



On-line Pay Stubs

How to Register on ADP iPayStatements

1. Go to <http://ipay.adp.com> after you receive your first pay stub.
2. Click on "Register Now".
3. Enter the Self Service Registration Pass Code which is: **cirrusmed-1**
4. Select iPayStatements as the self-service Product.
5. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Social Security number
 - Pay Date or Advice Date
 - Check/Voucher or Advice Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

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

We will be mailing out your first pay stub only. You will also receive instructions on how to sign up for ADP iPay. If you wish to enroll in ADP iPay, the first pay stub will be all you need to complete this process. If you would like to have paper stubs mailed to you each week, please contact our payroll department or your recruiter and we can make this happen.

If you have any questions, contact Trent Burris x4410 or payroll@cirrusallied.com.