

# REGISTER YOUR ADP iPAY ACCOUNT

**START**

Click Me! **my.AFW.net** Click Me!

First

Next

**READ and COPY Down Notes**

**ADP iPayStatements**

**For the following:**

- 2019 - 2022 W-2s

**Login Note:**

- Click on "CREATE ACCOUNT"
- Click on "I HAVE A REGISTRATION CODE"
- Enter **afwco-wisely**
- ID Yourself:
  - Legal First name
  - Full Legal Last Name
  - Year of W-2 - if hired prior to 1/1/20 = 2019, hired in 2020 = 2020, hired in 2021 = 2021, hired after 12/21/2021 = 2022
  - Control Number - Employee ID = **6 digit employee number**
  - Control Number - Company Code = **NH7**
  - Employee's Home Zip Code (if you moved recently, try your previous zip code)
  - SSA = **SSN with DASHES**
- Fill out Security Contact and Security Questions in time allotted.

[Download Login Instructions](#)

**Log onto ADP iPay**

**Mobile App Note:** Click on above link within a mobile web browser.

1

### Sign in to ADP

User ID

Remember User ID

Next

Forgot your user ID?

New user? [Create account](#)

2

## Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

~~FORGOT ME~~ **NO!**

I HAVE A REGISTRATION CODE

[BACK](#)

3

## Enter Registration Code

Registration Code

Continue

4

### Identify yourself

First name

Last name

Service name and document

VIEW SAMPLE DOCUMENTS

Year of W-2  **Leave as 2022**  
New -Rule updated 01/10/2023

Control number - Employee ID

Control number - Company code

Zip Code

Employee's SSA number  **MUST use Dashes when entering SSA/SSN**

5

Continue with filling out Secure Info and Security Set-up.

