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

Attached are instructions on how to access your payroll information on-line.

Please use the attached instructions to access your on-line pay statement information. Once you register, you will have the ability to choose the “go paperless” option and avoid mailings of your pay statements to your home address.

The website to begin the registration process for viewing on-line pay statements and W2's is <https://paystatements.adp.com> or <https://ipay.adp.com>

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com> or <https://ipay.adp.com>
2. Click on “Register Now”.
3. Enter the Self Service Registration Pass Code – **dit-001**
4. Select **iPayStatements** as the self service Product.
5. From your most recent pay statement, enter the following information:
 - Company Code – **J2A**
 - File Number – **000XXX (find on your most recent pay statement)**
 - Check/Advice Number – **find on your most recent pay statement)**
 - Pay Date – **example 8/5/2008 (last ADP paycheck)**
 - Social Security Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

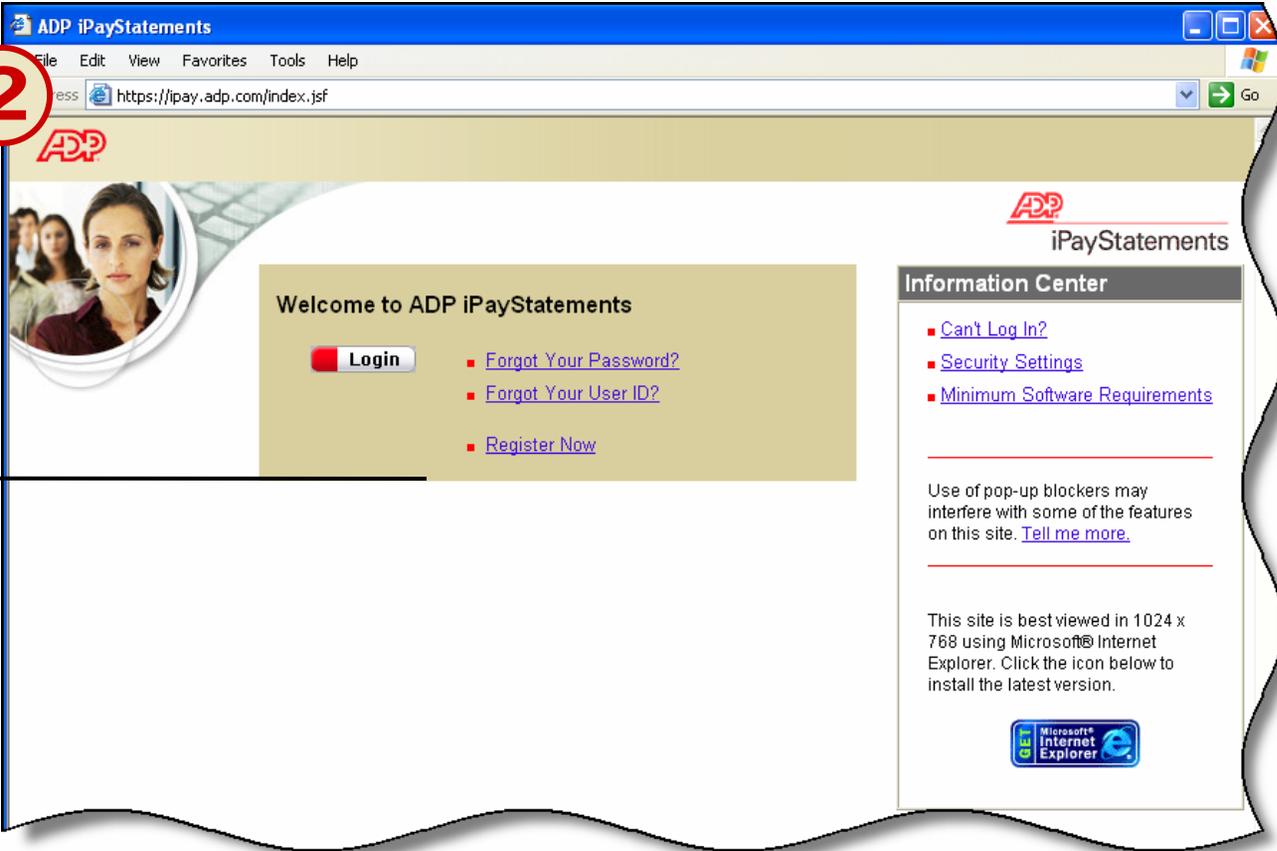
Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com>. (you may also opt to save the site in your Favorite Places.)

