How to register for ADP iPay Statements
For 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.

2. Click on Register Now.

3. Step 1 - Enter the Self Registration Pass Code: Maxim-iPay2004

4. Then click Next at the bottom of the screen.

5. Step 2 - Verify your identity by completing the form that follows then click Next.
6. Step 3 - This screen will have your User ID and you will be able to enter your own password. Then click Next at the bottom of the screen.

   **You will need both in order to log into the iPay website.**

7. Step 4 – Select your 3 security questions then click Next at the bottom of the screen.

   **The answers that you give are case sensitive.**

8. Step 5 – Enter your contact information then click Next at the bottom of the screen.

   **Only one email address is required.**
9. **Step 6** – You will receive an activation code sent to the email or phone number you provided in the previous step. This must be completed at the time of registration.

10. **Step 7** – Review and confirm all the information you have entered for iPay registration.

11. Then click **Submit** at the bottom of the screen.

You’re finished!! If at any time you encounter problems with iPay please contact the iPay hotline at ipayhotline@maxhealth.com.