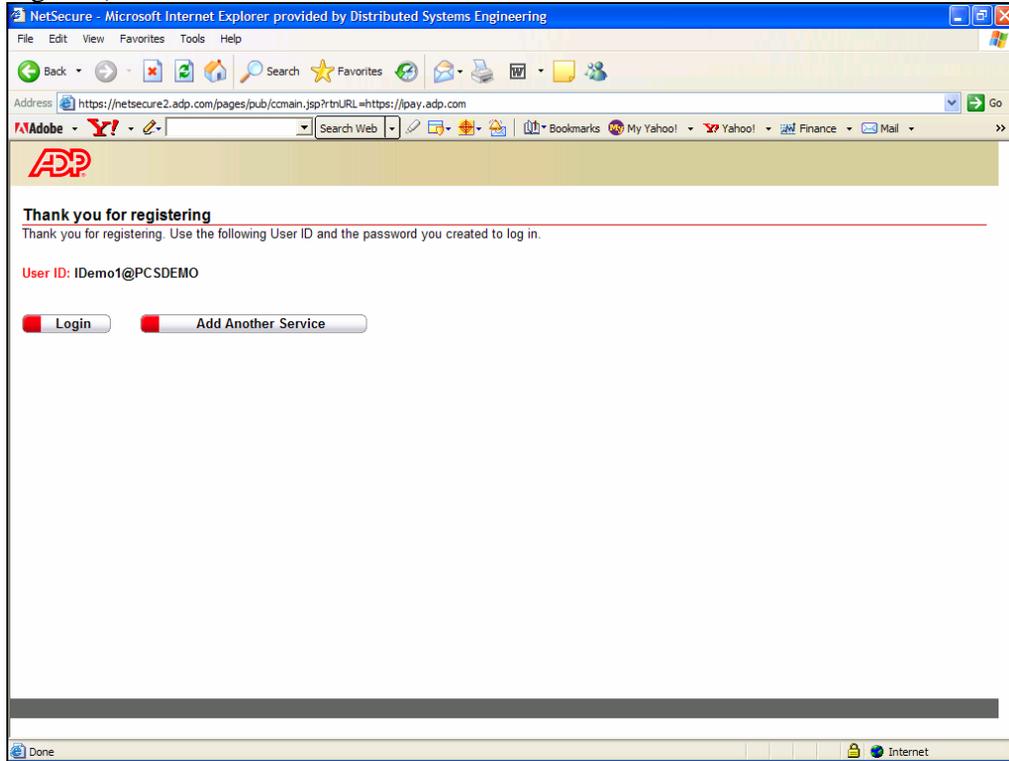
Figure 9

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

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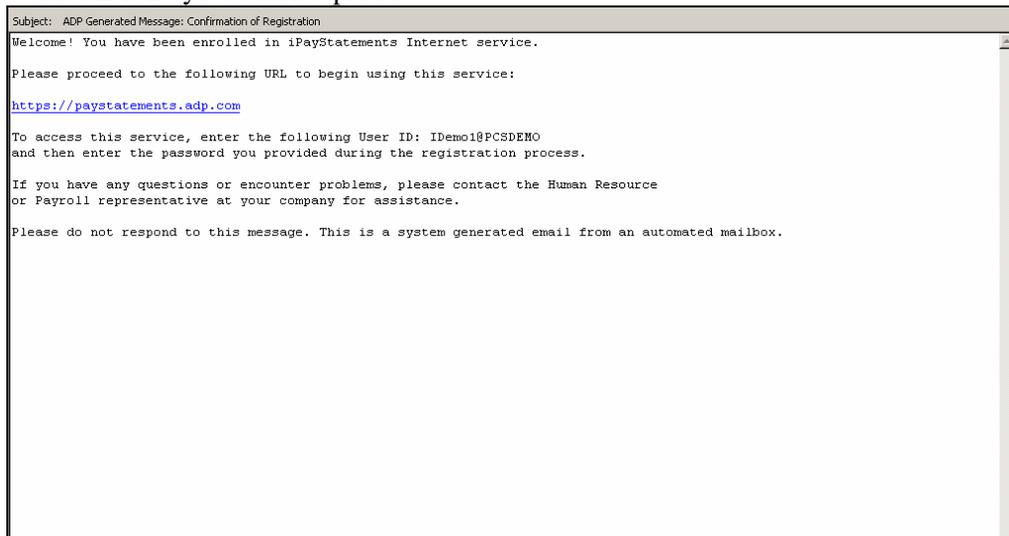
Figure 10

