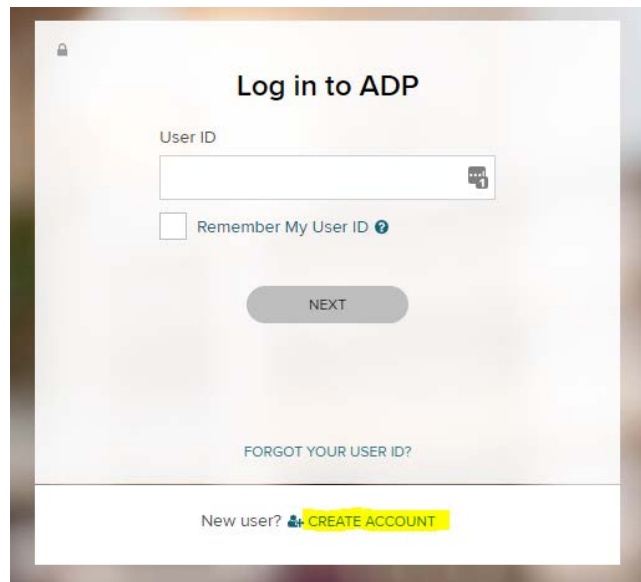


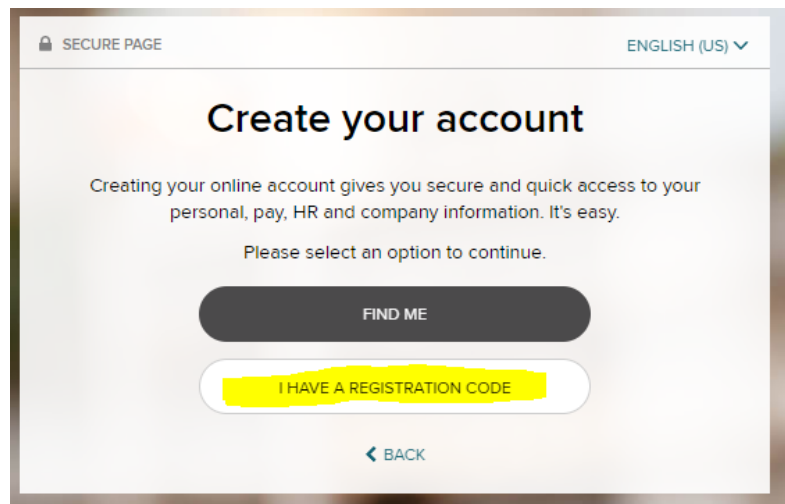
As a former employee of Wesleyan University you can have online access to your Wesleyan Pay and Tax Statements for 3 years. Because you can no longer access this information through your WesPortal you must create an account directly with ADP that is linked to your Wesleyan information.

- 1) Go to [MYADP.com](https://myadp.com) and click on **CREATE ACCOUNT**



The screenshot shows the ADP login interface. At the top, it says "Log in to ADP". Below this is a "User ID" input field with a search icon on the right. Underneath the input field is a checkbox labeled "Remember My User ID" with a help icon. A "NEXT" button is centered below the checkbox. At the bottom of the page, there is a link for "FORGOT YOUR USER ID?" and a "New user? + CREATE ACCOUNT" link, where "CREATE ACCOUNT" is highlighted in yellow.

- 2) Click on **I HAVE A REGISTRATION CODE**



The screenshot shows the ADP account creation page. At the top left, it says "SECURE PAGE" with a lock icon, and at the top right, it says "ENGLISH (US)" with a dropdown arrow. The main heading is "Create your account". Below the heading is a paragraph: "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." followed by "Please select an option to continue." There are two buttons: "FIND ME" and "I HAVE A REGISTRATION CODE", with the latter highlighted in yellow. At the bottom, there is a "← BACK" link.

