


Instructions for customizing this document

Before you can distribute the Registering for iPayStatements document to your employees, you must first customize it with your company specific information which includes:

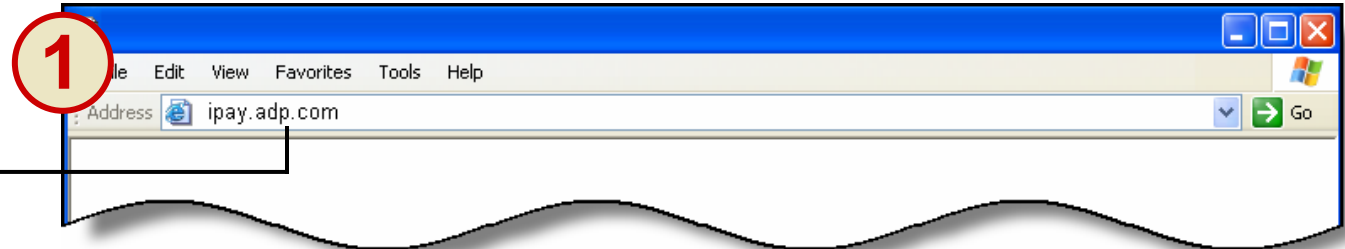
- Your company's Self-Service Registration Pass code (screen 3)
- Your company code (screen 6)
- Your company ID which are the characters displayed after the @ sign in your user name. (screen 9)

To customize this information, do the following.

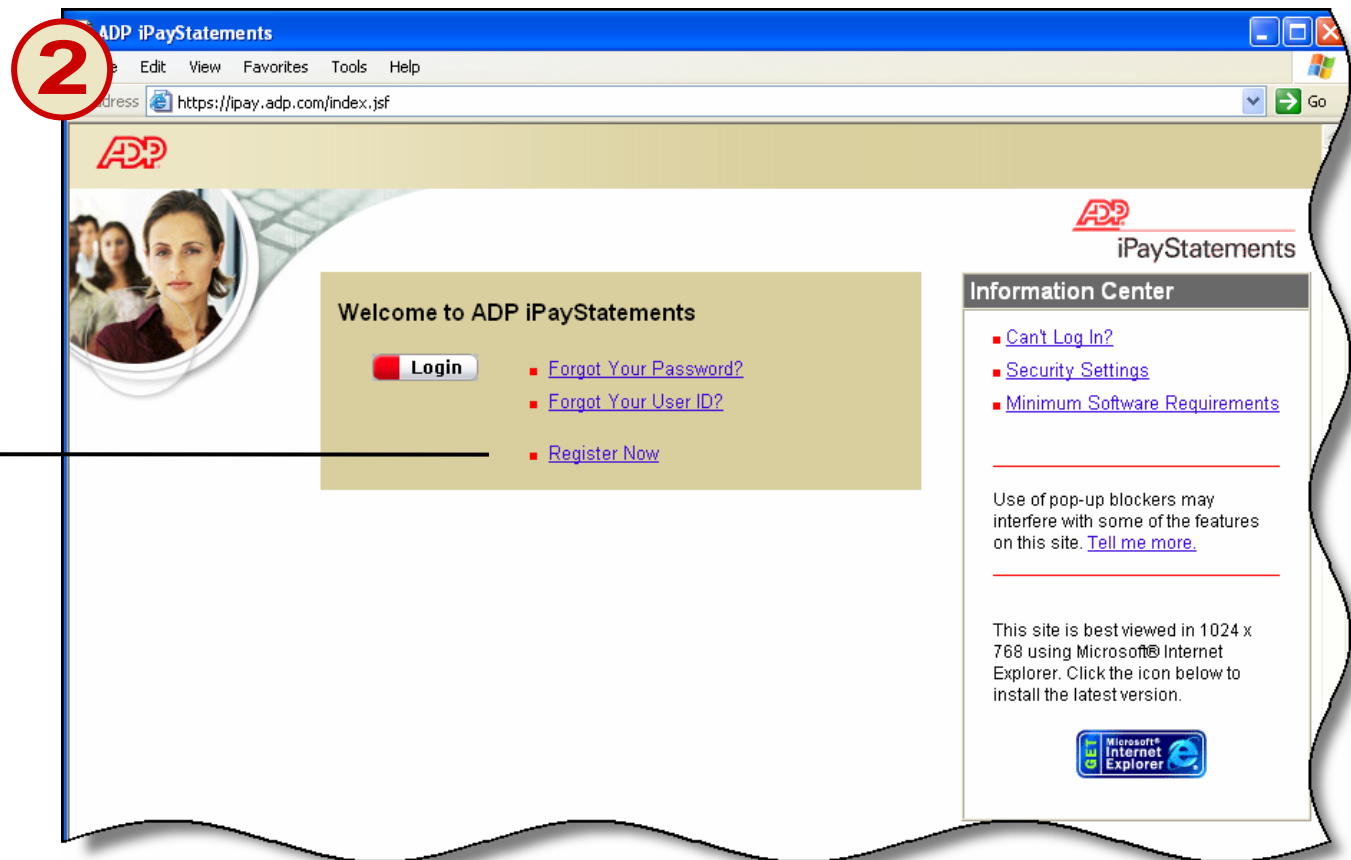
1. Page down to the text that need to be customized. This text is highlighted in yellow (e.g., **xxxxxxxxxx**) and appears on screens 3, 6 and 9.
2. Enter appropriate information for your company.
3. Remove the yellow highlight by doing the following:
 - Select the highlighted text.
 - In the Word Toolbar click the down arrow next to the **Highlight** button  and select **None**.
4. When you are done entering all your information, delete or hide these instructions.

