



iPay Registration Instructions

In an effort to “Go Green”, we are converting from a paper-based earnings statement distribution to a paperless procedure. In addition to being environmentally conscious, this initiative will be convenient for employees and align with the Mary Free Bed objective of a paperless environment.

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 24 hours per day, 7 days a week!

How to Register on ADP iPayStatements

1. Go to <https://ipay.adp.com>
2. Click on “Register Now”
3. Enter the **Self Service Registration Pass Code** which is: maryfree-online
4. Enter the following information to validate your identity:
 1. Name
 2. Partial (last 4 digits) SSN
 3. Partial date of birth

You will then be prompted to complete a registration process during which you must select a password (your Password must contain at least 8 characters and at least one alpha and numeric character) and answer a few security questions.

Enter your contact information to receive security notifications; this will be the method which ADP sends your activation code. Enter the activation code you received from ADP. The activation code will expire after 10 minutes, so activate immediately. (**This is an optional step, during registration. You do not have to active your communication channel/activation code. If you choose to bypass this process, simply hit “Next” at the bottom of the page and skip the feature.*)

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 <https://ipay.adp.com>.

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.