User Features

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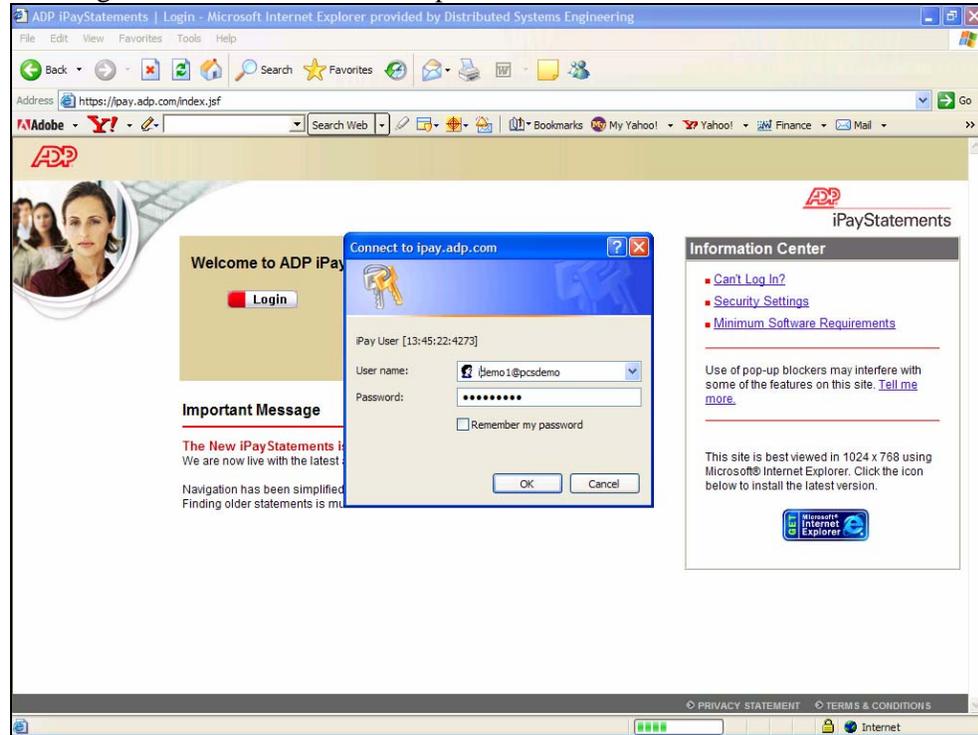
Figure 11

