

INSTRUCTION TO USE iPAY

To register and use the service for the first time please follow these steps:

1. Open your web browser and go to: <https://ipay.adp.com/iPay>
2. Click "Register Now". If your browser returns a blank page please do the following:
 - Click on "Tools", "Internet options", "Privacy", "Advanced" and check the box "Override automatic cookie handling" and "Allow session cookies".
3. Enter the Self Service Registration Pass Code "**CCHMYPAY-iPay**". The code is case sensitive.
4. Enter your name, social security number and date/month of birth to establish your identity.
5. Follow the prompts to enter your contact information and your email for notification purposes.
6. Enter your security questions/answers in case you need to recover your password.
7. When your registration is complete the system will display your ID (example: Ann Nurse will be **ANurse@CCHMYPAY**, case sensitive)
8. Enter your ID and password to access your pay statements.

Security Note: please remember to click "No" every time Windows asks you if you wish to save your password. Save your password, challenge question and ID in a safe place and don't share it with anyone.