# Registering for ADP iPay Statements

1. Go to https://workforcenow.adp.com

2. Select **SIGN UP** on the Welcome to ADP screen.

3. Select "I Have a Registration Code", when prompted for **REGISTRATION CODE** enter **NIAGARACOU-IPAY** (not case sensitive). (You also have the option to select "Find Me with Email/Mobile", follow the prompts and enter requested information.)

4. Do you want to setup account with Niagara County Community College? YES

5. Identify yourself: Enter first name, last name, last four digits of SSN and birth month and day. Check "I'm not a robot" and if images appear, verify images. Otherwise, select NEXT.

6. Tell us how to reach you: Enter email address and phone number for notifications. Check box if it's ok to receive text messages about your account. Select NEXT.

7. Enter your personal registration code: Select GET CODE. Choose where you want personal registration code sent (email or text). Select SEND CODE. Code will be received almost immediately and message will appear to confirm that code was sent. Select OK. Enter code in Personal Registration Code field. Select NEXT.

8. Enter your contact information. Select NEXT.

9. Create your user ID and password: User ID is your first initial, last name and the @Niagaracou extension (ex: JDoe@Niagaracou). Password must be at least 8 characters and contain at least 1 letter and 1 number. Passwords are case sensitive. Select and answer security questions. Accept terms and conditions. Select REGISTER NOW.

10. The next screen confirms your registration BUT YOU ARE NOT DONE. Activate your email/phone and review apps. Log into ADP: https://workforcenow.adp.com with your User ID (ex: JDoe@**Niagaracou**) and password. Select MYSELF, then select Pay Statements. Select "**Go Paperless**". Check "**Access my Pay Statements online only**". Select NEXT. Click on "**Select Notification Options**" and check box to receive emails when a new pay statement is available to view. Select SAVE. Repeat process for Annual Statements (W-2). You are now **Paperless**!! Thank you!

Original instructions are located on the FYI Page: Business Office > ADP iPay Statements and Direct Deposit > Registering for ADP iPay Statements