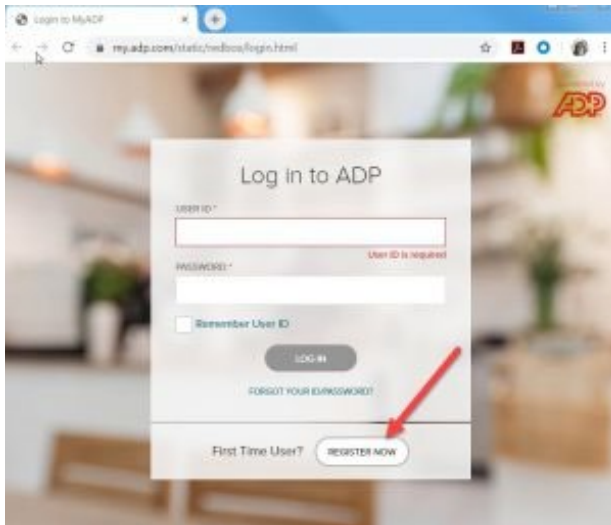


## Creating an ADP iPay account for Saint Leo University Employees

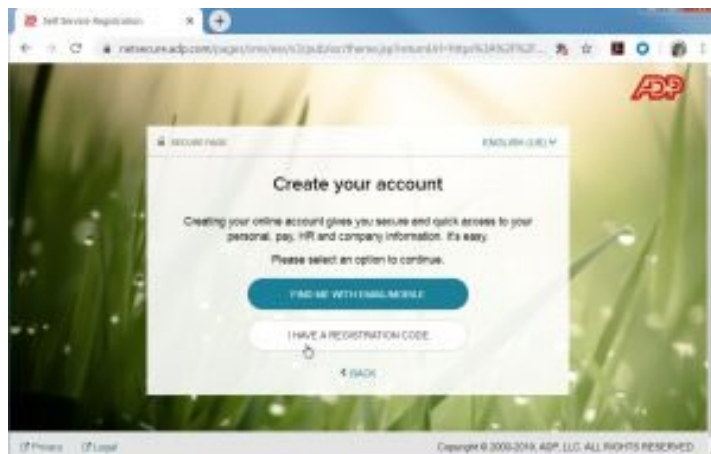
Employees hired in 2018 or after and have not previously accessed the ADP iPay site should follow the instructions below to access their W-2 forms.

Visit <https://my.adp.com>.

Click the “Register Now” link at the bottom of the window.

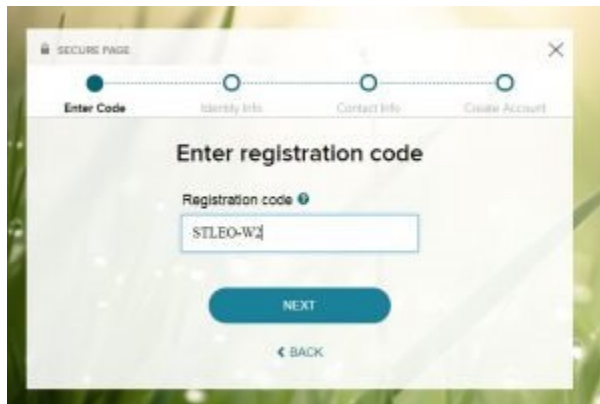


Click “I HAVE A REGISTRATION CODE”



