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Logging into *iPayStatements* for the First Time

To log on to *iPayStatements* for the first time, you need to have the following information:

- Your most recent pay statement
 - VALLEYLIFE's Self Service Registration Pass Code (VALLEYSUN-1231)
1. Open your browser and type <https://ipay.adp.com>
Note: Pop-up blockers may interfere with some of the features in *iPayStatements*. ADP recommends that you turn off popup blockers when using this sit. For more information about pop-up blockers, click the Tell Me more link.
 2. Click **Register Now**.
 3. Enter VALLEYLIFE's Self Service Registration Pass Code **VALLEYSUN-1231** and click **Next**.
 4. From the list of available products, select ADP *iPayStatements* and click **Next**.
 5. Select **Pay Statements/Earnings Statements** as the document you will use to verify your identity, and click **Next**.
 6. When prompted to enter any of the following information, please refer to one of your most recent pay statements:
 - CO (Company Code)
 - File (File number)
 - Number (Check/voucher number)
 - Pay date (in mm/dd/yyyy format, for example 09/15/2003)
 - Social Security number
 7. Click **Next**.
 8. Enter the following personal information:
 - Name
 - E-mail address
 - Phone Number (optional)
 - Address
 9. Click **Next**.
 10. Enter the following security information:
 - A password of your choice
 - Security details (allows you to retrieve your user ID or password if you forget it)

Important: To meet ADP's security standards, passwords must be from 8 to 20 characters in length and include at least 1 alpha (upper or lowercase) and at least 1 numeric character.
The special characters - ! @ # \$ can be used in your password.

Note: Choose only one security question from each drop-down list.
 11. Click **Submit**.
 12. To start using *iPayStatements*, click **Login** to begin using this service.
Note: For easy access to *iPayStatements*, add the following to your favorites: <https://ipay.adp.com>
 13. Enter your user ID password to access your pay statements.