|  |  |
| --- | --- |
| C:\Users\amittal\Documents\Deloitte\Projects\Genzyme\ShutterStock Images\shutterstock_40548772.jpgADP Employee Self-Service iPay RegistrationQuick Reference Guide | **Audience:**All Employees**Objectives:**Understand the registration process for the iPay Employee Self-Service web portals. |

|  |  |
| --- | --- |
| **Name** | **Details** |
| **Name of Transaction** | Create a New Hire |
| **Trigger** | When a new employee has to be added to HR Central. |

**HR Central Log in Page:**

1. Access the HR Central **Log in** page using the link:

<https://hcm2preview.sapsf.eu/login>

1. The **Log In** page is displayed. Enter your credentials in the following fields and click the **Log in** button to log into the system:
	1. **Company ID**



* 1. **Username and Password**

**Select a Language of your Choice**

1. Navigate to your name to access the *drop down*. Click **Options**.

lick **Change Language.**

iPay Registration

**Background:** iPay allows employees to view and print pay stubs. You can also access your W-2 tax statements. In some cases, historical pay information may be visibile in the iPay web portal.

|  |  |  |
| --- | --- | --- |
| **Step** | **Description** | **Screenshot** |
| 1. | Go to <https://ipay.adp.com>. |  |
| 2. | Click **Register Now**. |
| 3. | Enter the Dover Registration code: **doverint-online**. |  |
| 4. | Click **Next**. |
| 5. | Select **Enter Information**. |  |
| **Step** | **Description** | **Screenshot** |
| 6. | Enter your **First Name**, **Last Name**, **SSN** (without Hyphens) and **DOB**. |  |
| 7. | Select **I’m not a robot**. |
| 8. | Click **Continue**.Note: If a prompt indicates your record was not found, contact your local HR administrator. |
| 9. | Enter your Contact Information. |  |

|  |  |  |
| --- | --- | --- |
| **Step** | **Description** | **Screenshot** |
| 10. | iPay will automatically assign you a User ID.Create a password.***Save credentials for future use.*** | C:\Users\DANCOR~1\AppData\Local\Temp\SNAGHTMLd2dc492.PNG |
| 11. | Select **Create Your Account.** |
| 12. | Registration is complete.You can sign into iPay using the link below:<https://ipay.adp.com> |  |