



Dear GM Employee:

GMFSS - Payroll Services is pleased to announce a new look to paystub information for GM employees paid by Payroll Services in the United States (including ISP paid from the US Payroll Systems). Using ADP iPayStatements at <https://ipay.adp.com> you can access your paystub 24 hours per day, 7 days a week, without the need to log into mySocrates. Please note there will be no change to the way your payroll is processed.

ACTION REQUIRED:

The first time you access the site you will need to complete a registration process. Step by step Self Service Registration Instructions are included in this letter. The registration pass code: **GM1-Pay** is required for registration.

Please be sure to note your logon name and password when you register. You will have two logon attempts to access the system each time you want to look at your pay information. After two logon attempts, please follow the on screen instructions to reset your password.

If you have questions, please call:

Salary Payroll Center
866-875-2793

Hourly Payroll Center
866-245-5957

Sincerely,

GMFSS - Payroll Services

How to Register on ADP iPayStatements

Please have a copy of your most recent pay statement on hand when you log into iPayStatements for the first time.

1. Go to <https://ipay.adp.com>. It is not necessary for you to use the employee portal to get to the site. You can ctrl + click on the link above or type the name directly into your web browser's address bar. You can bookmark the page on any computer for convenient direct access.

After 6/20/11, please note: Because the ADP website is a stand-alone site it is not necessary to access the site through the GM Employee Self Service Website. However, if you want to access the ADP website through the GM Employee Self Service Website, go to your personal page in mySocrates and click on Paystub. You will be directed to the ADP iPayStatements website.

2. At the ADP iPayStatements website, click on "Register Now". You are required to register only the first time you access the site. At the end of this process you will have a user id to use going forward.
3. Read the information provided. When you are "Ready to Get Started" click on "Register Now"
4. Enter the Registration Pass Code **GM1-Pay** and click on "Next"
5. Enter your Identity Information
 - First Name – exactly as it appears on your current paystub
 - Last Name – exactly as it appears on your current paystub
 - Last 4 digits of your Social Security Number
 - Month and Day of Birth
 - Click on "Next"
6. Enter your personal contact information
 - First Name
 - Last Name
 - Email Address – Please use a valid email address. Your User ID will be sent to this email address upon completion of the registration process.
7. You will now be prompted to answer a few security questions and select a password. Your password is case sensitive, must contain between 8 to 20 characters, at least one of which is alpha and one is numeric or a special character. Please make note of the password. Click on next.
8. Your registration is complete. You have been assigned a system generated User ID. The User ID will be emailed to the address you provided in step 6. You may access your paystub at <https://ipay.adp.com> using the User ID sent to your email address.
9. If you have questions, please call:

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The security questions you set up in step 7 will be used to verify your identity if you forget your user ID or password.