Accessing and Registering for iPay:

All Hourly and Service Center Salary Associates:

1. Go to https://ipay.adp.com.
2. Click on "Register Now".
3. Again, click on "Register Now".
4. Enter the **Registration Pass Code** which is: SEFL-Ipay (extremely case sensitive, we recommend all capital letters), then click "Next".
5. Verify your identity by entering your first name, middle initial, last name, last 4 digits of your SSN#, and month/day of your birth date. You must enter your name exactly as it is displayed on your paycheck.
6. Enter your contact information. This email address will be used to send you a notification that your pay statement is ready to be viewed.

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. You will be assigned a system generated User ID and asked to create a password. The security questions will be used to verify your identity if you ever forget your user ID or password. Upon completing the registration process, you may click on "Log On" to begin accessing your pay statements. To access the website at anytime, just go to https://ipay.adp.com and enter your user ID and password.