

How to Access Your Pay Information



Access Pay
Info

ON-LINE

Step 1: Register. You will need to register one time before being able to view your pay statements online. To be able to register, you must have direct deposit and have received your first paycheck. If you need further assistance with the registration process, please contact the payroll department.

1. Go to <https://my.adp.com> and click on **Register Now**.
2. Create Your Account - Enter **Dungarvin-ipay** in the Registration Code box and click **Next**.
3. Do you want to set up an account with Dungarvin? Select **Yes**.
4. Identity Yourself

Enter your name, last 4 digits of your social security and date of birth. Click on "I am not a robot" then click **Next**. The website may have you select particular images for verification.

Verify Your Identity: (Please note: this step only allots you a certain amount of time to answer questions.) If unable to verify your information, you may need to contact the payroll department to obtain a "Personal Registration Code" to use instead of Dungarvin-ipay.

5. Get User ID - your User ID will display on the next screen. Your User ID will typically be your first initial last name@dungarvin. i.e. jsmith@dungarvin.
6. Create your password and confirm, then click on **Submit**. **Your password is case sensitive.**
7. Select three security questions and enter your answers, then click on **Next**.
8. ***IMPORTANT:*** *The security questions and answers are used if you forget your log in credentials, so be sure to choose information that you will remember. You should make a note of your answers and keep them in a safe place.*
9. Enter Your Contact Information

Enter your **personal** email address. We recommend using a personal email address for receipt of notifications such as your login and password information. If you need to sign up for a personal email address, we recommend using yahoo.com, gmail.com or hotmail.com. Click on **Next**.

- a. If you do not have a personal email address or cannot immediately sign up for one, you can use paperless@dungarvin.com until you set up your own. Please note that you will not be able to receive email notifications if you choose this email and that it should only be used temporarily.

10. Review and Submit ~ the next screen should say "Congratulations! You are now registered."

Step 2: Log in. Once you have registered, do the following to access your pay information:

1. Go to <https://my.adp.com>.
2. Enter your User ID and password that were created during your registration process.
3. Click on **Log In**.
4. Click on **OK**.
5. Click on the pay date of the check you wish to see.
6. To view your W-2, click on the circle next to W-2.!

You will be able to access the current pay period up to 48 hours in advance of the actual pay date.

BY PHONE

You can also receive your net pay by calling into a phone system.

1. Call: 1-877-894-5681.
2. Select 1 for English; 2 for Spanish.
3. Enter our six-digit Client ID #: 071002 (NOT YOUR EMPLOYEE ID #)
4. Enter your Social Security number.
5. Enter your PIN. If you are using the system for the first time, you will be asked to set up a digital PIN (6 digit number). You will need to confirm your date of birth and current zip code when you first register.

You will be able to access the current pay period up to 24 hours in advance of the actual pay date.