Need a copy of your W-2 form?
Need a copy of a pay statement?
ADP iPayStatements is a secure online service.
You can access your payment records and tax documents 24 hours a day, 7 days a week.

Registering for iPay in 6 easy steps

Go to: https://paystatements.adp.com

1. Enter the Registration Pass Code: CMUEDU-IPAY
2. Verify your Identity by entering:
   - your legal name
   - your Social Security number
   - your birthday
3. Enter your contact information: email address and phone number
4. Security: pick 2 security questions and answers to use when verifying your account
5. View your system generated User ID and create a password
6. Confirmation: log in and begin using iPay

- If ADP is unable to verify your identity the system will direct you to verify with additional information.
  - Please verify using a pay statement – do not attempt to verify using your W-2 form
  - When entering your File Number and Check/Advice number eliminate any leading zeros [0].
- Your User ID will include the extension @CMUEDU. This is in all capital letters and does not include the customary period [dot] between CMU and EDU.
- ADP maintains records for 3 years.
- ADP will notify you when a new pay statement or tax document is available by sending a message to the email address that you provide in Step # 3.

Log into your record often. ADP will deactivate records based on inactivity of 90 days. Contact Payroll Services to have your account reactivated.

Things You Can Do – Go Paperless in the Resource Center on the right hand side of the screen

- If you have questions or need help registering, please contact: payroll@andrew.cmu.edu or 412-268-2097