

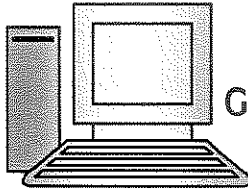
Need a copy of your W-2 form?

Need a copy of a pay statement?

ADP iPayStatements is a secure online service.

You can access your payment records and tax documents 24 hours a day, 7 days a week.

Registering for iPay in 6 easy steps



Go to: <https://paystatements.adp.com>

- 1 Enter the Registration Pass Code: **CMUEDU-IPAY**
- 2 Verify your Identity by entering:
 - your legal name
 - your Social Security number
 - your birth and month year
- 3 Enter your contact information: email address and phone number
- 4 Security: pick 2 security questions and answers to use when verifying your account
- 5 View your system generated User ID and create a password
- 6 Confirmation: log in and begin using iPay

- Your User ID will include the extension @CMUEDU. This is in all capital letters and does not include the customary period [dot] between CMU and EDU.
- **Log into your record often.** ADP will deactivate records based on inactivity of 90 days. Contact Payroll Services to have your account reactivated.
- **Things You Can Do** (in the Resource Center on the right hand side of the screen)
 - Go Paperless – eliminate paper copies of your payments
 - Change Your Notification Options - elect to have an email sent when a new pay statement or tax document is available
- **If you have questions or need help registering, please contact:**
payroll@andrew.cmu.edu or 412-268-2097