

Dear Township Employee:

I am pleased to announce ADP iPayStatements, a new benefit for all employees of the Township Of Maplewood. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to April Miller in the Finance Department for processing.

How to Register on ADP iPayStatements

1. Go to <https://ipay.adp.com>
2. Click on “Register Now”.
3. Enter the **Self Service Registration Pass Code** which is: **Maple01-ipay**
4. Select **iPayStatements** as the self-service Product.

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. 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. The security questions will be used to verify your identity if you ever forget your user ID or password.

Upon completing the registration process, you may access your pay statements at <https://ipay.adp.com>

I suggest you keep your user ID and password in a convent location should you need to access this information somewhere other than your home computer.

I hope you will enjoy this new feature.

Sincerely,

Juan Uribe, CFO/CCFO/CMFO/CTC/QPA