



Dear Associate:

We are pleased to announce ADP iPayStatements, benefit for all associates. 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. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing.

How to Register on ADP iPayStatements:

1. Go to: <https://workforcenow.adp.com/public/index.htm>
2. Click on “**Register Here**”
3. Enter the Self Service Registration Pass Code which is **amtechserv-9119**
4. You will need to verify your identity by enter your, **First and Last Name, and your Social Security Number**
5. **Create a Password** – Password must be (8)eight characters long and must contain at least (1)one letter and either (1)number or (1) special character
6. **Select (3) Three security questions from the list and supply Answers** - The security questions will be used to verify your identity if you ever forget your user ID or password.
7. **Enter Contact Information** – Phone number, email
8. **Enter the Activation Code** - You receive this via your selected contact info(email or phone)
9. **Review and Submit** – to Confirm Registration

Upon completing the registration process, you may access your pay statements at <https://ipay.adp.com> and/or **GET THE ADP MOBILE SOLUTIONS APP on your Smart Phone**

1. Launch ADP Mobile Solutions App
 2. On the Login Page, Enter ADP User ID (your first initial of first name, last name@amtechserv) example JSMITH@AMTECHSERV - The user name can be remembered if you select Remember User ID and then Submit
 3. Enter Password and Select Log In
 4. Review the Terms of Use and Select Accept
- You now have your Pay Statements at a touch of a fingertip!

We hope you will enjoy these features. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

Sincerely yours,
American Technical Svcs/CompleteStaff