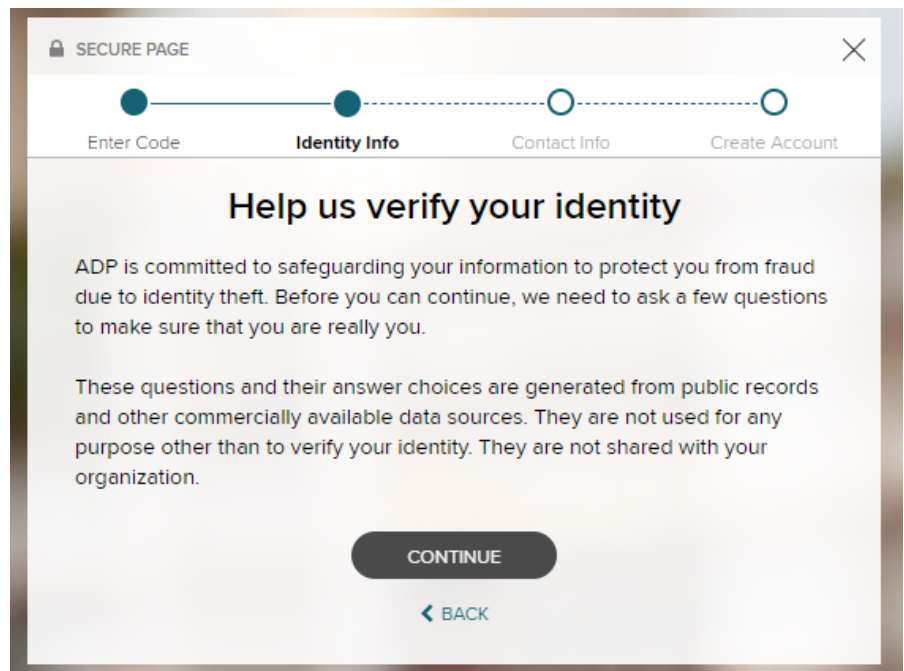
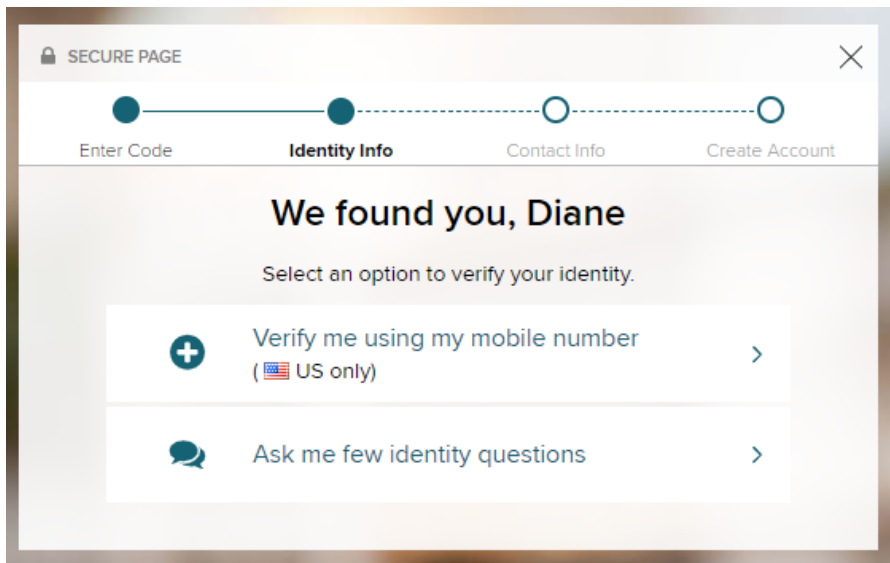
3) Enter Wesleyan's Registration Code: **WESU-PCSXE6**

The screenshot shows a 'SECURE PAGE' with a progress indicator at the top. The first step, 'Enter Code', is active. The main heading is 'Enter registration code'. Below it, the label 'Registration code' is followed by a text input field containing 'WESU-PCSXE6'. A 'CONTINUE' button is centered below the field, and a '< BACK' link is at the bottom.

4) Fill in all fields. This information is used to locate your Wesleyan information at ADP

The screenshot shows a 'SECURE PAGE' with a progress indicator. The second step, 'Identity Info', is active. The main heading is 'Let's get started'. Below it, the text reads: 'First, we'll need your information so that we can create your account with Wesleyan University'. There are four required fields: 'First name', 'Last name', 'Last 4 Digits of SSN, EIN, or ITIN', and 'Birth month, day, and year'. The birth date is split into three dropdown menus for 'Month', 'Day', and 'Year'. A 'CONTINUE' button is centered at the bottom.

- 5) Once ADP has located your Wesleyan information you should see this message. Select a way for ADP to verify your identity:
- 1) Verify using mobile number
  - 2) Answer identity questions (see below for an explanation of how the identity questions are created)



- 6) Now that ADP has verified your identity. You will need to update your contact information with ADP. This should be your personal information.

SECURE PAGE

Enter Code Identity Info **Contact Info** Create Account

### Help us protect your account

**Primary Contact Information** Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email\*  
Personal myemail@xxx.xx

Phone\*  
Personal, Mobile +1

[ADD BACKUP CONTACT INFORMATION](#)

CONTINUE

- 7) ADP will ask for verification again by sending a text or email

SECURE PAGE

Enter Code Identity Info **Contact Info** Create Account

### Verify contact information

Select a way to contact you. We will send a code to your phone or email address.

Send me a text message  
.....5019 (SMS text)

Send me an email  
myemail@xxx.xxx

SKIP THIS STEP

Need to make changes? [EDIT CONTACT INFORMATION](#)

SECURE PAGE

Enter Code Identity Info **Contact Info** Create Account

### Enter verification code

Your code has been sent to myemail@xxx.xxx  
This code is valid for 15 minutes.

Verification Code

CONTINUE

← BACK

Didn't receive a code? [REQUEST A NEW CODE](#)

8) The last step in creating access to your Wesleyan Pay and Tax Statements via iPay is to set up a password.

Please note your **ADP UserID** (it is not necessarily your old Wesleyan Username!) and it ends in **@WESU**.

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

## One more step, Diane!

Let's set up the login information for your account with **Wesleyan University**

User ID:

Password (case sensitive) \*

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

Confirm password (case sensitive) \*

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

**CREATE YOUR ACCOUNT**