



ACCESS TO i-PAY STATEMENTS

As a Dominican employee, you have access to a program that will allow you to view and print pay statements and W-2's from any computer, anytime. It's called **iPayStatements**. Follow the instructions below to register. You will need before you begin:

- Self Service Registration Pass Code: **dominican-DUCpayroll**
- A recent ADP pay statement (voucher or check)
- Your email address

Note: if you have version 6.0 Adobe Reader you will not be able to access iPayStatements. You will need to upgrade to 6.1 or higher before using.

1. Go to <https://paystatements.adp.com> and click on the new user "Register now" link.
2. Enter your Self Service Registration Pass Code, indicated above.
3. Select iPayStatements as the service you are selecting

For authentication purposes, you will be required to enter the following information from your pay statement:

- Company Code is D89
- File Number (located on top left corner of check stub)
- Last four digits of Social Security Number
- Pay Date or Advice Date (mm/dd/yyyy)
- Corresponding Voucher, Check or Advice Number (from check stub) do not use leading zeros

Please refer to online help if you are unsure of where to locate the above information.

After you conclude the authentication process, follow the instructions on the Registration screen. You will be assigned a new system generated User ID and prompted to select a unique password. **Your password must contain between 8 to 20 characters and at least one alpha and one numeric character.**

We hope you enjoy this convenient access to your pay statement.

Sincerely,

Pam DePugh, Payroll & Benefits Administrator
pdepugh@dominican.edu or 257-0173

Should you have problems with viewing checks, download Adobe from their site.