

Instructions to register for ADP iPay

Open your browser and click the link <https://my.adp.com> to register and create your ADP service account. Follow the instructions below.

1. Click **Create Account** at the bottom of the screen
2. Select **I Have A Registration Code**
3. Enter the organizational registration code which is: **Carat-NA-ipay**, click **Continue**, and under 'Create an account with Carat North America' click **Enter Information**.
Please note: Carat is the correct account/ID for all dentsu agencies
4. Identity Info—Enter the following information: (Enter your name exactly as it appears on your employer's records)
 - First Name
 - Last Name
 - Last 4 Digits of SSN
 - Date of Birth
 - Click on **Continue** and choose "send me an email" on the following screen
5. Enter the **Verification Code** sent to your email or phone and click **Continue**
6. Enter your contact Information and update your email and phone if necessary
 - Business/Personal Email Address (Required)
 - Phone number
 - Click **Continue**
7. View your user ID and create/confirm a password
 - Your User ID is provided. Usually First Initial of First Name, Last Name@Carat-NA, example ID: JSmith@Carat-NA
 - Create a Password (Passwords must be at least 8 characters long and contain at least 1 letter, number or special character. Passwords are case sensitive)
 - Click the **Accept Terms and Conditions** box after reviewing the **Employee Access Terms and Conditions**
 - Click **Create Your Account**
8. Select security questions and enter your personal answers, and click **Continue**
9. Choose the **iPay Statements** link
 - Enter your User ID & Password
 - Click **Log In**

From this screen you can view your pay stubs and W-2s.

If you forget your login information after completing the above registration, use the **Forgot User ID/Forgot Password** link on your ADP service web site to complete a quick verification and recover your information.