

Job Aid

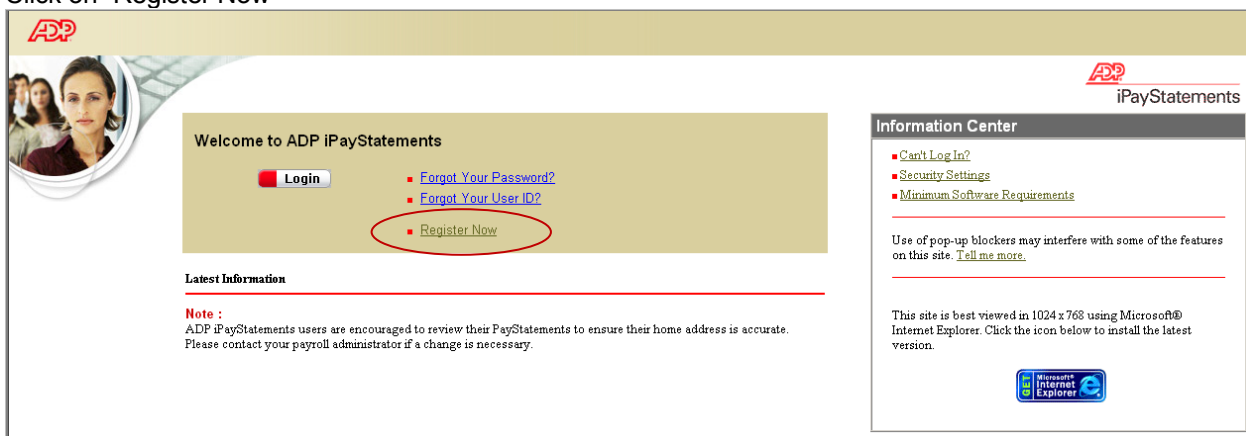
ADP iPay Registration Process

We have partnered with Automatic Data Process Inc. (ADP) to give you even more ways to access your payroll and tax-related information easily and conveniently. These service enhancements include optimized methods for viewing your paystubs and W-2 information.

Registration

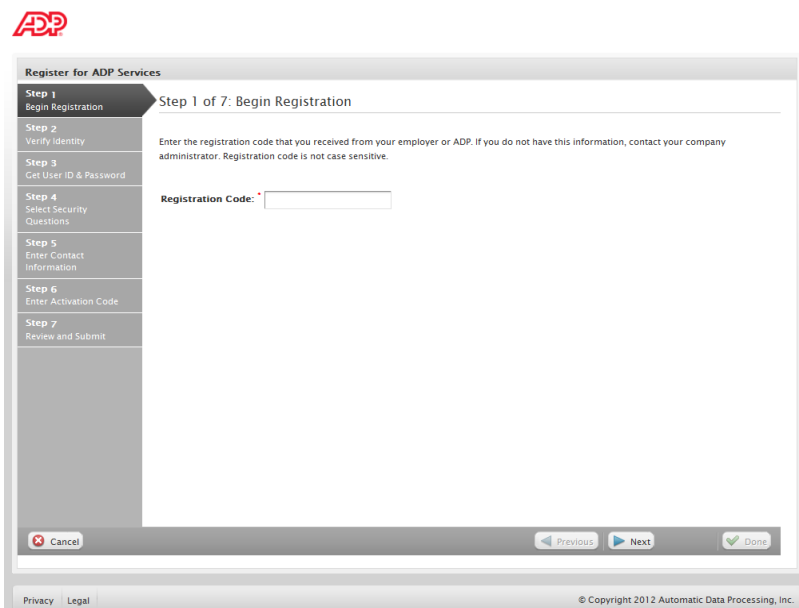
To begin, go to <https://ipay.adp.com>

Click on "Register Now"



The screenshot shows the ADP iPayStatements homepage. At the top left is the ADP logo. Below it is a circular image of a woman. The main content area has a heading "Welcome to ADP iPayStatements" and a "Login" button. To the right of the "Login" button are three links: "Forgot Your Password?", "Forgot Your User ID?", and "Register Now". The "Register Now" link is circled in red. Below the "Login" button is a "Latest Information" section with a "Note" about reviewing pay statements. On the right side, there is an "Information Center" with links for "Can't Log In?", "Security Settings", and "Minimum Software Requirements". At the bottom right, there is a note about browser compatibility and a Microsoft Internet Explorer icon.

Enter the Registration Code: **TTH1-IPAY**



The screenshot shows the ADP registration process. At the top left is the ADP logo. The main content area is titled "Register for ADP Services" and shows a progress bar with seven steps. Step 1, "Begin Registration", is currently active. The main content area displays the text: "Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive." Below this text is a "Registration Code:" label and an empty text input field. At the bottom of the registration form are "Cancel", "Previous", "Next", and "Done" buttons. At the very bottom of the page are "Privacy" and "Legal" links, and a copyright notice: "© Copyright 2012 Automatic Data Processing, Inc."

Identity Verification

Enter the following information to validate your identity

- Name
- Last 4 digits of SSN
- Full Date of Birth



Register for ADP Services

- Step 1: Begin Registration ✓
- Step 2: Verify Identity**
- Step 3: Get User ID & Password
- Step 4: Select Security Questions
- Step 5: Enter Contact Information
- Step 6: Enter Activation Code
- Step 7: Review and Submit

Step 2 of 7: Verify Identity

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.

Company Name: [Redacted] (Not your company? Re-enter your registration code.)

