

iPay Statement Directions

<https://online.adp.com/ipay/login.html>

Select – Register Now

Step 1 – Before you register, help us find you in our records.

Enter Registration Code

Call payroll for code

Go

Step 2 – Before you register, help us find you in our records.

Enter First Name

Enter Last Name

Enter Social Security Number

Re-enter Social Security Number

Confirm

Dialog box displays – We found you!

Register now

Step 3 – Register for ADP Services

Enter Your Contact Information

Enter Your Email Address

Mobile Phone Number – optional

View your user ID and create a password

Enter Password (more than 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.)

Re-enter Password

In case you forget your user ID or password

Select Question 1

Enter Your answer

Select Question 2

Enter the Answer

Select Question 3

Enter the Answer

Register Now

Step 4 – Your registration for ADP services is complete

Activate your email and or mobile phone

ADP has sent you a confirmation message

Respond to the message within 24 hours so we can activate your contact information

Did not receive a confirmation message? Contact your organization's administrator for assistance.