



IPAY Registration – for Pay Statements and W2

NOTE: **Must receive your first pay before you can register for IPAY.**

Website:

[ADP iPayStatements](#)

Select: Register Now

Enter: Registration Code: ChestnutHC-IPAY

Question asked: Do you want to set up an account with Chestnut Hill College? Answer: YES

Next screen brings you to “Find You” page: enter your First and Last Name and last 4 digits of Social Security #

Enter Birth date Month and Day

You will then be brought to a screen to enter your contact information, create a password and challenge questions in the event you forget your password. The system automatically assigns a USER ID. Password must contain between 8-20 characters and at least one alpha and numeric character.

Once registered, Pay statements and W2s can be viewed/downloaded from the same website: [ADP iPAYStatements](#)

Select: LOGIN – enter User Name and your personal password.