

# How to Register on the ADP iPay Website



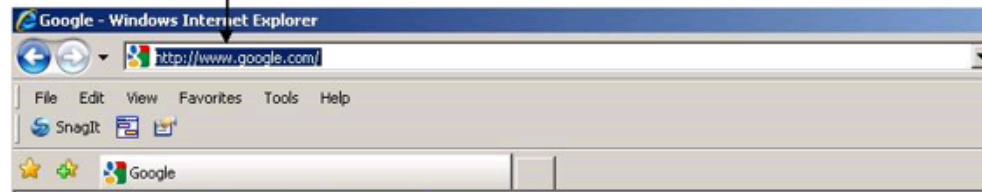
Hackensack  
Meridian *Health*

Open an internet browser and type in the ADP website address: <https://my.adp.com>

Popular browsers include:



Once you open the browser, click on the browser address to highlight it and hit your [delete] key



Type in the ADP website address: <https://my.adp.com> and press the enter key.



Log in to ADP

USER ID \*

User ID is required

PASSWORD \*

Remember User ID

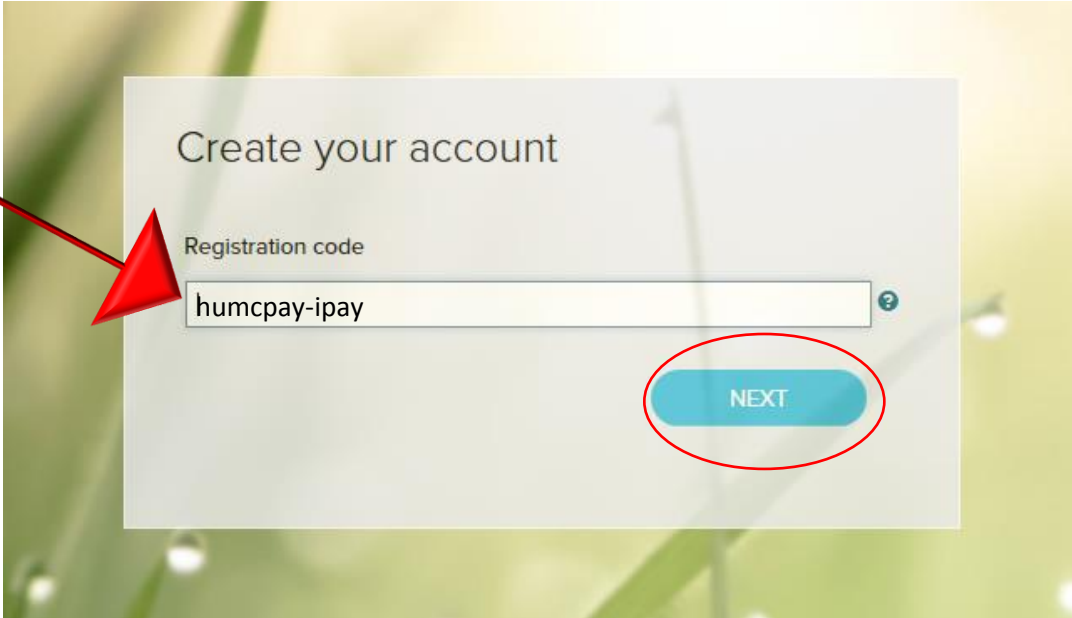
LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User? REGISTER NOW

Click the **REGISTER NOW** button at the bottom of the log in screen.

Enter the Hackensack Meridian Health's registration code: **humcpay-ipay** and click **NEXT**.  
The code is not case sensitive.



The screenshot shows a registration form titled "Create your account". Below the title is a label "Registration code" followed by a text input field containing the code "humcpay-ipay". To the right of the input field is a small question mark icon. Below the input field is a blue button labeled "NEXT". A red arrow points from the left towards the input field, and a red circle highlights the "NEXT" button.

Fill out the form.

