

ADP iPayStatements

Dear Associate:

We are pleased to announce ADP iPayStatements, a new benefit for all associates. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print out the form, sign it and forward the completed form to Payroll for processing.

Upon registration, you may elect to have an automatic email notification sent to you when your current earnings statement is available. Included in the email is a direct link to the ADP iPayStatements Web site.

How to register on ADP iPayStatements:

1. Go to <http://paystatements.adp.com>.
2. Click on "Register Now."
3. Enter the Self Service Registration Pass Code: **Imu-payroll**.
4. Select iPayStatements and click "submit."
5. From your most recent pay statement, enter the following information:
 - **Company Code**
 - **File Number** (*enter exactly as listed on pay stub/voucher*).
 - **Social Security Number**
 - **Pay Date or Advice Date (mm/dd/yyyy)**
 - **Check/Voucher or Advice number** (*enter exactly as listed on pay stub/voucher*).

You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID. Upon registration, you may elect to have an automatic email notification sent to you when your current earnings statement is available

We're sure you'll enjoy this new feature and are glad we can provide you with this exciting new way of viewing your pay information.

Sincerely Yours,
Payroll Department