

We are pleased to announce ADP iPayStatements, a new benefit. 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” link. (Center of page)
3. Click on “Register Now” button.
4. Enter the Registration Pass Code, which is: **LibertyUV-ADP**
5. Enter personal information to verify your identity.
6. Enter your contact Information.
7. Enter your security information.
  - The security questions will be used to verify your identity if you ever forget your user ID or password.
8. **View your user ID** & create your password
  - Be sure to write down your user ID as ADP will automatically assign you a system generated user ID. The user ID will not be the same as your Liberty user ID.
  - Your password must contain between 8 to 20 characters and at least one alpha and one numeric character.
9. Complete confirmation.

You will receive an email from ADP to the email account you used to register which will contain your system generated user ID. Please be sure to keep this in a safe place as this user ID **will not** be the same as your Liberty user ID.

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,

**LIBERTY** | HUMAN  
UNIVERSITY. RESOURCES