PAPERLESS PAY STATEMENTS

In lieu of receiving your paycheck stub information through the mail, the Consortium now offers ADP iPayStatements, a new benefit that offers you access to your earning statements 24 hours a day, 7 days a week (live paychecks will still be mailed to your home address). In addition, you can make changes to your W-4. Simply type the changes, print the form and forward to our office. Beginning January 2013, your W-2 will also be available online.

Once on-line, you may also request that an email be sent to you each pay period to remind you that your iPayStatement is available.

How to register:

1. Go to https://ipay.adp.com
2. Click on “Register Now”
3. Enter the Self Service Registration Pass Code which is: capitalahc-ipay
4. Select iPayStatements as the self-service product
5. You might be asked the following information from your most recent pay statement:
   - Company Code
   - File Number
   - Check/Advice Number
   - Pay Date
   - Social Security Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your password. Upon completing the registration process, you may access your pay statements at https://ipay.adp.com. You may want to save this site in your Favorite Places.

We hope you find this new feature helpful and easy to use.