

How to Register on ADP iPayStatements

1. Go to <https://ipay.adp.com>
2. Click on "Register Now".
3. *Continue to this website*
4. Enter the **Self Service Registration Pass Code** which is: SOUTHEASTU-ADPNET
5. Verify Your Identity (complete as required)
6. Select **iPayStatements** as the self-service Product.
Select a Document (**Pay Statement/Earnings Statement**)
7. From your most recent pay statement, enter the following information:
 - Company Code (Upper Left Hand Corner **KKY** for SEU or **KKZ** for Work-Study Students)
 - File Number (Upper Left Hand Corner)
 - Pay Date (Upper Right Hand Corner)
 - Check/Voucher Number (Upper Left Hand Corner)

You will then be prompted to answer a few security questions and select a password. You will be assigned a system generated User ID. SAVE YOUR USER NAME.

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

In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing.

You may access your earnings statements and W-2 forms 24 hours per day, 7 days a week.