

How to Register for Online Pay Statements For SHANER OPERATING CORP.

Waste Not

In an effort to “Go Green,” we are converting from a paper-based earnings statement distribution to a paperless procedure. In addition to being environmentally sound, this initiative will offer convenience for employees and align with our objective of a paperless environment.

To that end, we are pleased to announce **ADP iPayStatements**, a new benefit for all employees. Through ADP, our payroll provider, we are able to offer you access to your pay statements 24 hours per day, 7 days a week!

How to Register

1. Go to ipay.adp.com
2. Click **Register Now**
3. Enter the **Self Service Registration Pass Code:**
SHANER-SOLUTIONS
4. Enter the following information to validate your identity:
 - Identity Type: Partial Social Security Number (SSN).
 - First Name
 - Last Name
 - Last 4 digits of SSN
 - Confirm last 4 digits of SSN.
 - Date of Birth



You will then be prompted to complete a registration process during which you must select a password and answer a few security questions. (Passwords must contain at least 8 characters and at least one alpha and numeric character.)

To receive security notifications, enter your contact number. This will be the method by which ADP will send your activation code. Enter the activation code you received from ADP. The activation code will expire after 10 minutes, so please activate immediately. NOTE: You do not have to active your communication channel/activation code. If you choose to bypass this process, hit **Next** at the bottom of the page and skip the feature.

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 can access your pay statements at ipay.adp.com.

**** YOU WILL STILL BE REQUIRED TO SIGN OFF FOR YOUR HOURS WORKED EACH PAY PERIOD.**