Version 4.0 Summary Page   The screen in figure 12 is presented which contains all user options on one page.
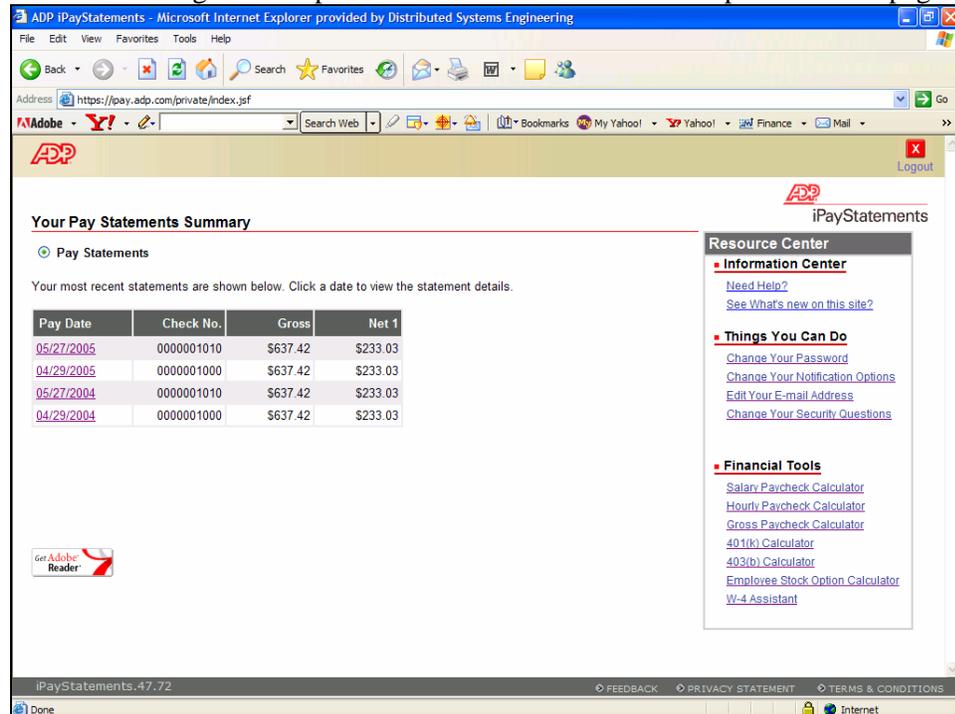
Figure 12

**E-Mail
Notification**

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

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.
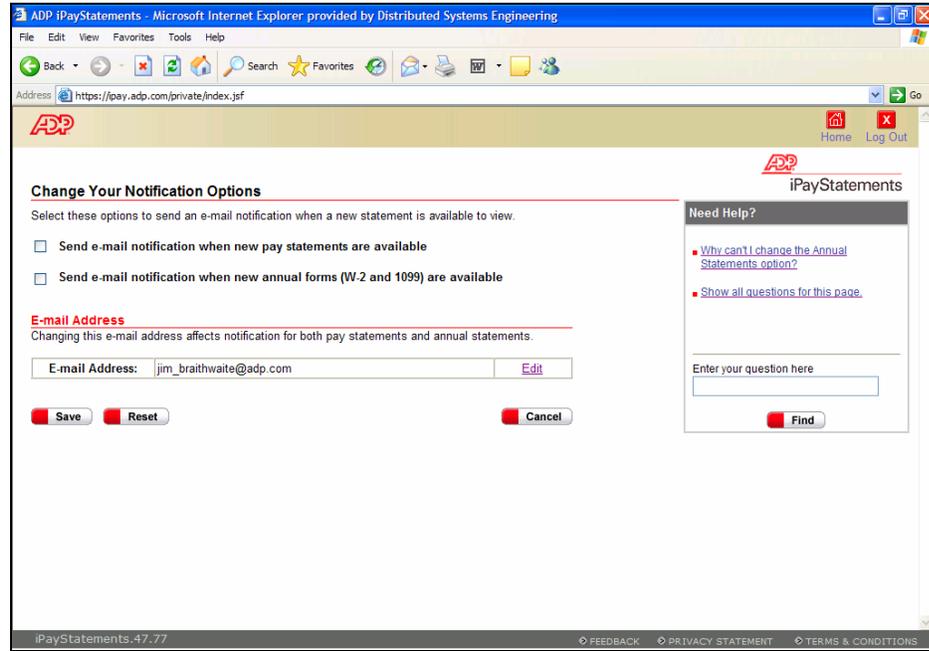
Figure 13

