

**Temporary School Staff is going GREEN, and we need your help!!!**  
**ADP I-pay Statements are available for all employees!**

**Quick guide reference to setting up your (i-pay) for first time**

- Go to <https://ipay.adp.com>
- Click on **Register now**
- You will come to the welcome page click **Register now** again
- Enter your **registration code tempss-payroll** and then click **NEXT**
- Enter your **name, Social Security number, and date of birth**. Then click **NEXT**.
- You may be asked for information on this page.  
If so, complete the information on the page and click **Next**.
- Enter your **e-mail address** and click **Next**.  
Your phone number is optional.
- Enter your **place of birth**.  
Select your **security questions**, and **enter your answers**, and then click **Next**.

**Important:** The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.  
You should make a note of your answers and keep them in a safe place.

- Your user ID is should be displayed on this page.
- **Create your password** and click **Submit**.

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character. Also, your password is case sensitive.

**Important:** You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP services.

- This will complete you setting up your I-pay  
Next **select the service** you want to use which will be located at the bottom left called **(Your ADP SERVICE)** and click **Log On**.
- **It will then ask you to enter your user name and new password**

You are now in the system and able to view and download your W-2 information and your pay statements.

**NEXT IMPORTANT STEP!!!!!!!!!!!!!! THIS STEP IS FOR DIRECT DEPOSIT ONLY**

- Go to the **right side** of this screen in the **resource center** and click **(GO PAPERLESS)**
- **Next step is to check the box called (Access my pay statements online only)**
- **And click next**  
After you click **Next**, you need to accept terms and conditions and then verify that you can view your statement online.

You are now officially **GREEN** and can view and download your information online.

**TSS WOULD LIKE TO THANK YOU FOR GOING GREEN!**