

# IPAY Login Reminders

- ✓ Your UserID will always end in **@humcpay** (Example: jdoe@humcpay)
- ✓ Your UserID is not your HMH Network or email login
- ✓ Your password must contain between 8 - 64 characters and contain letters, numbers and special characters such as @ or #  
one letter and one number

If you enter your user id or password incorrectly multiple times, the ADP system will lock your account assuming an unauthorized person is trying to access your account.

To avoid your account being locked, do not attempt to enter your login information again if the first **TWO** attempts failed.

If you forgot your USER ID or Password, from the log in screen click on **Forgot your ID/Password?**

Welcome to ADP  
iPayStatements

USER ID

Remember User ID ?

PASSWORD

LOGIN

[Forgot your ID/Password?](#)

First Time User?

You will be prompted to fill in your first and last name, and select and enter either your email address or mobile phone number. Click **NEXT**

**Forgot user ID**

First name \* ⓘ  
Debra

Last name \*  
D'Elia

And one of these \* ⓘ  
 Email  Mobile phone

debra.delia@hackensackmeridian.org

**NEXT**

[✕ CANCEL](#)

You will see an on screen message with your user name. Click **SIGN IN** to access your account.

**We found you**

Name Debra D'Elia

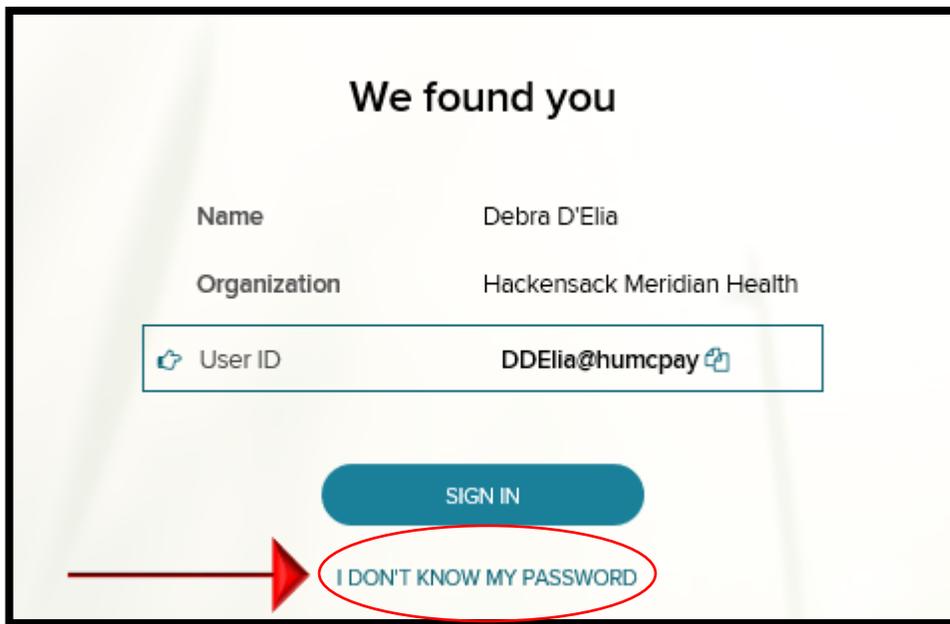
Organization Hackensack Meridian Health

[🔗](#) User ID **DDElia@humcpay** [🔗](#)

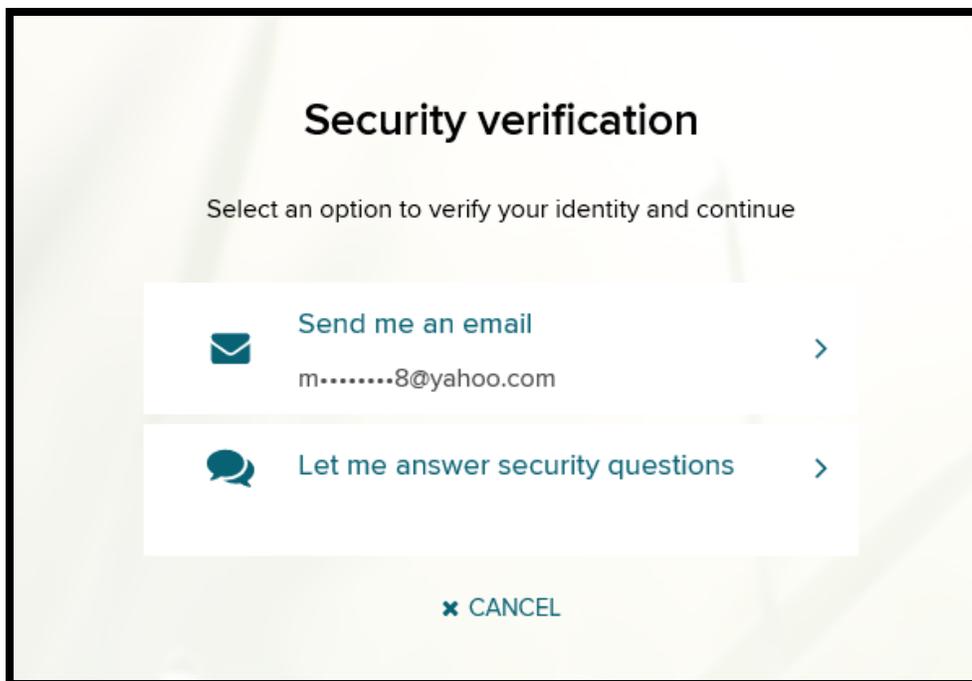
**SIGN IN**

[I DON'T KNOW MY PASSWORD](#)

If you forgot your password, click the link **I DON'T KNOW MY PASSWORD**



You will be presented with a box to select an option to verify your identity. Click your preference.



Once you verify your identity, you will be able to create a new password. Create your new password following the criteria stated. Re-enter the password and click **SUBMIT**.

**Create new password**

**New Password (case sensitive)**

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

**Confirm New Password (case sensitive)**

SUBMIT

✕ CANCEL

You will receive a confirmation that the password has been successfully reset. Click **OK**

✔ Password successfully reset

Your password has been reset.

**To avoid answering your security questions during your next password reset, you can:**

1. Update your [contact information](#) with an email address and phone number that are not shared with others.
2. Authorize ADP to send you text messages about your account.

OK

What to do when your account is locked?

If you fail to enter your User ID and/or password correctly after multiple attempts, the ADP system will lock your account assuming an unauthorized person is trying to access your account.

When your account is locked, please contact the Payroll Hotline at 800-245-8000 and a Payroll Representative will reset your password.

After your password is reset, you will receive a “temporary” password via email or to your cell phone, whichever you specified upon registration.

When you receive your temporary password:

1. Go to the ADP iPay login screen ( <https://ipay.adp.com/iPay/login.jsf> )
2. Enter your User ID
3. Enter your temporary password EXACTLY as it appears in the email or text message. TIP! Copy and paste the password without spaces to ensure you enter the password correctly.
4. Click on Login
5. You will then be prompted to change your password.
6. Enter the temporary password again as your “Current Password”
7. Create a new password. Your password must contain between 8 - 64 characters and contain letters, numbers and special characters such as @ or #
8. Once completed, you will be able to login to your account.
9. Store your User ID and new password in a safe place for future reference.