



MEMORANDUM

TO: All MCSO Employees
FROM: Yeny Rodriguez, Payroll
SUBJECT: ADP iPayStatements
DATE: January 24, 2008

We are pleased to announce ADP iPayStatements, a new benefit for all employees. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. Simply follow the instructions below using your most current pay stub to get started.

How to Register on ADP iPayStatements:

1. Logon to Watch Guard
2. Go to <https://paystatements.adp.com>
3. Click on "Register Now".
4. Enter the **Self Registration Pass Code** which is: **MONCOUSHEO-moncousheo**
5. You will now be prompted to answer a few security questions and select a password. Your password must contain between 8-20 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.
6. Select **iPayStatements** as the self-service Product.
7. From your **most recent pay statement**, enter the following information:
 - Company Code
 - File Number
 - Social Security number
 - Pay Date
 - Check/Voucher Number

Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com>.

Please note that your User ID will be the first letter of your first name and your last name @moncousheo.
Example: John Doe = jdoe@moncousheo

If you have any questions or concerns regarding this matter please feel free to contact Yeny at 305-292-7017.

❖ **This has been activated. Please ensure that you register NOW, as this may be the last paper earnings statement you receive.**