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

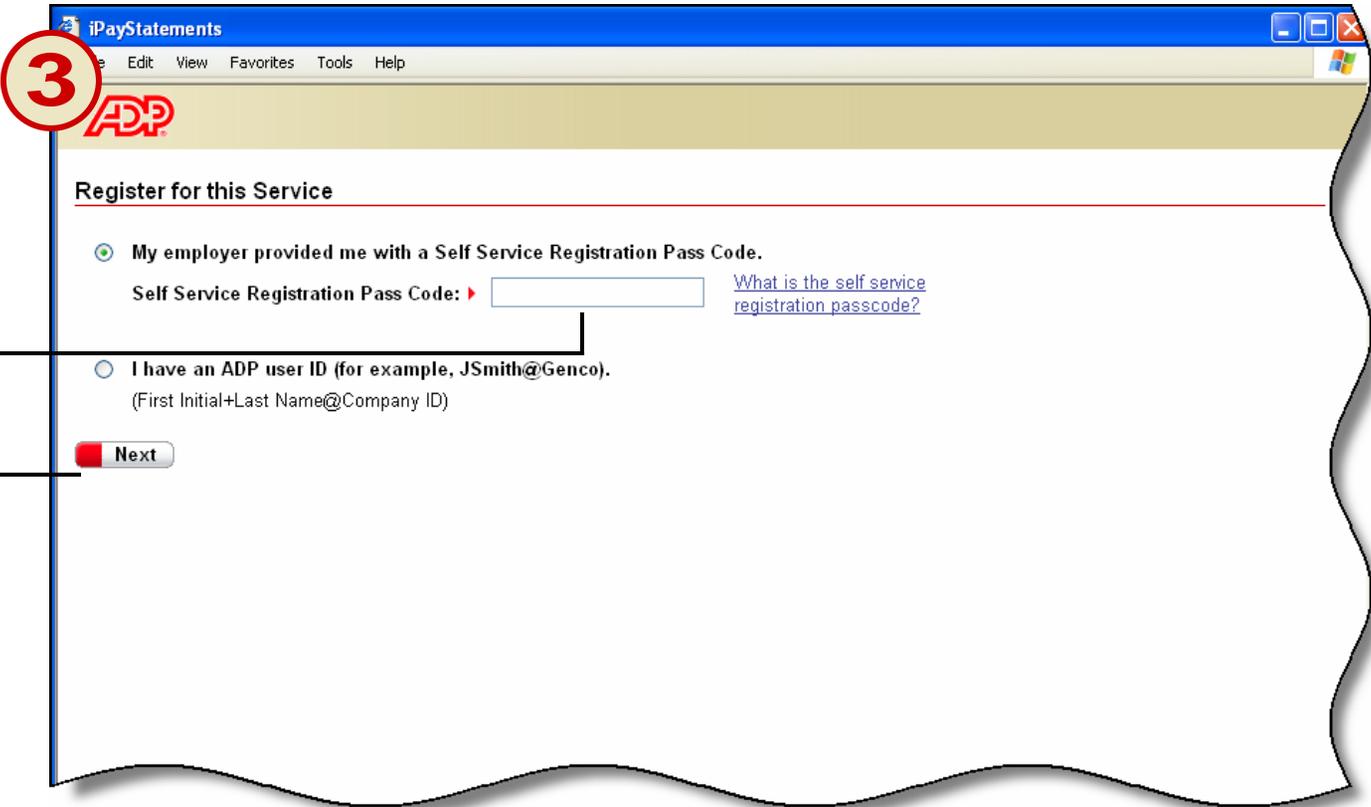
Please note that access to the ADP sites generally do not work with Firefox web browser.

