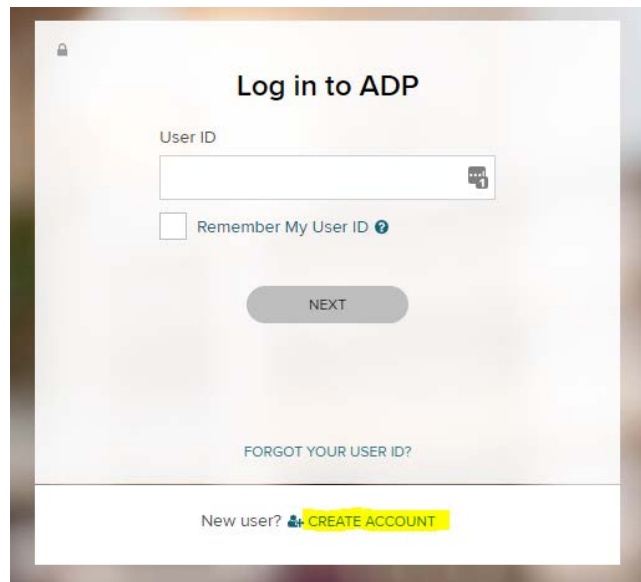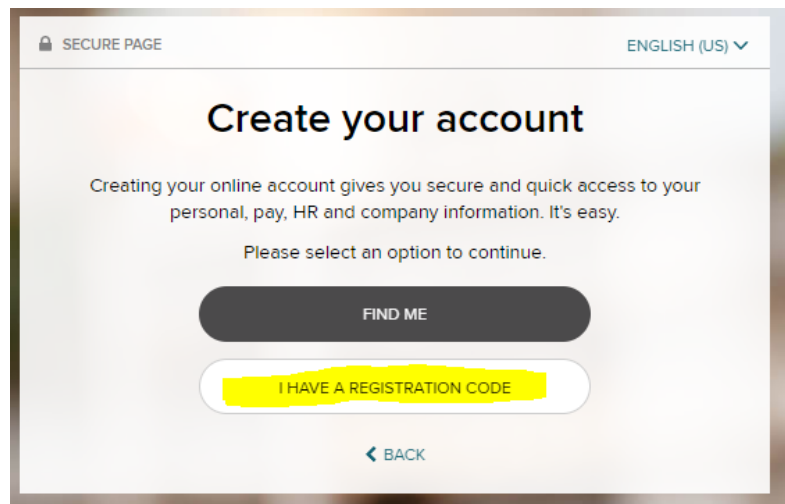**As a former employee of Wesleyan University you can have online access to your Wesleyan Pay and Tax Statements for 3 years. Because you can no longer access this information through your WesPortal you must create an account directly with ADP that is linked to your Wesleyan information.**

1) Go to MYADP.com and click on **CREATE ACCOUNT**

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

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

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

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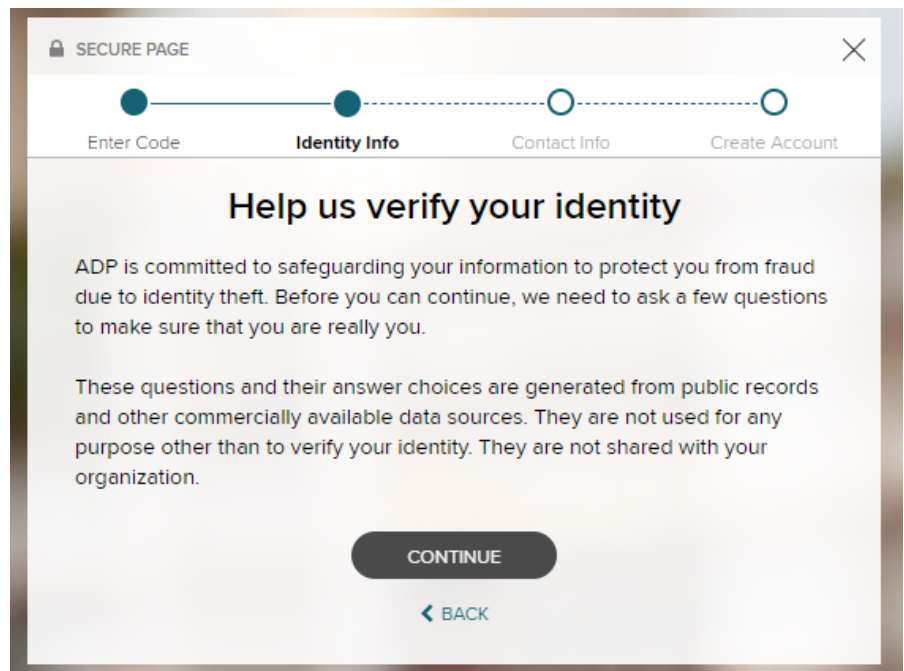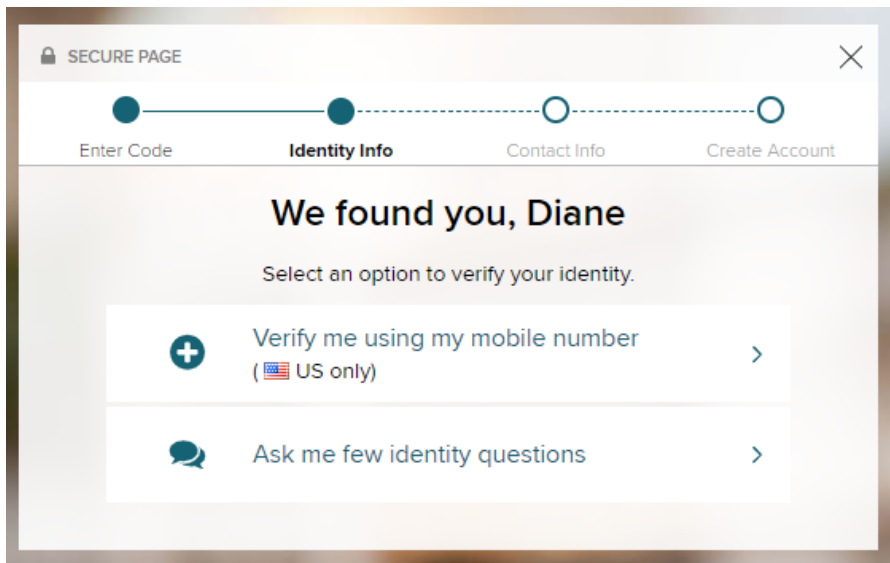
6) Now that ADP has verified your identity. You will need to update your contact information with ADP. This should be your personal information.

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

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**.