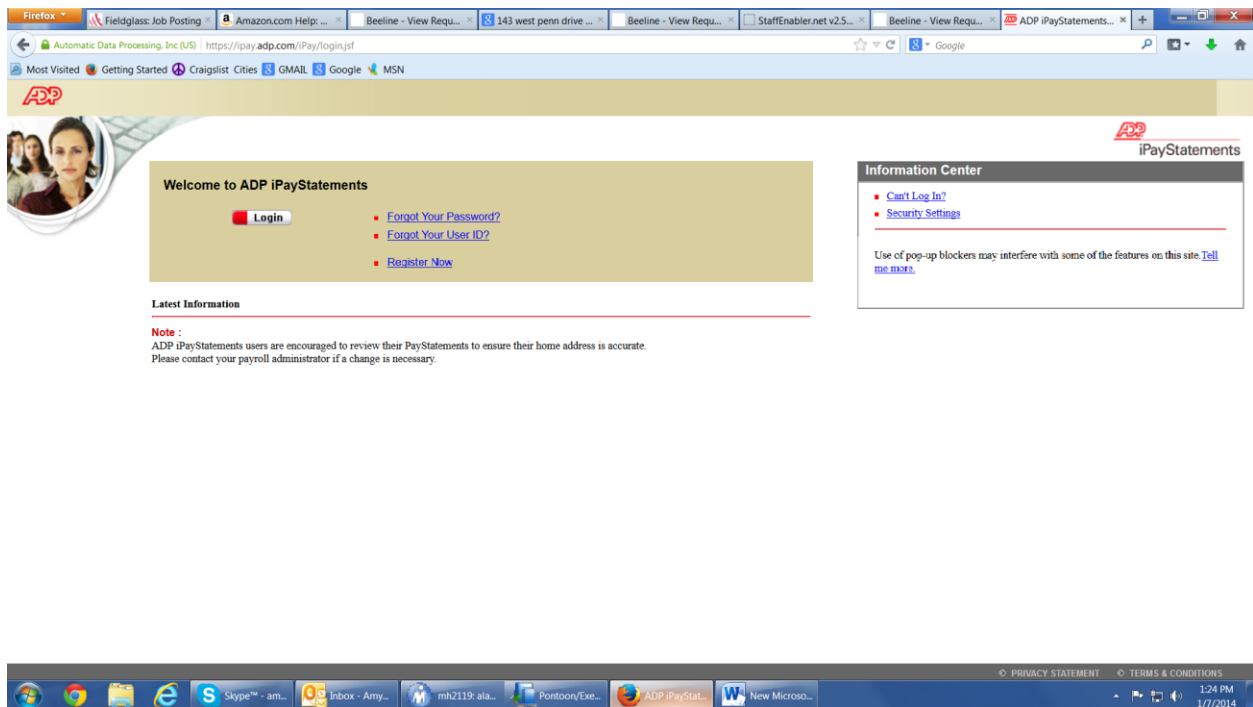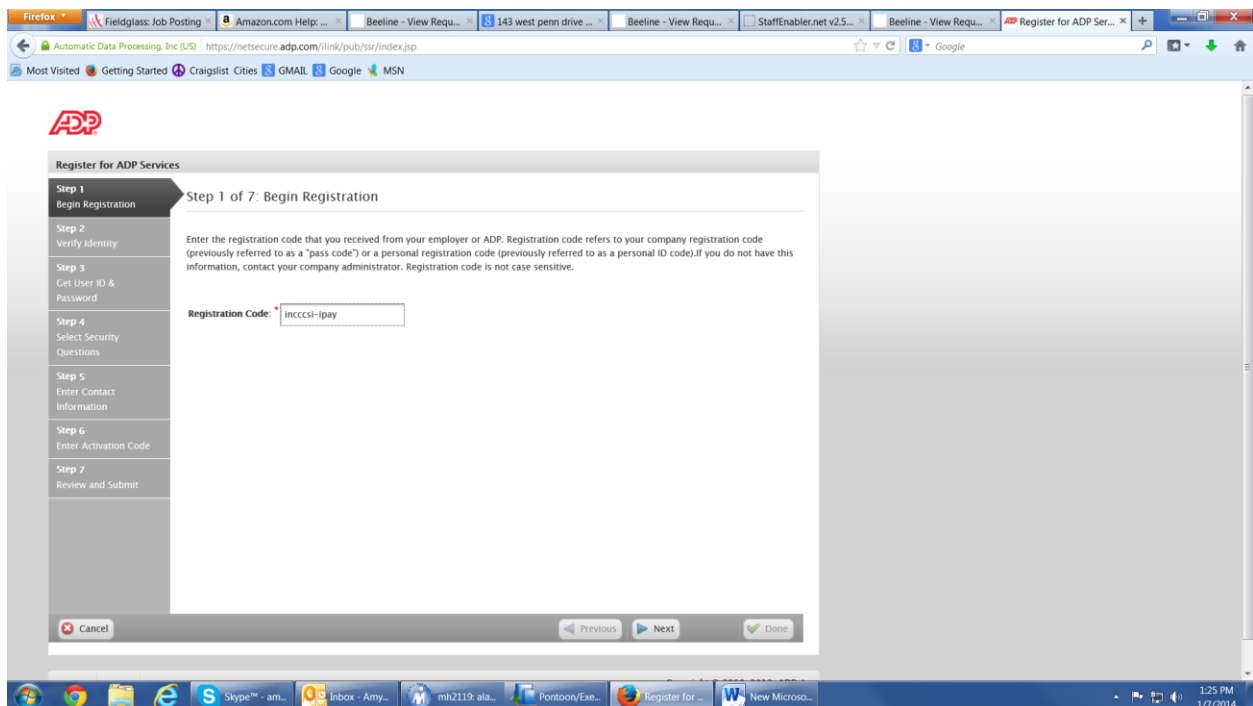Go to https://ipay.adp.com/iPay/login.jsf – select **Register Now**

Enter the **Registration Code: incccsi-ipay**

Complete Steps 2-4 to Verify your Identity, Create a Password, and add Security questions to your account. *During this step, be sure to make note of your USER ID which will be provided to you on the screen.*

At Step 5, you will need to enter contact information – PLEASE USE A PERSONAL EMAIL ADDRESS, NOT A WORK EMAIL. This is used to retrieve pay statements and W-2s, so in the event your assignment has ended, you need to ensure you still have access to this information!!

After providing your Contact Information, Check your EMAIL – you will receive an Activation Code that will be used to finalize this process. (If you sign-up for Mobile Alerts at all, the Activation Code provided thru mobile TEXT **will NOT WORK**! You MUST use the Activation Code sent to your EMAIL Address provided during sign-up).

**Once you finalize this process, you will receive another email confirming your User ID and login instructions to access your iPay Statements!