The company passcodes: **gforest-2117** and create a login for yourself.
Below is the website.

https://ipay.adp.com/iPay/index.jsf

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services.

Before you register, your administrator will provide you with the following information:
- Your company's Registration pass code
- The web site address (URL) to use for Self Service Registration

Open the iPayStatements site and click **Register Now**.

Page 2

ADP

Welcome!

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Privacy & Security
- Our Security Commitment
- ADP Privacy Statement
- Legal Information

Click **Register now**.

Ready to get started? ▮ Register now

The Registration Process At-a-Glance
Here is how to register for ADP services:
1. Enter your registration pass code
2. Verify your identity
3. Enter your contact information
4. Enter your security information
5. View your user ID and create your password

What you need to register:
- Registration pass code Learn More

Already Registered?
Do you already have an ADP user ID in the following format: JSmith@Company?
If yes, you are already registered for ADP services. Do you want to add a service?

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code	**Enter Your Registration Pass Code**
2. Verify Your Identity	Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.
3. Enter Your Contact Information	
4. Enter Your Security Information	**Note:** The pass code is not case-sensitive.
5. View Your User Id & Create Your Password	▶ = Required
6. Confirmation	

Enter your Registration pass code and click **Next**.

Registration Pass Code: ▶ [   ] (Example: Genco-1234abc)

▮ Next

Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Verify Your Identity

Your Social Security number is used during the account creation process; it is not used for any other purpose.

▶ = Required

First Name:	▶		MI:
Last Name:	▶		(Apostrophes and hyphens are allowed.)
Social Security Number:	▶		(All nine numbers in any format.)
Confirm Social Security Number:	▶		(All nine numbers in any format.)
Birth Month and Day:	▶	May ▶ 24	

[Next]   [Cancel]

Enter your name, Social Security number, and date of birth. Then click **Next**.

Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. **Verify Your Identity**
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Verify Your Identity

We need some more information in order to verify your identity. Please complete the information on this page.

▸ = Required

A. Select a Service

Service: ▸ [iPay Statements ▾]

B. Select a Document

You can use personal information from one of the following documents to verify your identity. Have the document available and select which one you want to use.

⦿ Pay Statement/Earnings Statement
◯ Form W-2

C. iPay Information

⚠ **Important:** If your company code (CO) begins with PCS (e.g., PCSABC), use the Sample PCS Statement to enter the following information.

CO: ▸ [   ]

File: ▸ [   ]

Number (Check/Advice #): ▸ [   ]

Pay Date (Check/Advice Date): ▸ [Jan ▾] ▸ [01 ▾] ▸ [2007 ▾]

Sample Pay Statement/Earnings Statement

Note: This is a sample; your pay statement/earnings statement may be slightly different.

[Next]   [Cancel]

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.

Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name:	▶ John	MI:
Last Name:	▶ Doe	(Apostrophes and hyphens are allowed.)
Business/Personal E-Mail:	▶	(This e-mail address is only used for notifications.)
Confirm E-Mail:	▶	
Phone:		(Area code and number in any format.)

Next   Cancel

Enter your place of birth.

Select your security questions, 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.

Register for ADP Services
Please enter the following information to register for ADP services.

Step 4 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. **Enter Your Security Information**
5. View Your User Id & Create Your Password
6. Confirmation

Enter Your Security Information

For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.
▶ = Required

City/Town of Birth: ▶ [   ]

Select a question from the list and enter your answer.

Security Question 1: ▶ [▼]

Answer 1: ▶ [   ]

Select a different question from the list and enter your answer.

Security Question 2: ▶ [▼]

Answer 2: ▶ [   ]

[Next]   [Cancel]

Register for ADP Services
Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

View Your ADP Services User ID

Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case-sensitive.

User ID: fsmith@MPLX

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
▶ = Required

Create Password: ▶ [   ] (Example: Password01)

Confirm Password: ▶ [   ]

Submit   Cancel

Your user ID is displayed.

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.

Register for ADP Services
Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

✓ Thank you for registering!
You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

Add ADP Services
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.
▪ ADP Service

[Add Another Service]

Log On to an ADP Service
The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

⦿ Your ADP Service

[Log On]   [Close]

Select the service you want to use and click **Log On**.

Note: "ADP Service" represents the product you registered for.

Thank you for registering to use ADP Services!