



Dear Associate:

We are pleased to announce ADP iPayStatements, a new benefit for all associates. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W4. Simply type in your changes, print the form, sign it and forward the completed form to Payroll for processing.

Upon registration you may elect to have an automatic email notification sent to you when your current earnings statement is available. Included in the email is a direct link to the iPayStatements site.

How to Access iPayStatements

Using your most recent pay statement, do the following (please access the iPayStatements HELP file if you do not know where to locate this information):

1. Go to <http://paystatements.adp.com>.
2. Click on "Register Now".
3. Enter the Self Service Registration Pass Code which is: **CIRCHARO-IPAY**
4. Select ADP iPayStatements as the self-service Product.
5. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Check/Advice Number
 - Pay Date
 - Social Security Number

You will be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your User ID or password.

Upon completing the registration process, you may access your pay statements at <http://paystatements.adp.com>. (You may also opt to save the site in your favorite places.)

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

Sincerely yours,

Payroll Department
800-995-2673 ext 1555