



December 21, 2009
OCO Employees
Owen Connell, Director of Finance
Feature - iPayStatements

We are pleased to announce ADP iPayStatements, a new benefit for all employees. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week via the internet. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to Sue or Lisa in our Payroll Department for processing in order for the changes to be made. It will not be automatically changed by just filling in the form on-line.

How to Register on ADP iPayStatements:

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

Click on "Register Now"

Click on "Register Now" again

Select iPayStatements as the self service product

Enter the **Self Service Registration Pass Code: OSWEGOCOOUO-ESS** and click Next

In some cases, you may be requested to enter additional information. In this case continue; **(otherwise skip to step 6)**

Select iPayStatements as the self service product and click Next

Select iPayStatements as the self-service Product

Select Paystatement to enter additional information if your identity was verified

From your most recent pay statement, enter the following information:

Company Code: 8KB

Employee Number

Check/Voucher or Advice Number

Pay Date or Advice Date

Enter your personal and contact information.

To complete the registration process, you must answer a few security questions and select a password. The security questions will be used to verify your identity if you ever forget your user ID or password. After the security questions and password have been established, a system generated User ID will be assigned and sent via email to the email address previously supplied.

Your password must contain:

Between 8 to 20 characters

At least one alpha

AND at least one numeric

You will now have access to print out your pay stub for the current payroll on each of our Friday pay dates according to the payroll schedule. You will also be able to access previous payroll information and print it for income verification purposes.

If you are currently on direct deposit we encourage you to go paperless. You will be able to print out your pay information yourself at any time and OCO will save time and money by not having to distribute your pay stub.

If you are not on direct deposit, you will be able to print out the same pay information (except of course a copy of your check!)

Upon completing the registration process, you may access your pay statements at <https://paystatements.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. If you have any questions contact Payroll 592-0768.