

Dear MCCS Employee:

We are pleased to introduce ADP iPayStatements, a new benefit for all employees. 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. **All you need to register is your most recent pay statement.**

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com>.
2. In the Welcome to ADP iPayStatements Section, click on “Register Now”.
3. At the Welcome Screen, click on “Register now”.
4. Enter the Self Service Registration Pass Code which is: MCCS-iPay.
5. Complete the Verify Your Identity form.
6. Select iPayStatements as the self-service Product.
7. Select Pay Statement/Earnings Statement as the Document.
8. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Check/Voucher or Advice Number
 - Pay Date
9. Enter Your Contact Information.
10. Enter Your Security Information - will be used to verify your identity if you ever forget your user ID or password.
11. **View Your ADP Services User ID and make note of it.**
12. Create Your ADP Services Password- must contain between 8 to 20 characters and at least one alpha and one numeric character.

Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com> and click on Login. If you click Log On at end of the registration process, it will direct you to this website.

In addition, you can make changes to your Federal W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing. Changes to your State withholding will require that a W-4ME also be completed.

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information. It is our hope that this new enhancement will assist us in becoming more efficient. We are exploring the option of discontinuing the printing of direct deposit pay statements in the future, furthering our effort to be more efficient and to reduce paper waste.

Sincerely yours,

Payroll Department