

## iPay Registration Instructions & Pay Statement Access

In an effort to help your property “Go Green,” we are converting you from paper-based pay statements to an electronic, paperless pay statement process. This initiative will offer you the convenience of access to your earnings information 24 hours per day, 7 days a week.

We are pleased to announce **ADP iPay Statements** through ADP, our W-2 provider!  
What do you need to do?

**Registered Associates** (if you registered to access your W-2, you do not need to register again)

1. Go to <https://ipay.adp.com>
2. Login using your ADP User ID (follows the format of first initial last name1@WLS1, for example JDoe1@WLS1) and your personal ADP password
3. Review your pay statement

**Unregistered Associates (First Time User) - How to Register for ADP iPayStatements**

1. Go to <https://ipay.adp.com>
2. Click on “Register Now”
3. Enter the **Self Service Registration Pass Code** which is: **WLS1-W2WL**
4. Enter the following information to validate your identity:
  - Name
  - SSN
  - Full Date of Birth

You will be prompted to complete a registration process. You must answer a few security questions and select a password. The security questions will be used to verify your identity, if you ever forget your user ID or password. Be sure to make note of the answers to your security questions!

Your 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 which is typically first initial last name followed by 1@WLS1.

Upon completing the registration process, you may access your pay statements by following the “Registered Associates” instructions above.

### ACTIVATE YOUR MOBILE TECHNOLOGY!



Be sure to activate your mobile application(s) if applicable. There are no fees to the associate from ADP for this service. Check with your mobile service provider for data and/or text fees.

*If you provided a mobile phone number during registration, you should receive a message from ADP. Reply with the code to activate your mobile number. Note: in the United States the message will come from sender “90206”.*

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.