Edit E-mail

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.
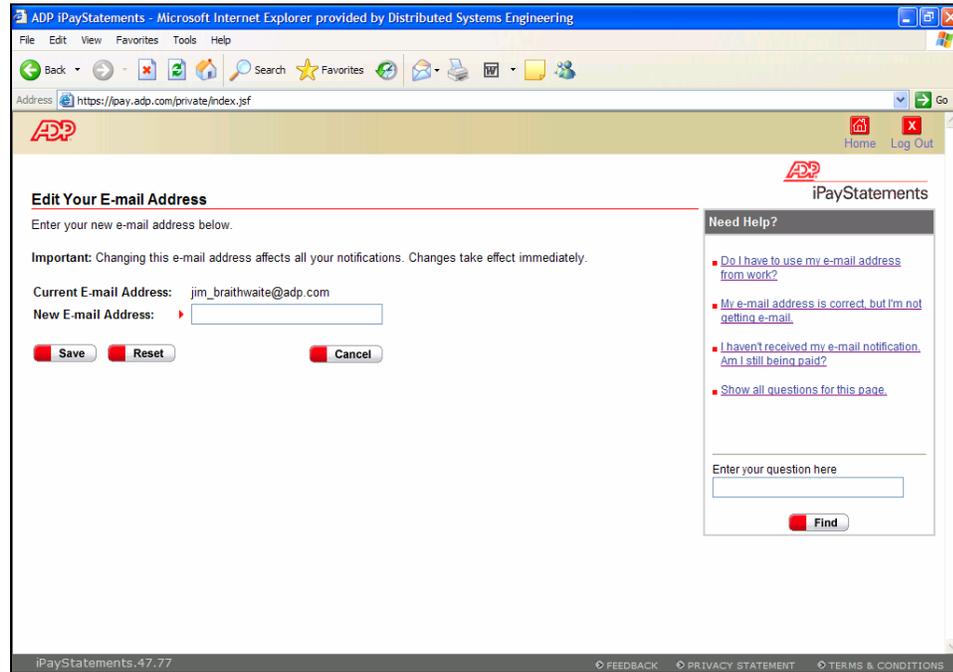
Figure 14

Change Password

When 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.
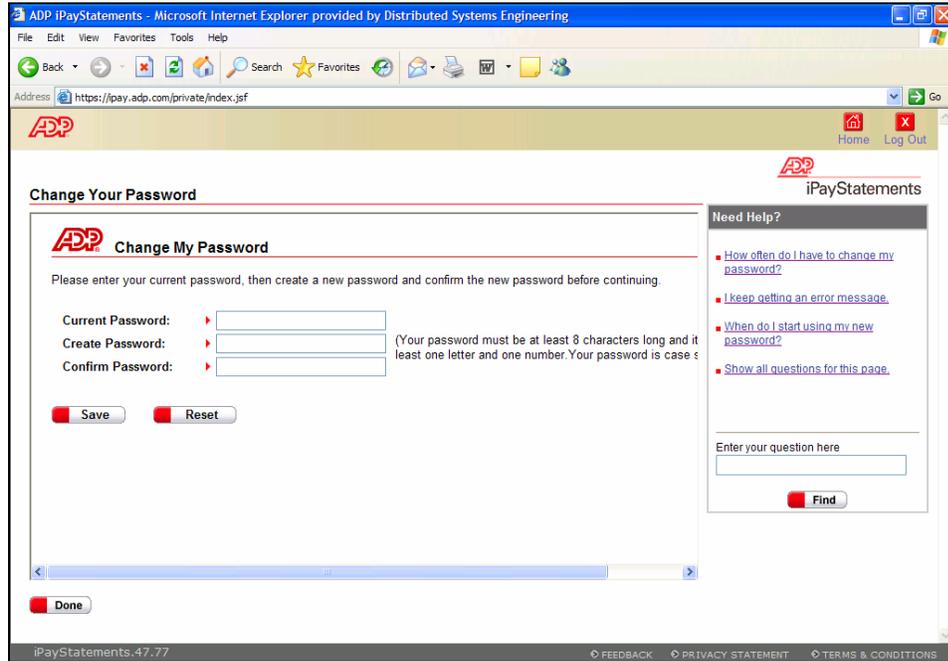
Figure 15

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