

Process to Setup an iPayStatements Account

ADP iPayStatements is benefit extended to all TITAN associates. Through ADP, our payroll provider, we are able to provide 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 TITAN for processing. If you have direct deposit, you will not receive paper statements. You must setup an account to be able to view your pay statements each week.

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com>.
2. Click on "Register Now".
3. Enter the **Registration Pass Code** which is: *Titanpgh-enrollment2018*
5. Then enter the following information:
 - First Name
 - Last Name
 - Social Security number
 - Confirm your SSN

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>.

If you have any questions about the enrollment process or the use of the site, please refer to the enclosed Reference Guide to walk you through the site or some possible problems. If you have any additional questions, please feel free to contact us.