

Dear YCCC 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.

You may also select whether or not you would like your pay statements printed with each payroll. If you would like to go paperless, than login into iPay (see above) and select the “Go Paperless” under the “Things You Can Do” section and click the box to Access my pay statements online only and follow the prompt to accept the terms and conditions. If you decide later that you do want your pay statement printed you can deselect the option and begin receiving a paper copy.

Please – if you do select the paperless option let Margie or Ellen know so we will not be looking for a check for you.

If you have any questions don’t hesitate to call and ask for assistance. We hope you will enjoy this new feature.

Regards,

Marjorie & Ellen
Payroll Department