

iPay Statement Directions

<https://paystatements.adp.com>

Single Click Register Now

Select My employer provided me with a Self Service Registration Code:
Self Service Registration Pass Code: OCCC-1234 Next

Select iPay Statements Next

Select Pay Statement/Earnings Statement Next

Using your current pay statement, enter the following information stated on the upper left corner of your pay statement.

CO: X1Z
File:
Number:
Pay Date:
Social Security Number: Next

Personal Details

First Name:
MI:
Last Name:
E mail:
Confirm E mail: Next

Password Details

Create Password (more than 7 letters and numbers):
Confirm Password: Next

Security Details

City/Town of Birth
Birth Month and Day
Security Question 1:
Security Question 2: Submit

You will receive a system generated User ID – Print the page or write it down as you will not see it again

Login
Enter user ID
Enter password

Helpful Hints

1. Select Change Your Notification Options to request your pay statement be sent to your e-mail address.
2. For easy access in the future, Bookmark (Netscape) or Add to Favorites (Internet Explorer).
3. With the exception of selecting W-2 Statement, rather than Pay Statement/Earnings Statement, registration for W-2 benefits is the same.