



## **SPECTRA**

We are pleased to provide ADP iPayStatements, a benefit for all employees.

Through ADP, our payroll provider, we can offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week.

Upon logging in you will be prompted to complete a registration process during which you must enter contact and security information, answer a few security questions, and create a password. Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Also, your password is case sensitive. 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.

**To register:** log on to [ipay.adp.com](http://ipay.adp.com) and click on the “Register Now” button. Please refer to the attached job aid.

**Your Registration Pass Code** is: **CSLP-1234** (required for registration)

Upon completing the registration process, you may access your pay statements 24/7 at [ipay.adp.com](http://ipay.adp.com).

We appreciate the opportunity to provide you with this benefit and if you need further information or assistance in the registration process, please send an email to the payroll helpdesk: [payrollhelpdesk@spectrap.com](mailto:payrollhelpdesk@spectrap.com).

Thank you,

Spectra Payroll Department