Dear Employee:

We are pleased to announce employee access to ADP iPayStatements.

ADP iPayStatements provides secure access to your earnings statements and W-2 forms - 24 hours per day, 7 days a week.

To start, you need to complete a registration process during which you must enter contact and security information, answer a few security questions and create a password. Your password must be at least eight characters long and must contain at least one letter and one number.   Also, your password is case sensitive.

ADP iPayStatements will then assign a User ID to you, to be used each time you login in the future. The security questions will be used to verify your identity if you ever forget your User ID or password.

To register for ADP iPayStatements :

    a) have a recent pay stub available for verification purposes
    b) then, go to this link : https://ipay.adp.com
    c) Registration Pass Code: LLHHSS-ipay   (required for registration)

After completing the registration process, you can access your pay statements at the same web link - using your new User ID and password any time you need to.

Summary of Registration Process

- ➢ Open an internet browser and access the link above
- ➢ Click "Register Now"
- ➢ Ready to Get Started : click "Register Now"
- ➢ Registration Pass Code = LLHHSS-ipay   (include the dash "-")
- ➢ Select a Service - "iPayStatements"
- ➢ Select a Document – "Pay Statement/Earnings Statement"
- ➢ Enter verification data from your Pay Statement, as prompted
- ➢ Enter : Name, email and telephone
- ➢ Select and Answer a few Security questions
- ➢ ADP will then issue a unique User ID and ask you to create your password (write these down and keep in a secure place)
- ➢ After successful registration: logout and close browser
- ➢ You can now access your pay statements or W-2s at any time you need to: use the same web link and your new User ID and password