

**Introduction**

ADP has implemented a multi-layered security approach to protecting your data. Network and Security engineers at ADP utilized current technology and consulted with industry experts for the security design of the iPayStatements infrastructure. This protects your data against access from unauthorized users, whether they are technical hackers, unethical third parties, or internal company users. While no one can guarantee complete security with the Internet, ADP has invested in security solutions that cover multiple areas.

ADP hosts the iPayStatements database and web servers within its own web-hosting facility using multiple firewall devices to protect the iPayStatement database and web servers. One of the greatest advantages is storing your data at a modern facility with expert technicians who monitor the infrastructure for security and performance.

ADP backs up your data on a regular basis and monitors the web and database servers to check that the system is performing at optimum levels. Monitoring tools are in place 24 hours per day, 7 days per week.

As you can see, ADP has covered many areas in providing you with a high degree of security for your data. The Internet team at ADP knows that you have entrusted your data to ADP for processing, and has made provisions to protect that data. The protection contributes to the World Class Service commitment that ADP has made to your business.

Your ADP representative will set up your company in the ADP Security Database and ensure you are entered as the Client Master. As the Client Master, you will be responsible for managing security for ADP Internet Products in your company.

A User of the iPay Admin site is called an iPay Administrator. iPay Administrators must first be set up as either:

- Client Master
- Security Admin
- Product User

After identifying the person(s) that will be users of the iPay Admin Site, the Client Master or Security Admin will need to create these users in the security system.

Refer to the ***ADP Internet Security: Setup and Maintenance Guide*** which will aid you in the security setup for your company.