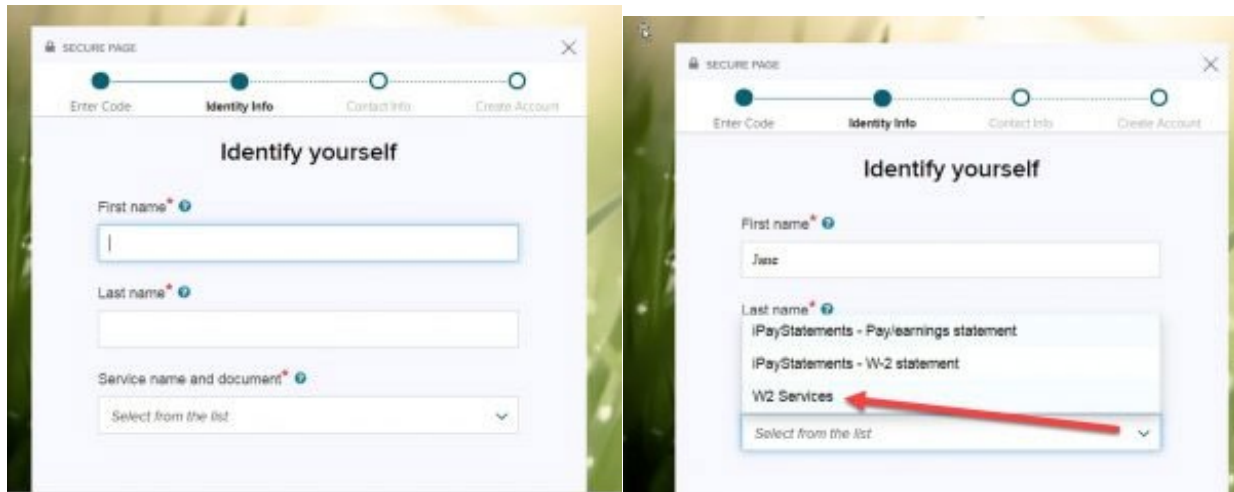
(continued)

Enter the registration code "STLEO-W2."



A screenshot of a 'SECURE PAGE' registration window. At the top, a progress bar shows four steps: 'Enter Code' (active), 'Identify Info', 'Contact Info', and 'Create Account'. The main heading is 'Enter registration code'. Below it, a label 'Registration code' is followed by a text input field containing 'STLEO-W2'. A blue 'NEXT' button is centered below the field, and a '← BACK' link is at the bottom.

Enter your first and last name and, in the "Service name and document" field, select "W2 Services" from drop down list.



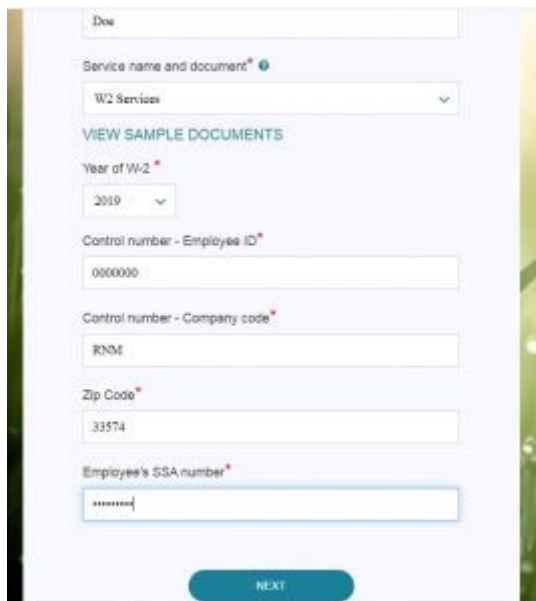
Two side-by-side screenshots of a 'SECURE PAGE' registration window. The left screenshot shows the 'Identify yourself' step with three input fields: 'First name\*', 'Last name\*', and 'Service name and document\*'. The right screenshot shows the same step with the 'Service name and document\*' dropdown menu open, displaying a list of options: 'iPayStatements - Pay/earnings statement', 'iPayStatements - W-2 statement', 'W2 Services', and 'Select from the list'. A red arrow points to the 'W2 Services' option.

(continued)

**Select “2019”** (the field will default to “2018”).

**Enter** your **Workday Employee ID** (located on employee pay slip and in Workday, beginning with the letter E and followed by nine digits).

**Enter** the Saint Leo University **company code “RNM”**, your **ZIP code**, and **Social Security number** (“SSA number”).



The image shows a screenshot of a web form titled "W2 Services". The form contains several input fields and a "NEXT" button at the bottom. The fields are: "Service name and document" (dropdown menu with "W2 Services" selected), "Year of W-2" (dropdown menu with "2019" selected), "Control number - Employee ID" (text input field with "000000"), "Control number - Company code" (text input field with "RNM"), "Zip Code" (text input field with "33574"), and "Employee's SSA number" (text input field with "\*\*\*\*\*"). A "VIEW SAMPLE DOCUMENTS" link is located below the "Service name and document" dropdown. A "NEXT" button is located at the bottom of the form.

After you successfully complete a series of questions to confirm your identity, a User ID will be assigned and you will be asked to create a password.

If you need any assistance creating a user ID or password, please contact the Payroll Office at [payroll@saintleo.edu](mailto:payroll@saintleo.edu).