

## Roman Catholic Diocese of Lexington

I-Pay is a Free and Secure Service to all Diocesan employees. It is 24-7 access to earnings history, pay stubs, W-2 info, etc.

There is a one-time setup. All you need to do to get started is have a recent pay stub handy and complete the following steps-

Log on to <https://ipay.adp.com> (You may get a security screen that asks if you want to continue. Click Continue.) When you get to the site click Register Now. Another screen will appear where you click Register Now again. You will be asked for a Self Service Registration Pass Code. It is CDLEX-1111. For the user name please use your first initial then last name @cdlex, all lower case. (For example John Smith would be [jsmith@cdlex](mailto:jsmith@cdlex))

Next you will be asked for personal information. Please complete all fields.

Next you will be asked to select a service. From the drop down box please choose I-Pay Statements. You will be asked to select the document you want to provide proof of identity. Choose Pay Statement/Earnings Statement. This is the check stub you have ready.

The CO (Company Code) is BL4, the File is in the upper corner of your pay stub and says File, the Number is identified on the stub and this is the check number. When it asks for the pay date information make sure you use the PAY DATE (not the pay period ending date) on the stub you are looking at. The pay date corresponds to the particular check number.

On the next screen you will be asked for an email and phone number. Please complete both fields.

Next is Security Details. You will be asked for the City/Town of your birth. Then you will have the option of choosing two security questions from the several available in the drop down boxes. Please choose and answer them. All of this information is for you to use if you forget your logon or password.

Finally you will choose a password. The password is case sensitive. It must be at least 8 characters and it must contain at least one letter and one number. Now click Submit and you should be ready to enjoy I-Pay!