

EMPLOYEE QUICK REFERENCE GUIDE

Before you register, make sure you have the following information:

- Your company's Registration pass code (**SocialSamp-1234**)
- The web site address (<https://ipay.adp.com/ipay/login.jsf>) to use for Self Service Registration
- A recent pay stub or Form W-2, if available

Open the browser and type website address (*Note: pop-up blockers may interfere with some of the features in iPay Statements. It is recommended that you turn off pop-up blockers when using this Site*).

- First Time users, click **Register Now**
- Enter the Company's Registration Pass Code, click **Next**
- Enter your name and Social Security number, click **Next**.
- Enter your personal email address and phone number (optional) and click **Next**
- Enter your city or town of birth (do not list state)
- Select your security questions, enter your answers, and 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.
- ADP will provide your Services User ID name and request you create your password and click **Submit**. (*Password must be at least 8 characters long and must contain at least 1 letter and either 1 number. Also, your password is case sensitive*).
 - **Important:** You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP services.
- To use a service, select the one you want to use and click **Log On**.