

## Sample iPay Letter to their associates

Dear Associate:

We are pleased to announce ADP iPayStatements, a new benefit for all associates. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing.

### *How to Register on ADP iPayStatements*

1. Go to <https://paystatements.adp.com>.
2. Click on "Register Now".
3. Enter the **Self Service Registration Pass Code** which is: **ADP-iPay (customized by client)**
4. Select **iPayStatements** as the self-service Product.
5. From your most recent pay statement, enter the following information:
  - Company Code
  - File Number
  - Social Security Number
  - Pay Date or Advice Date
  - Check/Voucher or Advice Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com>.

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

Sincerely yours,

Payroll/Human Resources Department