

Faculty and Staff,

We are pleased to announce ADP iPayStatements, a benefit for all employees. Through ADP, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. *You can also suppress the printing of paper paycheck vouchers stubs if you have direct deposit.* **BE GREEN and check out this great feature.**

**How to Register on ADP iPayStatements – You will need your most recent paper pay statements to register.**

1. Go to <https://paystatements.adp.com>
2. Click on “**Register Now**”
3. Enter the **Registration Pass Code N74-BETHUNE**
4. Select a Service
  - a. Service is **iPayStatements**.Select a Document
  - b. **Pay Statement/Earnings Statement**
5. From your most recent pay statement
  - a. **Company Code** (first number found on pay statement)
  - b. **File Number** (second number found on pay statement)
  - c. **Check / Voucher** (ninth number found on pay statement)
  - d. **Pay Date** (fourth number on pay statement)

You will then be prompted to complete a registration process during which you will enter an e-mail address (can be work or home), security information. The security questions will be used to verify your identity if you ever forget your user ID or password

You will be assigned a system generated User ID and than asked to create a password.

Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com> .

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.

If there are any questions, please feel free to contact Sharon Burrill at ext. 2086 or [burrills@cookman.edu](mailto:burrills@cookman.edu) for help.

Fiscal Affairs / Payroll Department