



Dear Associate:

We are pleased to announce ADP iPayStatements, benefit for all associates.

Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week.

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.

How to Register on ADP iPayStatements:

1. Go to: <https://workforcenow.adp.com>
2. Click on **"SIGN UP"** (next to Need an Account)
3. Enter the Self Service Registration Pass Code which is **USTechFI-12** (upper and lower case sensitive)
4. Enter your **First and Last Name, Social Security #, and Date of Birth** – to verify your identity
5. **Create User Name and Password**
 - Password must be (8) characters long, must contain at least (1) letter **and** either (1) number or (1) special
6. **Click on link with the Activation Code and Enter Accordingly**
 - You receive this via your selected contact info (email or phone)
7. **Select (3) three security questions from the list and supply Answers**
 - The security questions verify your identity if you ever forget your user ID or password.
8. **Enter Contact Information** – Email & Phone Number
9. **Review and Submit** – to Confirm Registration

How to access your pay statements (after completing registration):

View Online at <https://ipay.adp.com> and/or view on your Smart Phone with the [ADP Mobile Solutions App](#)

1. Launch ADP Mobile Solutions App or visit website.
2. On the Login Page, Enter ADP User ID (once again, upper and lower case sensitive)
(Your first initial of first name and full last name@USTechFI – example: JSMITH@USTechFI)
The user name can be remembered if you select Remember User ID and then Submit
3. Enter Password and Select Log In
4. Review the Terms of Use and Select Accept

Now you have your Pay Statements at the touch of a fingertip!

We hope you will enjoy these features. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

Sincerely yours,

US Tech Force Payroll Department

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