# **IPay Registration Procedure Specifics**

### To log on to IPay statements for the first time, you will need to have the following information: Registration pass code - (asm-ipay)

Open your browser and type <a href="https://paystatements.adp.com">https://paystatements.adp.com</a>

Or use the link from ASM Connects > System Links > IPay Statements

*Note: Pop-up blockers may interfere with some of the features in the IPay site. It is recommended that you turn off popup blockers when using this site.* 

#### 1. Go to the IPay statements page and click on Register now.



#### 2. Click on Register now again.



3. Enter Company Self Service Registration Pass Code (asm-ipay). Then click next.

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leape price ore knowing new	Instant to registed at ALP - detaces.
Step 1 of 6	
1. Enter Your Registration Pass Code	Enter Your Registration Pass Code Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know
2. Verity Your Identity	what your pass code is, contact your administrator for assistance.
3. Enter Your Contact Information 4. Enter Your Security Information	Note: The pass code is not case-sensitive.
9. Continuation	-Registration Pass Code + (Example Gence 1234abc) asm-ipay

## 4. Verify your Identity. Enter your name, social security number. Then click next.

ADP .				
Register for ADP Servi	ices			
Please enter the following info	ormation to register for ADP servic	ces.		
Step 2 of 6				
1 Enter Your Registration	Verify Your Identity			
Pass Code 2. Verify Your Identity	ADP is committed to protectin claim to be. Then we can provi	g your privacy and ensuring that only you ide you with the appropriate online access	can access your data. We ask for some personal information so we can to ADP services.	confirm that you are the individual you
3: Enter Your Contact Information 4: Enter Your Security Information 5: View Your User ID & Create Your Password 6: Confirmation	I want to verify my identity using my: Social Security Number (SSN) Your SSN is used during the account creation process, it is not used for any other purpose. ► Required			
	First Name:	•	(Your legal first name; do not enter a nickname.)	
	Middle Initial:			
	Last Name:	•	(Apostrophes and hyphens are allowed.)	
	SSN:	• (Al	I nine digits in any format)	
	Confirm SSN:	• (A)	I nine digits in any format)	
	Next Cance	el		

#### 5. Entering your Contact information

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Register for ADP Servio	ces			
Please enter the following info	rmation to register for ADP service	es.		
Step 3 of 6				
1 Enter Your Registration	Enter Your Contact Information			
Pass Code 2. Verify Your Identity	Your e-mail address is only used for notifications. If necessary, you can change this information later. If you want to change your first or last name, please contact your administrator.			
3. Enter Your Contact Information	Required			
4. Enter Your Security Information 5. View Your User ID & Create Your Password 6. Confirmation	First Name: Middle Initial:	Your First Name		
	Last Name:	Your Last Name		
	Business/Personal E-Mail:	•	(This e-mail address is only used for notifications.)	
	Confirm E-Mail:	•		
	Phone:		(Area code and number in any format. Use "Ext. " to indicate extension	, if applicable.)
	Next	Cancel		

6. Enter the following personal information and then click next.

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Register for ADP Servi	ces
Please enter the following info	rmation to register for ADP services.
Step 4 of 6	
1. Enter Your Registration     Pass Code     2. Verify Your Identity     3. Enter Your Contact     Information     4. Enter Your Security     Information     5. View Your User ID &     Create Your Password     6. Confirmation	Enter Your Security Information
	For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to anso to verify your identity.
	Important: Be sure to choose answers you can remember. ▶ = Required
	City/Town of Birth:
	Select a question from the list and enter your answer.
	Security Question 1:
	Answer 1:
	Select a different question from the list and enter your answer.
	Security Question 2:
	Answer 2:
	Next Cancel

**NOTE:** Answers to security questions must be at least 6 characters in length. Security answers are not case sensitive.

7. View your User ID and create your password, then click Submit.

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Register for ADP Serv	ices
Please enter the following inf	armation to register for ADP services.
Step 5 of 6	
1 Enter Your Registration	View Your ADP Services User ID
Pass Code 2. Verify Your Identity 3. Enter Your Contact	Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the addre Note: Your user ID is not case-sensitive.
Information 4. Enter Your Security Information	User ID: finame@ism.
5. View Your User ID & Create Your Password	Create Your ADD Services Password
6. Confirmation	Password is case sensitive. Note: Your password is case sensitive. > = Required
	Create Password: (Example: Password01) Confirm Password:
	Submit Cancel

8. Once you have completed the registration you will see this page.

Incar	
Register for ADP Servic	es
lease order the following enform	nation to register for ADP services.
Step 6 of 6	
1. Ener Your Regulatation Paos Code 2. Varity Your Stockty 3. Ener Your Confect Information 4. Ener Your Security Information 5. Mark Your Unar Is & Circuite Your Plagments 6. Confirmation	Thank you for registrange You can now log on to, and start using your ADP services. Note: An e-mail containing your User ID has been sent to the address you privided. Add ADP Services.
	The following additional ADP services are available to you. To associate another service with your user account, click Add * ADP Service Add Another Service Log On to an ADP Service
	The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close. The following ADP Service of the service of the service and click Log On. If you want to log on later, click service of the
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**To start using iPayStatements, click on Login. This will redirect you to the Login page.** *You will receive an e-mail confirming your enrollment.* 

Click on login, provide your user name and password to access iPayStatements (Remember your use	r
name and password are case sensitive).	



