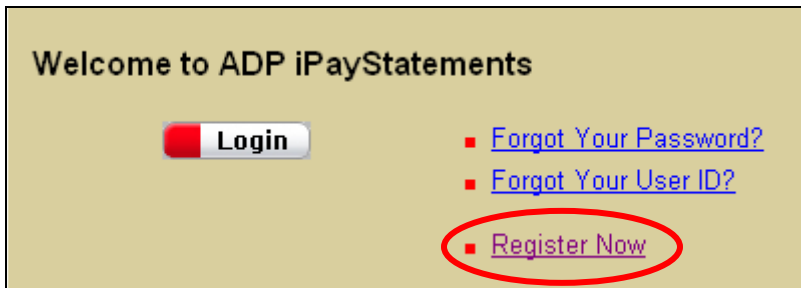


# How to register for ADP iPay Statements

## For currently active Maxim Healthcare Services employees

If at any time you encounter problems registering for the iPay Statements service, please visit the Maxim Healthcare Payroll website at <http://www.maximhealthcare.com/payroll>.

1. Open an Internet Browser and navigate to <https://ipay.adp.com>.
2. Click on *Register Now*.



3. On the screen that follows, click *Register Now*.

<p><b>Ready to get started?</b> <input type="button" value="Register now"/></p> <p><b>The Registration Process At-a-Glance</b> Here is how to register for ADP services:</p> <ol style="list-style-type: none"><li>1 Enter your registration pass code</li><li>2 Verify your identity</li><li>3 Enter your contact information</li><li>4 Enter your security information</li><li>5 View your user ID and create your password</li></ol> <p><b>What you need to register:</b></p> <ul style="list-style-type: none"><li>Registration pass code <a href="#">Learn More</a></li></ul>	<p><b>Already Registered?</b> <input type="button" value="Add a Service"/></p> <p>Do you already have an ADP user ID in the following format: JSmith@Company?</p> <p>If so, you are already registered for ADP services.</p>
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4. Enter the Self Registration Pass Code: **Maxim-iPay2004**

**Enter Your Registration Pass Code**

Your employer provided you with a registration pass code when they instructed you to administrator for assistance.

**Note:** The pass code is not case-sensitive.  
▶ = Required

**Registration Pass Code:** ▶  (Example: Genco-1234abc)

5. Verify your identity by completing the form that follows then click *Next*.

**Verify Your Identity**

Your Social Security number is used during the account creation process; it is not used for any other purpose.

**Note:** You may enter your Individual Taxpayer Identification Number (ITIN) in place of a Social Security number.

▶ = Required

**First Name:** ▶  (Your legal first name; do not enter a nickname.) **MI:**

**Last Name:** ▶  (Apostrophes and hyphens are allowed.)

**Social Security Number:** ▶  (All nine numbers in any format.)

**Confirm Social Security Number:** ▶  (All nine numbers in any format.)

**Birth Month and Day:** ▶  ▶

6. Enter your contact information by completing the form that follows then click *Next*.

**Enter Your Contact Information**

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Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

**First Name:** ▶  **MI:**

**Last Name:** ▶  (Apostrophes and hyphens are allowed.)

**Business/Personal E-Mail:** ▶  (This e-mail address is only used for notifications.)

**Confirm E-Mail:** ▶

**Phone:**

7. Enter your city/town of birth and select and answer two security questions. If you forget your logon information, you will be asked to answer the questions in order to verify your identity. Click *Next* when finished.

**Enter Your Security Information**

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For security reasons, you must select two different security questions and provide their answers. If you forget your identity.

**Important:** Be sure to choose answers you can remember.

▶ = Required

**City/Town of Birth:** ▶

Select a question from the list and enter your answer.

**Security Question 1:** ▶

**Answer 1:** ▶

Select a different question from the list and enter your answer.

**Security Question 2:** ▶

**Answer 2:** ▶

8. The next page displays your username that you will use to login to iPay. On this same page you will create a unique password to use with your username to login. Please note that the password **IS** case sensitive. Click *Next* when finished.

**View Your ADP Services User ID**

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Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing

**Note:** Your user ID is not case-sensitive.

**User ID:**

**Create Your ADP Services Password**

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Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special char:

**Note:** Your password is case sensitive.  
▶ = Required

**Create Password:** ▶  (Example: Password01)

**Confirm Password:** ▶

9. A confirmation page displays giving you the option to login to iPay. A confirmation email is also sent to the email address you signed up with.

Thank you for registering!  
You can now log on to, and start using, your ADP services.

**Note:** An e-mail containing your User ID has been sent to the address you provided.

**Log On to an ADP Service**

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The following ADP services are currently available to you. Select a service and click Log Or Close.

iPayStatements

You're finished!! If at any time you encounter problems registering for the iPay Statements service, please visit the Maxim Healthcare Payroll website at:

<http://www.maximhealthcare.com/payroll>

On this website you will find helpful documents on general and technical iPay support.