Dear Student of Barnard College:

We are pleased to announce ADP iPayStatements, a new benefit for all students. 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.

You will be prompted to complete a registration process during which you must enter contact and security information, answer a few security questions and create a password. Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Also, your password is case sensitive. 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.

When registering, refer to the Self Service Registration Quick Reference Card for more information.

Your Registration Pass Code: BARNARD-ESS (required for registration).

Upon completing the registration process, you may access your pay statements AND W-2 at https://ipay.adp.com.

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.

Sincerely yours,
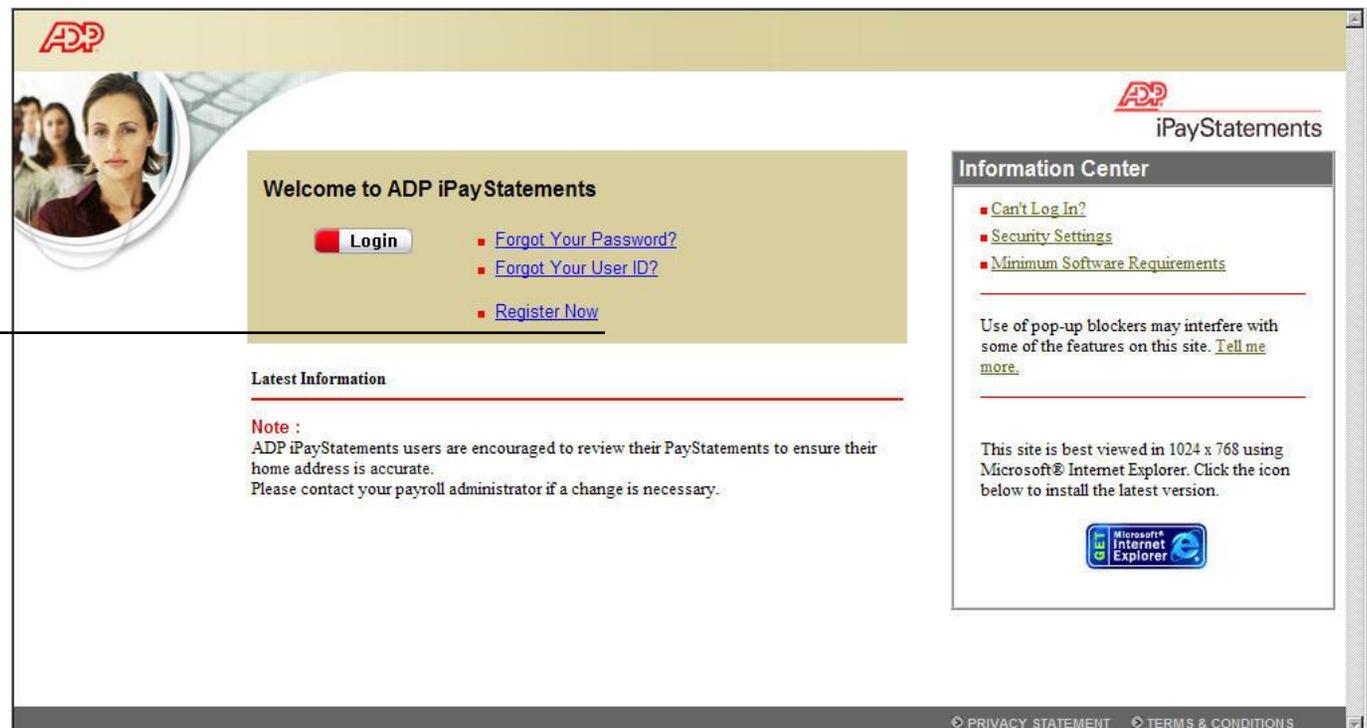
Hope Williams
Payroll Department

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services.

Before you register, your administrator will provide you with the following information:
- Your company's Registration pass code
- The web site address (URL) to use for Self Service Registration

Open iPayStatements site and click **Register Now**.

Note: This is an example; your page may look different depending on the product you are registering for.

Click **Register now**.

Enter your Registration pass code and click **Next**.

Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. **Verify Your Identity**
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Verify Your Identity

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using my: Social Security Number (SSN)

Your SSN is used during the account creation process; it is not used for any other purpose.

= Required

First Name: _____ (Your legal first name; do not enter a nickname.)

Middle Initial: ☐

Last Name: _____ (Apostrophes and hyphens are allowed.)

SSN: _____ (All nine digits in any format)

Confirm SSN: _____ (All nine digits in any format)

Date of Birth: Month ▾ Day ▾

[Next] [Cancel]

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Enter your name, Social Security number and Date of Birth. Then click **Next**.

This information may or may not be requested depending on your company's setup.

Note: Enter your name exactly as it appears in your employer's records.

Enter your e-mail address
and click **Next**.

Your phone number is
optional.

Register for ADP Services
Please enter the following information to register for ADP services.

Step 4 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Enter Your Security Information

For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.
▶ = Required

Birth Month and Day: ▶ [   ] (Month) ▶ [   ] (Day)

City/Town of Birth: ▶ [   ]

Select a question from the list and enter your answer. Important: Answers must be at least 6 characters long.

Security Question 1: ▶ [   ]
Answer 1: ▶ [   ]

Select a different question from the list and enter your answer. Important: Answers must be at least 6 characters long.

Security Question 2: ▶ [   ]
Answer 2: ▶ [   ]

[Next]   [Cancel]

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You will only be asked for this information if it has not been previously provided to ADP.

Enter your place of birth.

Select your security questions, enter your answers, and then click **Next**.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.

You should make a note of your answers and keep them in a safe place.

Register for ADP Services

Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. **View Your User ID & Create Your Password**
6. Confirmation

View Your ADP Services User ID

Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case-sensitive.

User ID: jdoe@debnew50

Create Your ADP Services Password

Passwords must be at least 8 characters long and must contain at least 1 letter and 1 number. Your password may also contain these five special characters (-! @#$). Passwords are case sensitive.

Note: Your password is case sensitive.
▶ = Required

Create Password: ▶ [   ]   (Example: Password01)

Confirm Password: ▶ [   ]

[Submit]   [Cancel]

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Your user ID is displayed.

Create your password and click **Submit**.

Important: You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP services.

Register for ADP Services
Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

☑ Thank you for registering!
An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service

The following ADP services are currently available to you. To use a service, select it and click **Log On**. If you want to log on later, click **Close**.

⊙ ADP iPayStatements

[**Log On**] [**Close**]

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Select the service you want to use and click **Log On**.

Thank you for registering to use ADP Services!