

Dear UNH Employee:

We are pleased to announce ADP iPayStatements, a new benefit for all regular full and part-time employees. 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.

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com>.
2. Click on “Register Now”.
3. Enter the **Self Service Registration Pass Code** which is: **unewhaven-register**
4. Select **iPayStatements** as the self-service Product.
5. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Check/Advice Number
 - Pay Date
 - Social Security Number

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://paystatements.adp.com>. (you may also opt to save the site in your Favorite Places.)

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,

Payroll