



## Instruction for iPay Statement

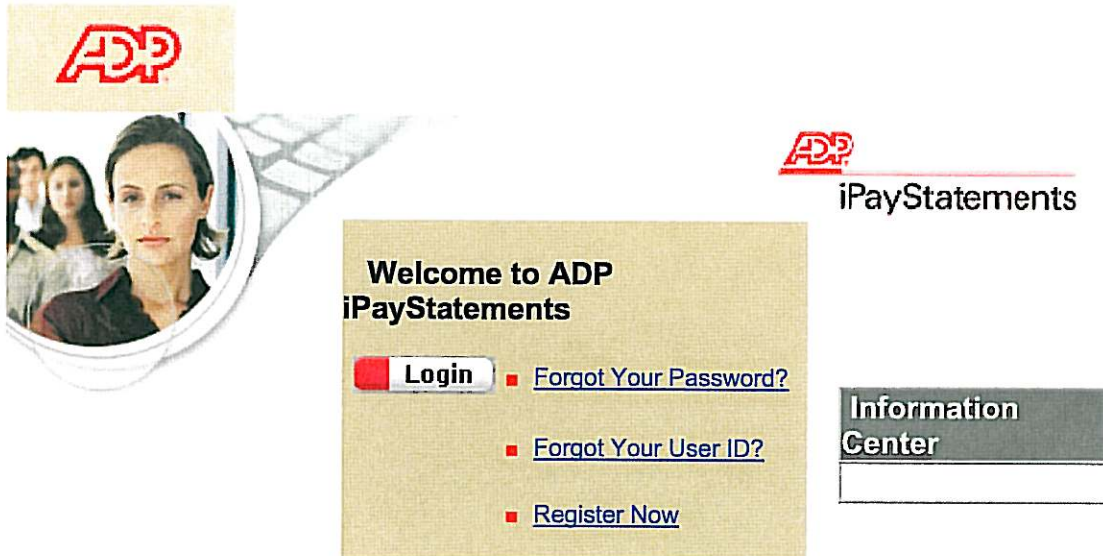
To check your pay stubs. You don't have wait for your pay stubs to arrive in mail anymore, SofTec is now providing online iPay statements.

Follow these steps to create a one time Login ID & Password.

### **STEP: 1**

Click on the link <https://ipay.adp.com/index.jsf> (or copy paste into a new browser) and then Click the link [Register Now](#) as shown below for 1<sup>st</sup> time login only.

### **STEP: 2**



**ADP**

**ADP**  
iPayStatements

**Welcome to ADP**  
**iPayStatements**

**Login** ■ [Forgot Your Password?](#)

■ [Forgot Your User ID?](#)

■ [Register Now](#)

**Information Center**

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**STEP: 3**



**Register for this Service**

- My employer provided me with a Self Service Registration Pass Code.

Self Service Registration Pass Code:

[What is the self service registration pass code?](#)

**Softec 384-SOFTEC1**

- I have an ADP user ID (for example, JSmith@Genco).  
(First Initial+Last Name@Company ID)

**Next**

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Select 1<sup>st</sup> Option shown above & enter the Self Service Registration code: **Softec384-SOFTEC1**

**STEP: 4**

Select the iPay Statement/Earnings Statement Option, as shown below.



**Select a Service**

You can select only one service at a time.

- ADP Portal Solutions**      [What is ADP Portal Solutions?](#)
- Pay eXpert**      [What is Pay eXpert?](#)
- iPayStatements**      [What is iPayStatements?](#)

**Next**

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**STEP: 5**

Select the Pay Statement/Earnings Statement Option, as shown below.



**Select a Document**

Select the document you want to use to provide proof of your identity.

Pay Statement/Earnings Statement

W-2 Statement

Next

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**STEP: 6**

Enter all your Pay Statement information (One Time)



**Enter Your Proof of Identity**

Use your pay statement/earnings statement to enter the following information.

**Pay Statement/Earnings Statement Information**



**Important:** If your company code (CO) begins with PCS (e.g., PCSABC), use the [Sample PCS Statement](#) to enter the following information.

CO:

File:

Number  
(Check/Advice #):

Pay Date  
(Check/Advice Date):

Social Security Number:  (No spaces or dashes)



CO.	FILE	NUMBER	Earnings Statement		ADP		
ABC	123456	12345	06000000	Period ending:	12/19/2003		
ACME SUP	475 KNAFF			Pay date:	12/26/2003		
ANYTOWN, USA 12345							
Social Security Number: 999-99-9999			CHRIS P.				
Taxable Marital Status: Married			101 MAIN STREET				
ANYTOWN, USA 12345							
Social Security Number			Pay date				
Earnings	rate	hours	this period	year to date	Other Benefits and Information	this period	total to date
Regular	10.00	32.00	320.00	16,640.00	Group Term Life	0.51	27.00
Overtime	15.00	1.00	15.00	780.00	Loan Amt Paid		840.00
Holiday	10.00	8.00	80.00	4,160.00	Vac Hrs		40.00
Tuition			37.43	1,946.80	Sick Hrs		16.00
<b>Gross Pay</b>			<b>\$ 452.43</b>	23,526.80			

This should now take you into their system, you will be asked to enter all your information only for 1<sup>st</sup> and create a login password.

**You should now receive an email confirmation.**

Upon Completion of creating and Login ID <https://paystatements.adp.com> you may want to log back using you Login ID as

**I have an ADP user ID (for example, JSmith@Genco).  
(First Initial+Last Name@Softec)**

& then enter your password that you created.

You are now ready to view all you Pay Stubs and W2 online (Effective 01/06/2006). You may also look over other features available to you on the site.

If you have any difficulties in login or need help, please call you payroll administrator @ (303)662-1010x2129 or email @ [payroll@softecinc.com](mailto:payroll@softecinc.com)