All you need to get started is a copy of your most recent pay statement.

Go to ipay.adp.com



Click **Register Now**



Enter **xxxxxxxxxx** as
your passcode

Click **Next**

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Edit View Favorites Tools Help

ADP

Register for this Service

☒ My employer provided me with a Self Service Registration Pass Code.

Self Service Registration Pass Code: [What is the self service registration passcode?](#)

☐ I have an ADP user ID (for example, JSmith@Genco).
(First Initial+Last Name@Company ID)

Next

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iPayStatements

File Edit View Favorites Tools Help

ADP

Select a Service
You can select only one service at a time.

☒ iPay Statements [What is iPay Statements?](#)

☐ Next

Select **iPayStatements**

Click **Next**

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iPayStatements

File Edit View Favorites Tools Help

ADP

Select a Document
Select the document you want to use to provide proof of your identity.

☒ Pay Statement/Earnings Statement
☐ W-2 Statement

☐ Next

Select **Pay Statement/
Earnings Statement**

Click **Next**

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iPayStatements

File Edit View Favorites Tools Help

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 [Sample PCS Statement](#) to enter the following information.

CO:

File:

Number
(Check/Advice #):

Pay Date
(Check/Advice Date):

Social Security Number:

(No spaces or dashes)

Previous

Next

Cancel

Sample Pay Statement/Earnings Statement

CO. ACME SUP
475 KNAPP
ANYTOWN, USA 10101

FILE 1265
123456 12345 00000000

Social Security Number: 999-99-9999

NUMBER 12345

Pay date 12/26/2003

CHRIS P
101 MAIN STREET
ANYTOWN, USA 12345

Earnings				Other Benefits and Information	
	rate	hours	this period	year to date	
Regular	10.00	32.00	320.00	16,640.00	
Overtime	15.00	1.00	15.00	780.00	
Holiday	10.00	8.00	80.00	4,160.00	
Tuition			37.43*	1,946.80	
Gross Pay			\$ 452.43	23,526.80	

	this period	total to date
Group Term Life	0.51	27.00
Loan Amt Paid		840.00
Vac Hrs		40.00
Sick Hrs		16.00

Note: This is a sample; Your pay statement/earnings statement may be slightly different.

Enter **PCSXXX** as your company code

Enter information from your last pay statement

Click **Next**

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ADP

Enter Your Personal and Business Information.
Please enter the following information to complete your registration.

Personal Details

First Name: MI: Last Name:

Email:

Confirm Email:

Phone: Area code and number

Business Details

Country:

Address 1:

Address 2:

Address 3:

City/Town:

State/Province:

Zip/Postal Code:

Next **Cancel**

Enter your name, e-mail address, and phone number

Click **Next**

Create a password

Important

Choose a password that you can remember.

Enter security information

Important

The security questions and answers are used if you ever forget your password or user ID.

