How to Register on ADP iPay Statements:

1. Go to https://ipay.adp.com
2. Click on "Register Now"
3. Enter the **Self Service Registration Pass Code** which is **Camcollege-Camcollege**
4. Enter your name and SS# (next)
5. Key in your email address and phone number (next)
6. Select and answer the security questions

You will be assigned a login. Jot it down. Then you must create a password. Your password must contain between 8 and 20 characters and at least one alpha and one numeric character. Jot that down, too.   You are now done with the one-time registration.

Once you have completed the registration process, you may access your pay statements at https://ipay.adp.com. You will log in with your assigned User ID and the password you created.

🖨 Print

What's New

Based on your feedback and independent usability research, ADP continues to provide pay statements in our redesigned user interface.

Now you can access your adjusted items in the following pages:

Your Pay Statements Summary

Your Pay Adjustments Summary

Your Pay Adjustments History

New Navigational Features

New navigational tools were introduced in release 4.0.

Get help when you need it

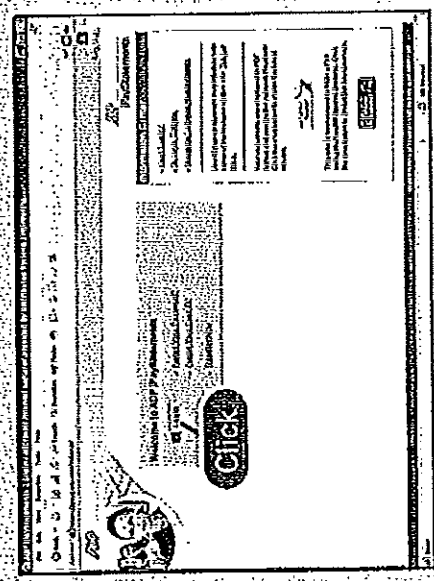Just in case you have any questions, common questions to help you are displayed on each page.
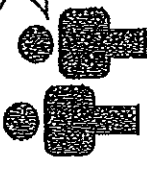
▲ top

iPayStatements

Viewing your paycheck online

https://ipay.adp.com

1 To begin, go to https://ipay.adp.com

2

Click

HELP! I forgot my password

1. On the iPayStatements login page, click ■ Forgot Your Password?
2. Answer the security questions to verify your identity.

Note: These are the same questions and answers you chose when you registered for iPayStatements.

HELP! I forgot my user ID
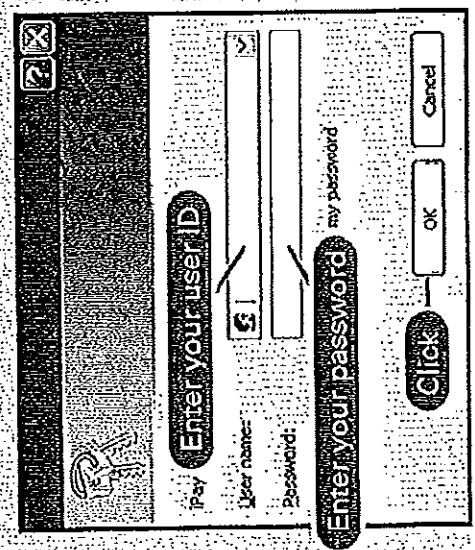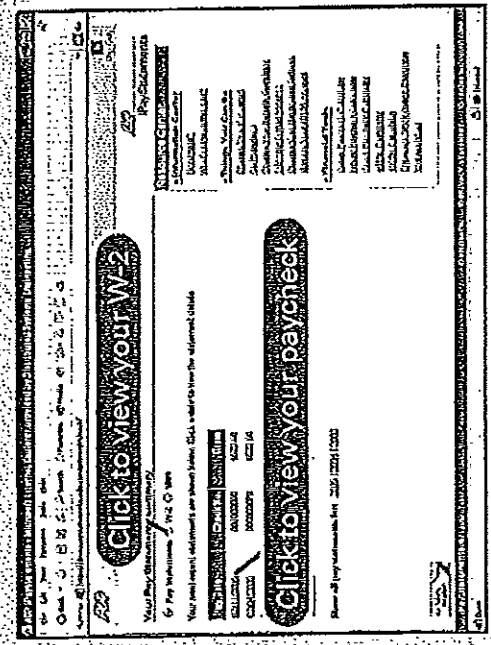
1. On the iPayStatements login page, click ■ Forgot Your User ID?
2. Answer the security questions to verify your identity.

Note: These are the same questions and answers you chose when you registered for iPayStatements.

3

iPay

Enter your user ID

Enter your password

Click

User name:

Password: my password

OK   Cancel

4

Click to view your W-2

Click to view your paycheck

FAQs

Frequently Asked Questions

Can I receive an e-mail when my latest pay statement is available?
Yes. To set this option, log in to iPayStatements and click <u>Change Your Notification Options</u>. Then select **Send e-mail notification when new pay statements are available**. It is possible that, because of random Internet problems, you may receive your e-mail notification after payday. However, this will not affect your direct deposit.

