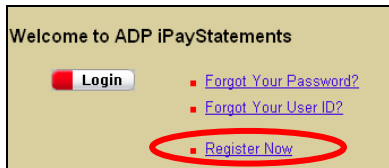


Register for Online Access to Your Pay Stubs

To register for online access to your pay stubs:

- Using Internet Explorer 6.0, go to <https://ipay.adp.com>.
- Click **Register Now**.

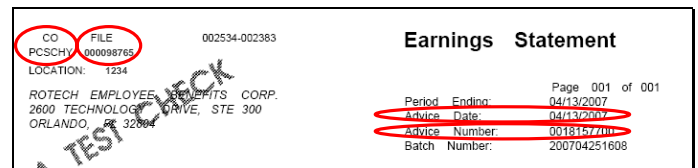


Important!

Once you register, your User ID will NOT contain dot com (.com)

- Click **Register now**.
- In the *Registration Passcode* field, type **Rotech-ipay** and click **Next**.
- Type your first name, last name, social security number twice, and your birth month/day. Click **Next**.
- In the *Service* field, select **iPayStatements**.
- Select **Pay Statement/Earnings Statement**.
- Enter the following information **from your pay statement** – see red circles in the picture of the pay stub:

CO	PCSCHY
File	(type employee number)
Number	(type Advice Number from your pay stub dated on or after May 4, 2007)
Pay Date	(type Advice Date of the pay stub)



- Click **Next**.
- Type in your email twice and click **Next**.

Business/Personal E-Mail:

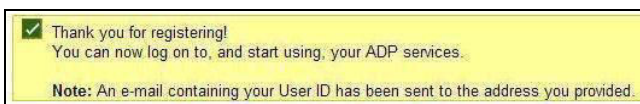
Confirm E-Mail:

Note: this email address can receive notifications from ADP – so you must be able to retrieve this email either from home or from work.

- In the *Enter Your Security Information* section, type your birth city and create two security questions/answers. Click **Next**.
- Note your user ID.
- Type a password in the *Create Password* field and then re-type it into the *Confirm Password* field. Click **Submit**.

Note: Your password must be at least 8 characters long and must have (a) one letter AND (b) one number or special character.

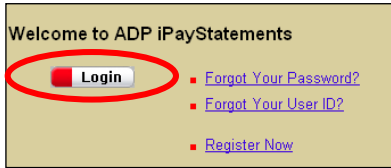
If the registration was successful, a "Thank you" message will appear.



Access your Pay Stubs Online

To access your pay stubs online:

1. At <https://ipay.adp.com>, click **Login**.



Note: You only need to register *once* with ADP. After you complete the process on the previous page, you only need to follow these steps – to access your pay stubs online.

2. In the *Connect to ipay.adp.com* window, type the **User Name** and **Password** you created.

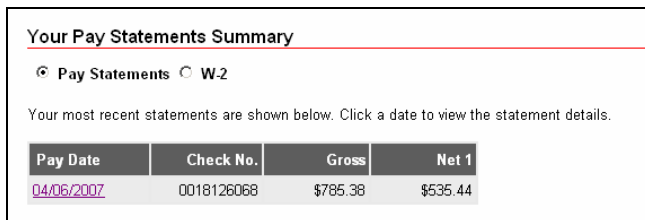
Important! As this website contains your payroll information, we do NOT recommend checking *Remember My Password*.




3. Click **OK**.

Note: You can now either view your Pay stubs or W2 (if applicable)

4. Select either **Pay Statements** or **W-2**.
5. Click the pay date.



6. When you are done, click **Logout** – located in the top right corner .

Note: clicking **Logout** will *close* your Internet Explorer window.

If you have questions regarding the registration process, please email payroll@rotech.com.

For help with *viewing, printing or saving a pay stub or W-2*:

While viewing either a pay statement or a W-2, click any of the links in the **Need Help?** box.



Important!

NEVER save your pay stub or W-2 to a public or shared computer.