

ADP Registration Instruction

W-2s are available on ADP. You can access ADP at www.ipay.ADP.com. The first time you visit www.ipay.ADP.com you must register for an account. Please follow the steps below to get started.

Note: If you are a new employee, you cannot register until after you receive your first paycheck.

If you have additional questions or issues, please contact iPay admin via Email at ipayadmin@pandarg.com or call (626) 799-9898 Ext. 6009.

HOW TO ACCESS ADP

1. Click on this link:
www.ipay.ADP.com
2. On the Log Into ADP screen,
New user ? Get started
3. Click **I Have a Registration Code**

4. Enter your registration code:
pandarg-check
Click **Continue**.

5. Enter your personal information. Click **Continue**.

6. Enter your current email and phone number to receive a verification code to confirm your identity.

7. Select email or phone number to receive a code.

8. ADP will send a verification code to method you choose. Enter the verification code. Click **Continue**.

9. Create a password for your ADP account. Accept the terms and conditions. Click **Create your account**.
10. The **account created** screen will load. On this screen you will see your User ID under the Account Created Please Sign In message. **Please take note of your User ID.**
11. You may now sign into www.ipay.ADP.com