



iPay Statements Registration Instructions

The YMCA of the Suncoast manages its payroll through a paperless system. Paper checks are utilized while your selection for either Direct Deposit or PayCard is being processed. You will also receive a paper voucher the first pay date your earnings are deposited via your selection.

If you haven't registered for iPay before, you will be prompted to complete a registration process during which you must enter contact and security information, answer a few security questions and create a password. Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Also, your password is case sensitive. 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.

Your Registration Pass Code: **YMCASUN-ADPNET** (required for registration).

1. Log on to <https://my.adp.com>
2. Click "Register now"
3. Enter the Self Registration Pass Code **YMCASUN-ADPNET** and click "Next"

Upon completing the registration process, you may access your pay statements at <https://my.adp.com>.

Please note that your user ID is exactly as displayed (first letter of first name + last name + @ + YMCASUN). When employees are unable to log on, it is most times because they don't enter the @YMCASUN.

****If you experience any problems while registering or logging in to iPay Statements, please contact your supervisor.**