

August 13, 2009

Dear CFCE Employee:

We are pleased to announce ADP ipayStatements, a new benefit for all staff, through ADP, our payroll provider, we are able to offer you access to your pay-Stub and w-2 forms 24 hours per day, 7 days a week

You have to use your latest pay stub dated 08/07/2009 in order to register

How to register on ADP ipayStatements

1. Go to <https://ipay.adp.com>
2. click on 'register now'
3. Enter the self service registration **pass code** which is: **centerff-centerff**
4. Select ipaystatements as the self-service product
5. From your most recent pay stub, enter the following information:
6. Company code : **CRS**
7. File number (It is shown on the Top- left side of the pay stub)
8. Social Security
9. Pay date on your pay stub
10. Check number (It is shown on the left side after the dept code)
11. An email address

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, the access code and password will be E-mailed to you by ADP.

You may access your pay statements 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

Best Regards,

Mercedes Morillo,
Accountant / Payroll