

Employee Self Service

ADP iPayStatements Employee Self Service website is now available to access your earnings statements 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 the HR/Payroll Department for processing. W-2 forms will also be available for your viewing when produced by ADP in January, 2008.

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com>.
2. Note: if you receive the page that states Website Not Available choose the option to continue on
3. Click on “Register Now”
4. Enter the Self Service Registration Pass Code which is: **mnuedu-ipay**
5. Select **iPayStatements** as the self-service Product
6. From your **most recent pay statement**, you may be required to enter the following information:
 - Company Code (BEY)
 - File Number
 - Social Security Number
 - Pay Date or Advice Date
 - Check/Voucher or Advice 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).