Go to ipay.adp.com



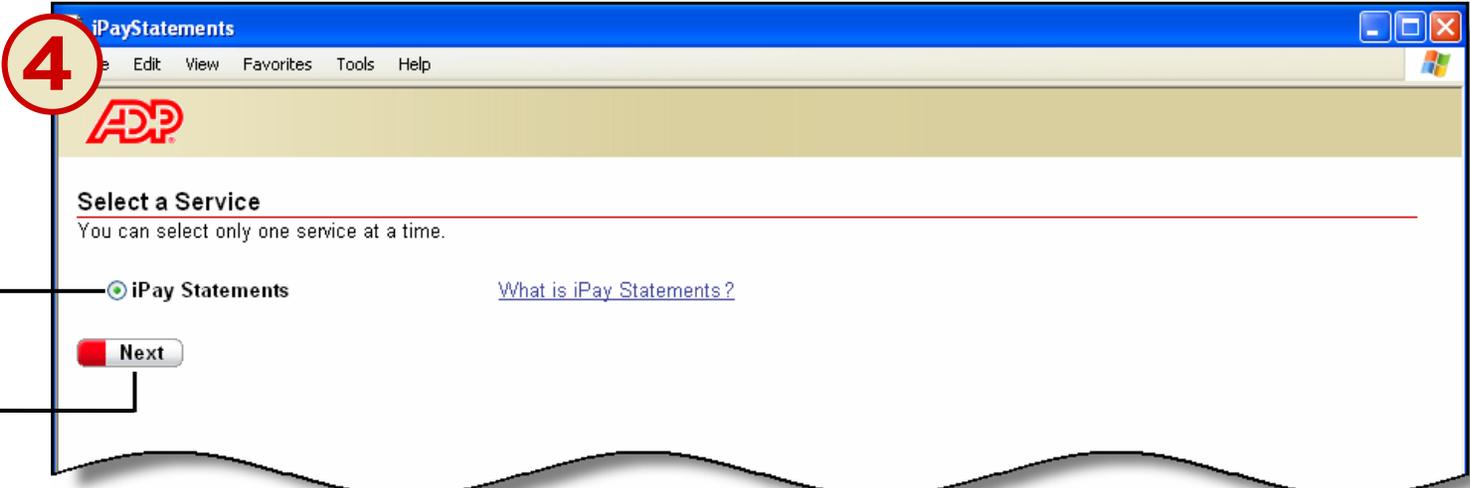


Click Register Now



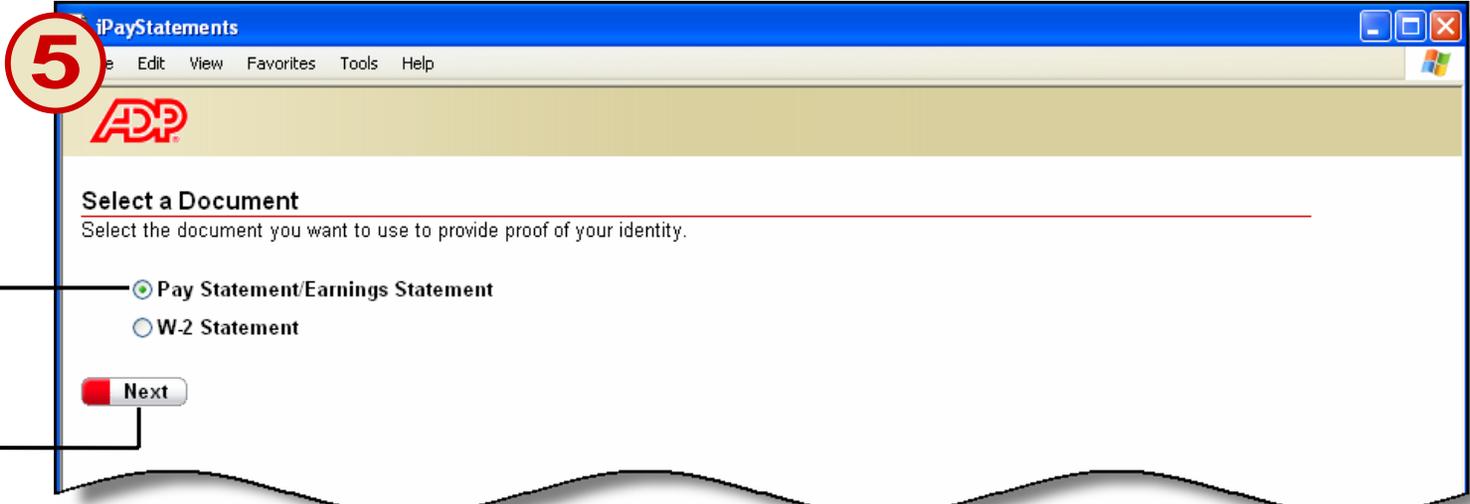
Enter **xxxxxxxxxx** as your passcode

Click **Next**



Select iPayStatements

Click Next



Select Pay Statement/
Earnings Statement

Click Next

6 iPayStatements

File Edit View Favorites Tools Help

ADP

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)

Sample Pay Statement/Earnings Statement

CO.	FILE	DEPT.	CLOCK	NUMBER	Earnings Statement	
ABC	1265	123456	12345	00000000	Period ending:	12/19/2003
ACME SUP	475 KNAPP	ANYTOWN, USA	10101		Pay date:	12/26/2003
Social Security Number: 999-99-9999					CHRIS P.	
Taxable Marital Status: Married					101 MAIN STREET	
Social Security Number					ANYTOWN, USA 12345	
Earnings					Other Benefits and Information	
Regular	rate	hours	this period	year to date	this period	total to date
Overtime	15.00	1.00	15.00	780.00	0.51	27.00
Holiday	10.00	8.00	80.00	4,160.00		840.00
Tuition			37.43*	1,946.80		
Gross Pay			\$ 452.43	23,526.80		
					Vac Hrs	40.00
					Sick Hrs	16.00

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

Enter **XXX** as your company code

Enter information from your last pay statement

Click **Next**

7

iPayStatements
File Edit View Favorites Tools Help



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:

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

Click **Next**

8 iPayStatements
File Edit View Favorites Tools Help

ADP

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. It must have at least one letter and one number.

