



ADP Registration

Upon receipt of your first paycheck you will be able to access the ADP link shown below

Following are the instructions to register for ADP IPay Statements. Through ADP IPay Statements you will have access to view your current and previous earnings statements 24 hours a day – 7 days a week.

1. Go to www.myADP.com
2. Click on "Create Account"
3. Choose option "I have a Registration Code" and enter Registration Code: **RepServ-Pay** and click "continue"
4. Enter the following information to validate your identity
 - a. First Name
 - b. Last Name
 - c. Employee ID
 - d. Full Date of Birth
5. Enter Primary Contact Information.
6. Verify contact information
7. Create and confirm your password, then create your account.
 - a. Must contain 8-64 characters, letters, numbers and special characters.

You will be assigned a system generated User ID.

Record your User ID and password to make future access to ADP quick and easy. If you have questions or are unable to access the site after you receive your first paycheck, please reach out to your HR Team or the Payroll Department at Payroll@RepublicServices.com.