



## Self Service Registration for iPayStatements

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services.

Before you register, your administrator will provide you with the following information:

- Your company's Registration pass code *shell-ada*
- The web site address (URL) to use for Self Service Registration *ipay.adp.com*

Open the iPayStatements site and click **Register Now**.

**ADP**

Welcome to ADP iPayStatements

[Login](#)

- [Forgot Your Password?](#)
- [Forgot Your User ID?](#)
- [Register Now](#)

**ADP**

iPayStatements

**Information Center**

- [Can't Login?](#)
- [Security Settings](#)
- [Minimum Software Requirements](#)

Use of pop-up blockers may interfere with some of the features on this site. [Tell me more.](#)

This site is best viewed in 1024 x 768 using Microsoft® Internet Explorer. Click the icon below to install the latest version.

[Privacy Statement](#)   [Terms & Conditions](#)

**Welcome!**

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

- [Privacy & Security](#)
- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Ready to get started?

**The Registration Process At-a-Glance**  
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

**What you need to register:**

- Registration pass code [Learn More](#)

**Already Registered?**

Do you already have an ADP user ID in the following format: JSmith@Company? If yes, you are already registered for ADP services. Do you want to [add a service?](#)



**Register for ADP Services**

Please enter the following information to register for ADP services:

Step 1 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

**Enter Your Registration Pass Code**

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

**Note:** The pass code is not case-sensitive  
▶ = Required

Registration Pass Code: ▶  (Example: Genco-1234abc)

Enter your Registration pass code and click **Next**.



## Self Service Registration for iPayStatements



### Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity**
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation

#### Verify Your Identity

Your Social Security number is used during the account creation process; it is not used for any other purpose.

▶ = Required

First Name: ▶

MI: ▶

Last Name: ▶

(Apostrophes and hyphens are allowed.)

Social Security Number: ▶

(All nine numbers in any format.)

Confirm Social Security Number: ▶

(All nine numbers in any format.)

Birth Month and Day: ▶

▶

▶

Enter your name, Social Security number, and date of birth. Then click **Next**.



# Self Service Registration for iPayStatements

## Register for ADP Services

Please enter the following information to register for ADP services.

### Step 2 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

#### Verify Your Identity

We need some more information in order to verify your identity. Please complete the information on this page.

▶ = Required

#### A. Select a Service

Service: ▶ iPay Statements ▼

#### B. Select a Document

You can use personal information from one of the following documents to verify your identity. Have the document available and select which one you want to use.

- Pay Statement/Earnings Statement
- Form W-2

#### C. iPay 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): Jan ▼ 01 ▼ 2007 ▼

Next

Cancel

#### Sample Pay Statement/Earnings Statement

**CO:** [Red Circled]

**FILE:** [Red Circled]

**NUMBER:** [Red Circled]

**Pay date:** [Red Circled]

Category	Rate	Hours	Pay Period	Year-to-Date
Regular	15.00	37.50	12/28/06 - 01/05/07	1,406.25
Overtime	15.00	1.50	12/28/06 - 01/05/07	22.50
Travel	15.00	1.50	12/28/06 - 01/05/07	22.50
Sum				1,451.25

**Other Benefits and Information**

Pay date: 12/28/06

Pay to: CHRS, 161 MAIN STREET, ANTONOV, USA 12345

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

You may be asked for information on this page.

If so, complete the information on the page and click Next.



## Register for ADP Services

Please enter the following information to register for ADP services.

Step 3 of 6

1. Enter Your Registration Pass Code

2. Verify Your Identity

3. Enter Your Contact Information

4. Enter Your Security Information

5. View Your User Id & Create Your Password

6. Confirmation

### Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name:

▶ John

MI:

Last Name:

▶ Doe

(Apostrophes and hyphens are allowed.)

Business/Personal E-Mail:

▶ (This e-mail address is only used for notifications.)

Confirm E-Mail:

▶ (Area code and number in any format.)

Phone:

▶ (Area code and number in any format.)

Enter your e-mail address and click **Next**.

Your phone number is optional.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 4 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information**
- 5. View Your User Id & Create Your Password
- 6. Confirmation

Enter Your Security Information

For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.  
▶ = Required

Enter your place of birth. \_\_\_\_\_

Select your security questions, enter your answers, and then click **Next**.

**Important:** The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.

You should make a note of your answers and keep them in a safe place.

<p>City/Town of Birth: <input type="text"/></p> <p>Select a question from the list and enter your answer.</p> <p>Security Question 1: <input type="text"/></p> <p>Answer 1: <input type="text"/></p> <p>Select a different question from the list and enter your answer.</p> <p>Security Question 2: <input type="text"/></p> <p>Answer 2: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>	<p>5. View Your User Id &amp; Create Your Password</p> <p>6. Confirmation</p>
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