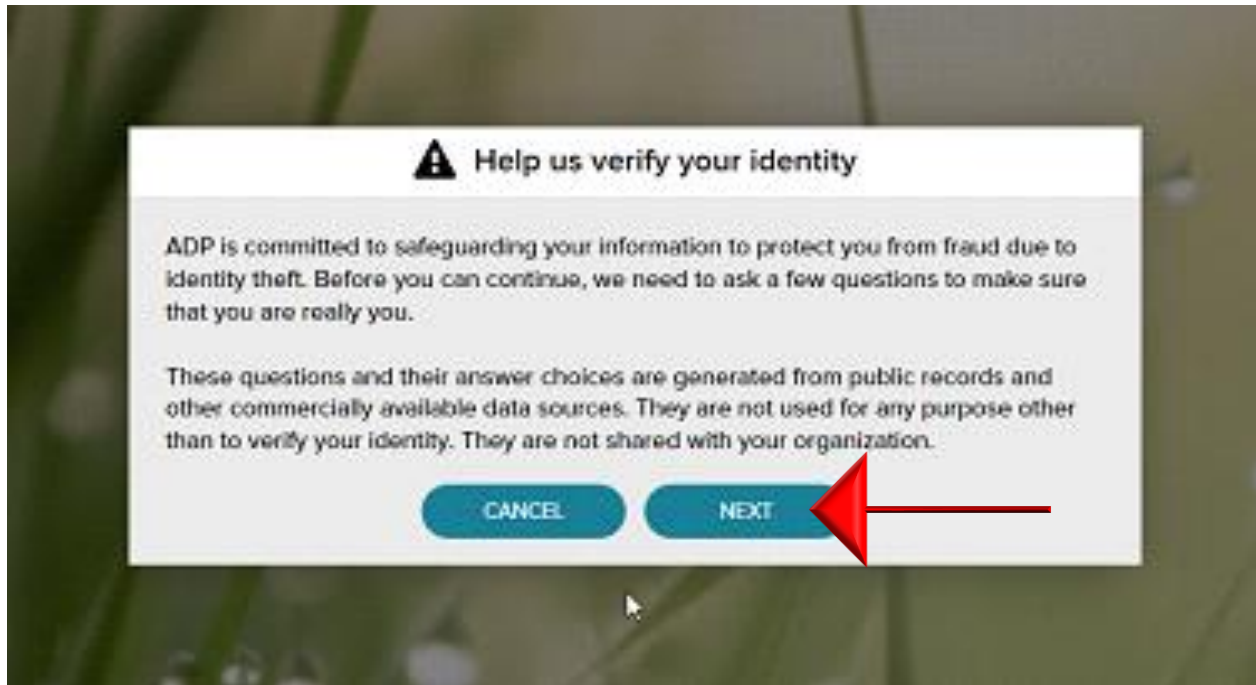
Enter numbers only for  
the social security  
number (no dashes)

Then press Continue

The image shows a digital form titled "Identify yourself" with a light green background. It contains three input fields: "First name" with a red asterisk and a help icon, "Last name" with a red asterisk and a help icon, and "SSN, EIN, or ITIN" with a red asterisk. A red bracket on the left side groups these three fields. Below the fields are two buttons: a grey "CONTINUE" button and a blue "x CANCEL" button. A red arrow points to the "CONTINUE" button.



You will be asked to verify your identity. Click Next



You will be presented with three screens to validate your identity.

You will have 20 seconds to answer each question. Sample questions are shown below.

Help us verify your identity

⌚ 00:20

Which of the following age ranges most closely matches the age of John Doe?

- 26 to 30 >
- 37 to 41 >
- 45 to 49 >
- 63 to 67 >
- 69 to 73 >
- None of the above or I am not familiar with this person >

✕ CANCEL

Help us verify your identity

⌚ 00:16

Which of the following street addresses in North Bergen have you ever lived at or been associated with?

- 4020 Gehr Place >
- 6124 Durham Avenue >
- 710 Liberty Avenue >
- 7702 4th Avenue >
- 900 Columbia Avenue >
- None of the above or I am not familiar with this property >

✕ CANCEL



- Fill out your Email
- Choose your phone type and enter your phone number.
- Answer yes or no if it is ok to text you about your account.
  
- Then press Continue.

The screenshot shows a mobile application interface with the following elements:

- Title:** "Help us protect your account"
- Section Header:** "Primary Contact Information" followed by the instruction: "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 Field:** A dropdown menu set to "Work" and an adjacent text input field.
- Phone Field:** A dropdown menu set to "Personal, Mobile", a country code selector (showing "US"), and an adjacent text input field.
- Texting Preference:** "It's OK to text me about my account\*" with radio buttons for "Yes" (selected) and "No".
- Link:** "ADD BACKUP CONTACT INFORMATION" with a plus icon.
- Buttons:** A blue "CONTINUE" button and a grey "CANCEL" button with an 'x' icon.

Red annotations include a bracket on the left side of the form fields and a red arrow pointing to the "CONTINUE" button.



Your first name will display here

One more step, John!

Create your account with Hackensack Meridian Health

User ID: JDoe@humcpay

Password (case sensitive) \*

Confirm password (case sensitive) \*

CREATE YOUR ACCOUNT

✕ CANCEL

Your User ID displays here

Create and confirm your password

Press  
Create Your  
Account



## Your registration is complete!

User ID: **JDoe@humcpay**

Sign-in to complete additional tasks

[MyADP](#)

[Self Service](#)

Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

✉ [John.Doe@hackensackmeridian.org](mailto:John.Doe@hackensackmeridian.org)

📱 732-555-5555

Download ADP's free mobile app.



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Meridian *Health*