

ADP iPay Statements

Through ADP, our payroll provider, you are able to access your earning statements and W2 forms 24 hours a day, 7 days a week.

Let's get enrolled...

- 1. Go to <https://ipay.adp.com>**
- 2. Click on "Register Now"**
- 3. Click on "Register Now" again.**
- 4. Enter Self Service Pass Code: Wilber-pay**
- 5. Enter required personal information.**
- 6. Select and answer security questions.**
- 7. System automatically generates user name example:
JDoe@Wilber**
- 8. Create and verify your own password which must be between 8 and 20 characters and include at least one alpha and one numeric character.**
- 9. Successful account created should appear.**

Now let's view...

- 1. Go to www.paystatements.adp.com**
- 2. Click on "Log in"**
- 3. Enter User name. Example: JDoe@Wilber**
- 4. Enter Password**
- 5. You are now at Your Pay Statement Summary. You can click on whichever statement you would like to view by date.**
- 6. You can then print statement or view another.**
- 7. REMEMBER TO LOG OFF WHEN YOU ARE FINISHED VIEWING YOUR PAYROLL INFORMATION.**