Confirm Password:

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 :

Please choose one question and answer for each Security Question listed below.

Security Question 1 :

Answer 1:

Security Question 2:

Answer 2:

Create a password

Important

Choose a password that you can remember.

Enter security information

Important

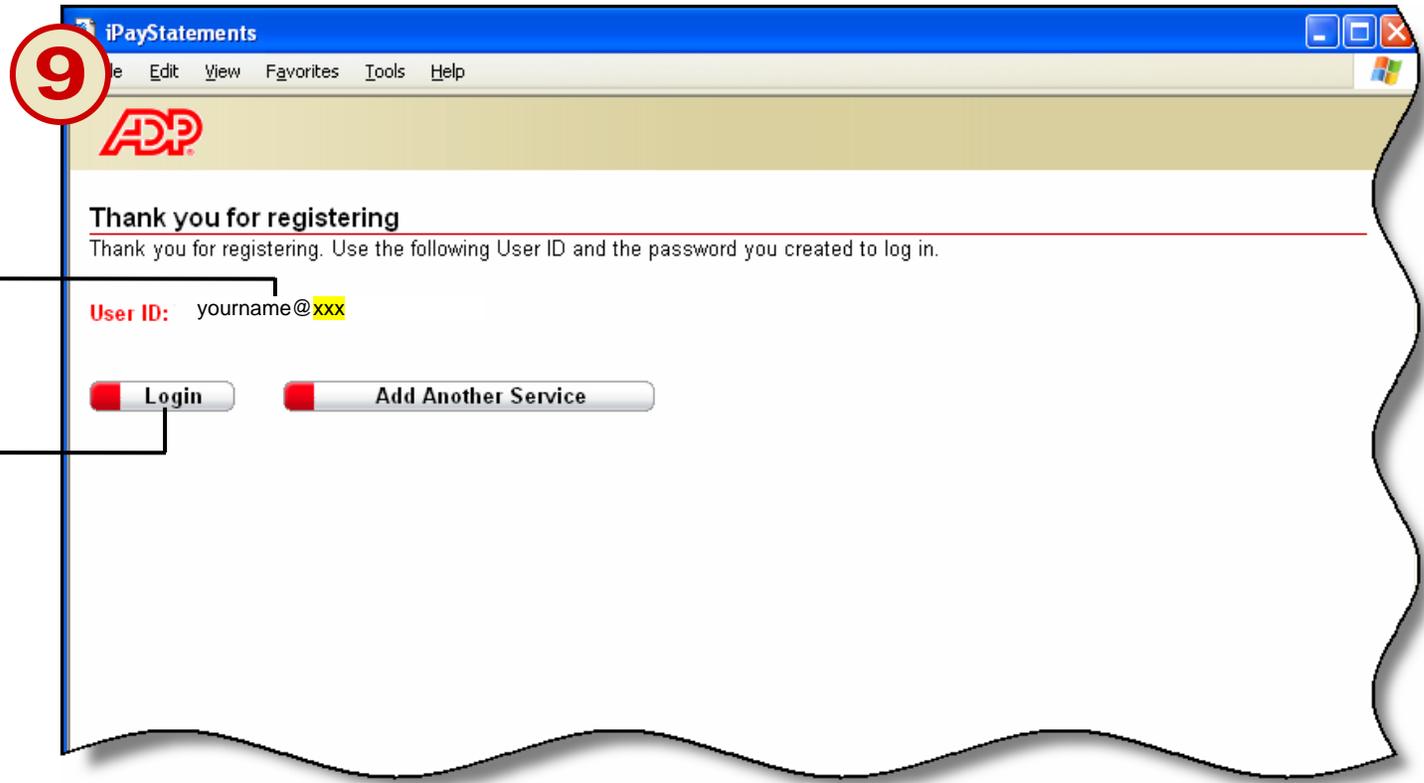
The security questions and answers are used if you ever forget your password or user ID.

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**



Your user ID is displayed here

Click **Login** to begin using iPayStatements

Thank you for using ADP iPayStatements