Please choose security information that you can remember. Choose only one security question from each drop down list.

Note

You may want to note your answers and keep them in a secure place.

Click **Submit**

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ADP

Enter Your Security Information.

Please enter the following information to complete your registration.

Password Details

Create Password:

Confirm Password:

Your password must be at least 8 characters long. It must have at least one letter and one number.

Security Details

Important:

If you forget your user ID or password, you will be prompted to provide the answers to the following questions.

City/Town of Birth :

Birth Month and Day :

Feb

▼

11

▼

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:

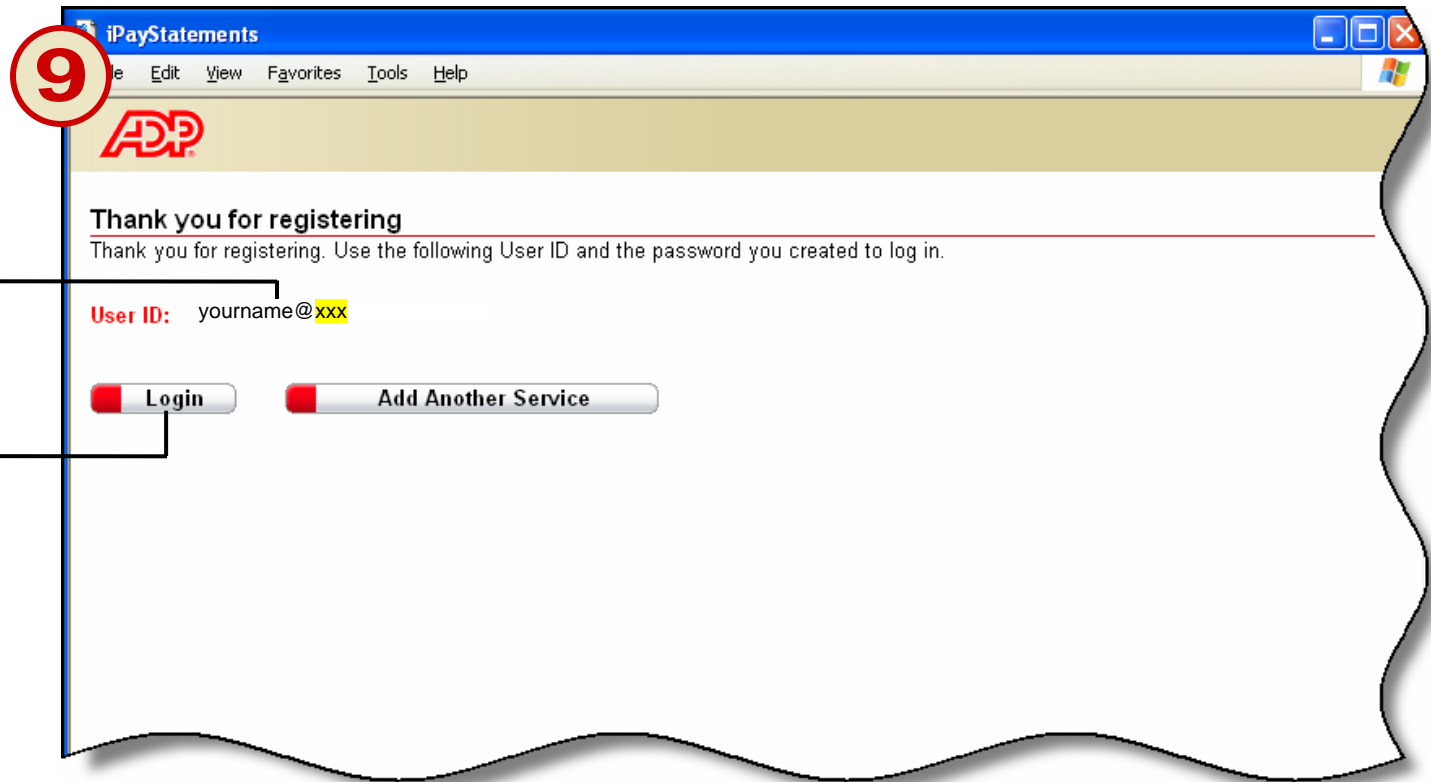
Previous

Submit

Cancel

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Thank you for using ADP iPayStatements