BUTLER
COUNTY
COMMUNITY
COLLEGE

MEMO

HUMAN RESOURCES

TO: All New Hires

FROM: Christina M. Fleeger
             Executive Director of Human Resources/
             Equal Opportunity Compliance Officer

SUBJECT: IPay Statements Enrollment Process

Please be advised that your pay will be direct deposit and pay information will be provided through ADP, our payroll provider. You will have access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. Please note, you will not be able to register for ADP iPayStatements until **after** your first payment has been processed.

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:
4. **ButlerCoun-bccc-1965**
5. Select **iPayStatements** as the self-service Product

You will then 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 https://ipay.adp.com. (You may also opt to save the site in your Favorites.)

If you have any questions accessing your information, please call Christina Fleeger at (724) 287-8711, Ext. 8353 or email at tina.fleeger@bc3.edu.

Thank you for your cooperation.