

Important Announcement Regarding Your Pay Check Stubs!!

Dear Cambridge Employee:

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. 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 your Payroll Department for processing. **Starting April 2, 2009 we will no longer mail copies of your paystubs. If you wish to view your paystub you will have to use the iPayStatements system via any internet browser. You will also be able to access it in your CambridgeConnect profile from a link on the Resources tab. First you must register with ADP by following the directions below.**

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com>.
2. Click on "Register Now".
3. Click on "Register Now" again
4. Enter the **Self Service Registration Pass Code** which is: Camprof-ADPNET and click on "Next"
5. Enter your Identity Information
 - First Name
 - Last Name
 - Social Security Number
 - Date of Birth
6. Click on "Next"
7. Select **iPayStatements** as the self-service Product.
8. Select Paystatement to enter additional information if your identity was verified.
9. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Check/Voucher or Advice Number
 - Pay Date or Advice Date
10. Enter your personal contact information
 - First Name
 - Last Name
 - Email Address
 - Phone Number

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://paystatements.adp.com>. This link will also be in your CambridgeConnect portal.

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 problems contact me for assistance.

Sincerely yours,

Lillian Williams

Payroll/Human Resources Department