Identity Type: Partial SSN

First Name: [Text Field]

Last Name: [Text Field]

Last 4 digits of SSN or EIN or ITIN: [Text Field] ⓘ

Confirm Last 4 digits: [Text Field]

Birth Month and Day: Month [Dropdown] Day [Dropdown]

Cancel Previous Next Done

Privacy Legal © Copyright 2012 Automatic Data Processing, Inc.

Create User ID and Password

Passwords must be at least eight characters long and contain at least one letter and one number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper and lower case letters, numbers and special characters.



Register for ADP Services

- Step 1 Begin Registration
- Step 2 Verify Identity
- Step 3 Get User ID & Password**
- Step 4 Select Security Questions
- Step 5 Enter Contact Information
- Step 6 Enter Activation Code
- Step 7 Review and Submit

Step 3 of 7: Get User ID & Password

Welcome, [Name]
You will use this information to log in to your ADP service.

Your User ID: [XXXXXXXXXX]

Create Your Password
Password must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

Password: ?
Password strength: Strong

Confirm Password:

Privacy | Legal © Copyright 2012 Automatic Data Processing, Inc.

Create Security Questions and Answers

The Security Details section is used for resetting a password or retrieving a user ID in the event a user forgets their information.

Employees will be asked to select and answer three different questions from the dropdown menu.



Register for ADP Services

- Step 1: Begin Registration ✓
- Step 2: Verify Identity ✓
- Step 3: Get User ID & Password ✓
- Step 4: Select Security Questions**
- Step 5: Enter Contact Information
- Step 6: Enter Activation Code
- Step 7: Review and Submit

Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Security Questions and Answers

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1:	<input type="text"/>
Answer 1:	<input type="text"/>
Question 2:	<input type="text"/>
Answer 2:	<input type="text"/>
Question 3:	<input type="text"/>
Answer 3:	<input type="text"/>

Privacy | Legal | © Copyright 2012 Automatic Data Processing, Inc.

Enter Your Contact Information

In order to enroll in iPay and receive notifications when your pay statement becomes available, you must have an email address. This will be used also when you want to retrieve your User ID or reset your password. If you provide two email addresses, only one can be selected for notification purposes so be sure to indicate which one you want to use to receive notifications.

Optional: You can enter a mobile phone number and authorize ADP to send notifications to that mobile number via text message. The text message notification option to your mobile phone is only available for login information only at this time (if you forget your user ID and/or password).



Register for ADP Services

- Step 1: Begin Registration ✓
- Step 2: Verify Identity ✓
- Step 3: Get User ID & Password ✓
- Step 4: Select Security Questions ✓
- Step 5: Enter Contact Information**
- Step 6: Enter Activation Code
- Step 7: Review and Submit

Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email with your temporary password and/or user ID.

Email Addresses*

Work: **Use for Notifications**

Personal Email:

Phone Numbers
If you forget your login information, ADP can send you a text message with your temporary password and/or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)

Work Phone:

Work Mobile: I authorize ADP to send my login information to this phone at my request.

Personal Mobile: I authorize ADP to send my login information to this phone at my request.

Privacy | Legal © Copyright 2012 Automatic Data Processing, Inc.

Activation

An activation code will be sent to the email address that was provided (and also any mobile phone numbers that were authorized for notification purposes).

You also have the ability to have a new activation code sent if you did not receive the original one.

You can enter/complete the activation process from here or you can skip this step and complete that process later on from the <https://netsecure.adp.com> website.



The screenshot shows a registration progress bar on the left with seven steps. Step 6, 'Enter Activation Code', is the current step. The main content area contains instructions and a form field for the activation code. The email address is partially visible as 'test.com'. At the bottom, there are navigation buttons: 'Cancel', 'Previous', 'Next', and 'Done'. A footer contains 'Privacy Legal' and '© Copyright 2012 Automatic Data Processing, Inc.'

Register for ADP Services

Step 6 of 7: Enter Activation Code

An activation code has been sent to you. Activate your communication channels now to ensure that they are in service and can be used to reach you.

If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate your communication channels at your earliest convenience.

test.com
Activation Code:

You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you request a new activation code, the activation code previously issued to you will expire and become invalid even if it has not arrived.

Didn't receive a code? [Send a new activation code.](#)

Cancel Previous Next Done

Privacy Legal © Copyright 2012 Automatic Data Processing, Inc.

Review and Submit

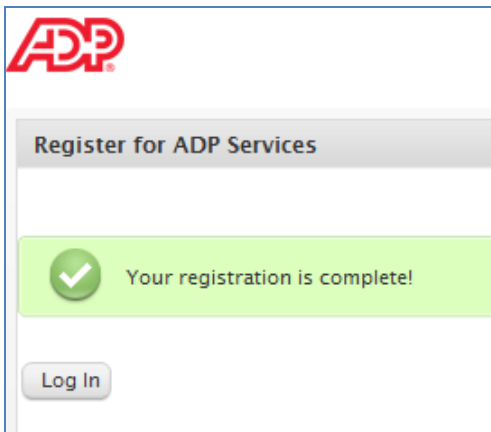
Carefully read over the Review and Submit screen for accuracy and to retrieve your user ID. The user ID consists of a general format that is automatically generated:

- First letter of first name
- Last Name
- @
- Client ID



If all the information is correct, click “Done” to finalize the registration process.

You will receive the following confirmation page once the registration process is complete. From here, you can click the “Log In” button to go back to the home page.



Note: After registration, only the assigned user ID and password will be required to log in to the W-2 Service website.