

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 <https://paystatements.adp.com>

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.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 1 of 5

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 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 what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
* = Required

Registration Pass Code: (Example: Service-1234abc) **asm-ipay**

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

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 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

Verify Your Identity
ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

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: (All nine digits in any format)

Confirm SSN: (All nine digits in any format)

5. Entering your Contact information

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 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 Contact Information
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.

* = Required

First Name: Your First Name

Middle Initial:

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.)

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

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.

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

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 user name and password are case sensitive).

