

iPay Instructions

- 1) Go to <https://ipay.adp.com/index.jsf> (hold ctrl and click to be taken there) or go to the employees tab on our company website and click on the iPay link.
- 2) Click on the Register Now link in the login section of the page.
- 3) "step 1" Enter the registration code **FAMVID-1** and click the 'next' button
- 4) "step 2" Enter your information in the required fields to start the verification process. Click 'next' when all the fields have been filled in.
- 5) "step 3" When creating your password, choose something that will be easy for you to remember, but not for another person to guess. Special characters include #@*%\$. Passwords *are* case sensitive. **Note:** if you forget your password, ADP will not have access to it. You will need to contact Payroll (847) 904-9060 or payroll@fvmc.com to have your password reset. Click 'next' when finished.
- 6) "step 4" Security questions should be something you will easily remember **Note:** these answers will *not* be case sensitive. When done filling them out, click 'next.'
- 7) "step 5" Enter a valid email address where you would like notifications to be sent regarding your ADP statement account. You may also provide a contact phone number, but this is not required. Click 'next'
- 8) "step 6" ADP will then verify the e-mail you have entered. Follow the directions on the screen. Click 'next'
- 9) "step 7" is just a review to make sure that all the information is correct and to write down if necessary. Be sure to write down your user ID as you will need this in the future to sign in. Click 'done' when finished and your account has been created!

[Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the website for future access https://ipay.adp.com/iPay/login.jsf](https://ipay.adp.com/iPay/login.jsf)

You may elect to have an automatic email notification sent to you when your current earnings statement and/or W-2 & 1099 forms are available. Once logged in, under the box Resource Center on the right, select the "Change your Notification Options" to turn on the email settings. Included in the email notifications is a direct link to the iPayStatements site, making access very easy.

If you are having trouble with the site retrieving your information the site may be experiencing a high volume of people and you should try again later.