



HOW TO VIEW YOUR PAY STATEMENT ONLINE

INDEPENDENCE PLUS, INC. (IPI) is pleased to announce a new employee benefit, *ADP iPayStatements*. This service is immediately available upon online enrollment and will replace IPI's weekly mailing of paystubs.

ADP's iPayStatements enable employees to review their current and historical payroll information 24/7 from virtually anywhere. All you will need is access to the internet.

If you are reluctant to participate in this online option I will provide assistance to help you become comfortable. Please call (630) 463-4414 if you need assistance and someone will be happy to walk you through it.

How to Register for ADP iPayStatements

1. Go to: <https://paystatements.adp.com>
2. Click on: "Register Now"
3. Enter the **Self Service Registration Pass Code: iplus-**
4. Select **iPayStatements** as the self-service product
5. From your most recent pay statement, enter the following information:
 - Company Code: **G5Q**
 - File Number
 - Check/Advice Number
 - Pay Date
 - Social Security Number

You will then be prompted to:

- complete a registration process with a few security questions
- select a 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>

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