What browsers can I use?
Microsoft® Internet Explorer version 6.0 or higher

Why do I need Adobe® Reader®?
iPayStatements uses a special format that lets you view and print your pay statements that look just like a printed pay statement you would receive from your employer. Adobe® Reader® is used to display this special format (also called PDF). You can download the latest version of the Adobe Reader from iPayStatements.

Help!

Having Trouble?

When I try to view my pay statement, a "File Download" window is displayed indicating I should open the file or save it to disk. What should I do?
This problem can be fixed by downloading the latest version of Adobe Reader. Click Cancel to close the "File Download" window. Click ▣, and then click the Adobe Reader link to download the latest version of Adobe Reader.

I can't log in and I can't remember the answers to my security questions. What should I do?
When you first registered, you were asked to select and answer several security questions. If you have forgotten the answers to your security questions, please send an e-mail to your payroll administrator.

When I try to view my pay statement, the screen displays "Retrieving your Information..." and nothing else happens.
This may be fixed by downloading the latest version of Adobe Reader. Click ▣, and then click the Adobe Reader link to download the latest version of Adobe Reader.

Some features on the iPayStatements site don't seem to be working.
Blocking all pop-ups may prevent important features in iPayStatements from working properly. ADP recommends that you turn off any pop-up blockers while using iPayStatements. For more information about pop-up blockers, refer to the iPayStatements online help.

Frequently Asked Questions

How Do I?	Action
How do I log on to IPayStatements?	If you are logging on the first time, refer to the Self Service Registration Quick Reference Card. Do the following to log on to IPayStatements. 1. Browse to https://ipay.adp.com. 2. Click Login. 3. Enter your user ID and password 4. Click OK.
How do I access IPayStatements if I forgot my password?	To reset your password, do the following: 1. Browse to https://ipay.adp.com. 2. Click Forgot Your Password? 3. Enter your user ID. 4. Follow the instructions to answer a series of security questions. If you do not know the answers to these questions, contact your payroll or HR administrator. 5. Create a new password. 6. Click Continue.
How do I access IPayStatements if I forgot my User ID?	To view your User ID, do the following: 1. Browse to https://ipay.adp.com. 2. Click Forgot Your User ID? 3. Follow the instructions to answer a series of security questions. Result: Your user ID is displayed. If you cannot display your user ID, contact your payroll administrator. 4. Click Continue.
How do I know my information is secure?	ADP is committed to ensuring that your information is kept confidential. As soon as you log in, your connection to IPayStatements is secure. If you leave your computer unattended or you forget to log off before exiting the site, IPayStatements automatically logs you off after 20 minutes. Once you are logged in, IPayStatements protects your information with SSL technology. SSL is used to encrypt your personal information such as your user ID, password, and salary and wage information. To further ensure your information is secure and confidential, do the following: If you are logged into IPayStatements and need to walk away for any reason, click Log off or lock your workstation. When you log off, your secure connection will be terminated, to view your information again, you will need to log on again (re-enter your User ID and password) to view your information. Select a password that would be difficult for others to guess. Do not give your password to anyone. Do not save passwords on your web site or leave written notes with your password near your computer. If you follow the ADP recommended security settings in this guide, you will prevent historical files of your pay statements from being left behind on your PC.
How do I set up my password correctly?	Passwords must be from 8 to 20 characters in length and include at least 1 alpha (upper or lowercase) and at least 1 numeric character. Note: The special characters - ! @ # $ can be used in your password.
Can my password expire?	Your password must be changed every six months.
What if I forget my password?	You will be able to reset the password online by answering several challenge questions.
What happens if I respond incorrectly to the challenge questions?	You will need to contact your Security Administrator (IPayStatements Administrator) to reset your password.

Troubleshooting

Situation	Action
You are a new employee who will use iPayStatements, but you are unable to register.	You must wait until your first pay date has passed before you can register to use iPayStatements. For example, if you receive a paper check on Thursday afternoon, but the funds are not available until Friday (the pay date), you must wait until Friday to access iPayStatements for the first time.
After 20 minutes, the site times out.	To protect your privacy, iPayStatements has a 20-minute idle time limit. After 20 minutes, you will be logged off of iPayStatements and you will have to log in again to access the site.
The calculators do not provide exact calculations.	(Optional) iPayStatements provides online calculators to help you model pay statement information. The calculators are designed to provide general guidance and estimates. Do not rely on these calculators to calculate exact taxes, payroll, or other financial data. The calculators are not intended to provide tax or legal advice and they do not represent any ADP service or solution. You should refer to a professional advisor or accountant regarding any specific requirements or concerns.
When you try to view your pay information, a File Download message window is displayed indicating you should open the file or save it to disk.	You need Adobe Reader to view your wage and salary information. Click Cancel to close the File Download message window. On the iPayStatements home page, click the Adobe Reader link to download the latest version of Adobe Reader.
You receive your e-mail notification after payday.	If you elect to have an automatic e-mail notification sent to you when your current earnings statement is available, it is possible that you may receive this notification after payday. This does not affect your direct deposit.
Some parts of the site don't seem to be working.	Blocking all pop-ups may prevent important features in iPayStatements from working. ADP recommends that you turn off any pop-up blockers while using iPayStatements. For more information about pop-up blockers, refer to the iPayStatements online help.