

ADP iPay Registration Instructions

Please follow each step below to ensure a smooth sign in process for ADP.

- 1) Make sure to use a laptop/desktop computer, NOT a phone/tablet.
- 2) Make sure to use Internet Explorer, NOT Google Chrome or Firefox, etc., as most people have found Internet Explorer to be the most successful browser to register with.
- 3) Start by going through our Family Video website (www.familyvideo.com).
- 4) Scroll *all the way* down to the very bottom of the homepage, and click on the "For Employees" section on the bottom of the page, which will lead you to our employee page. This page can also be found directly at www.highlandventuresltd.com/for-employees/.

For Employees

Welcome to the Family Video Employee Page. In order to access these pages you must be a Family Video Employee.

Your Family Video Mail

<http://webmail.familyvideo.com>
Remember to log in as "username@familyvideo.com"

ADP iPay (USA)

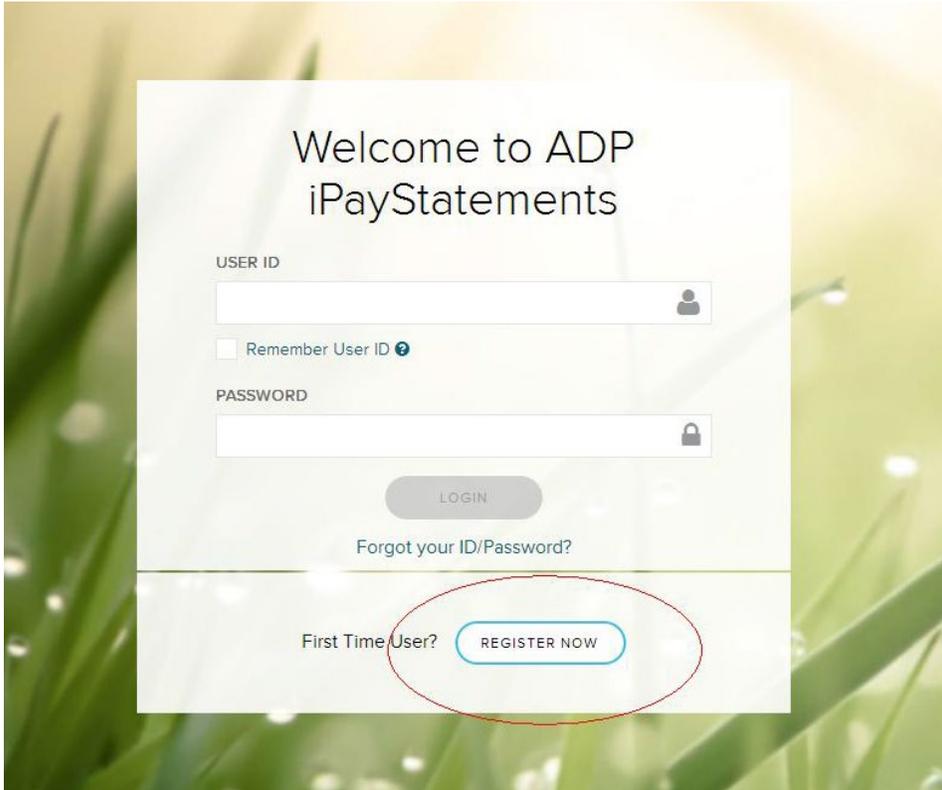
<https://ipay.adp.com/index.jsf>

Access to your pay statements and W2 earning statments, 24x7!

 [iPay Instructions \(PDF\)](#)

- 5) Underneath the ADP/iPay USA section, click on the link to the ADP/iPay setup page. This will bring you back to the ADP set up page. **By going through this webpage first, ADP recognizes our company code. It will not work the same way just by going to the ADP website.

6) Go ahead and click “register now”.



Welcome to ADP
iPayStatements

USER ID

Remember User ID

PASSWORD

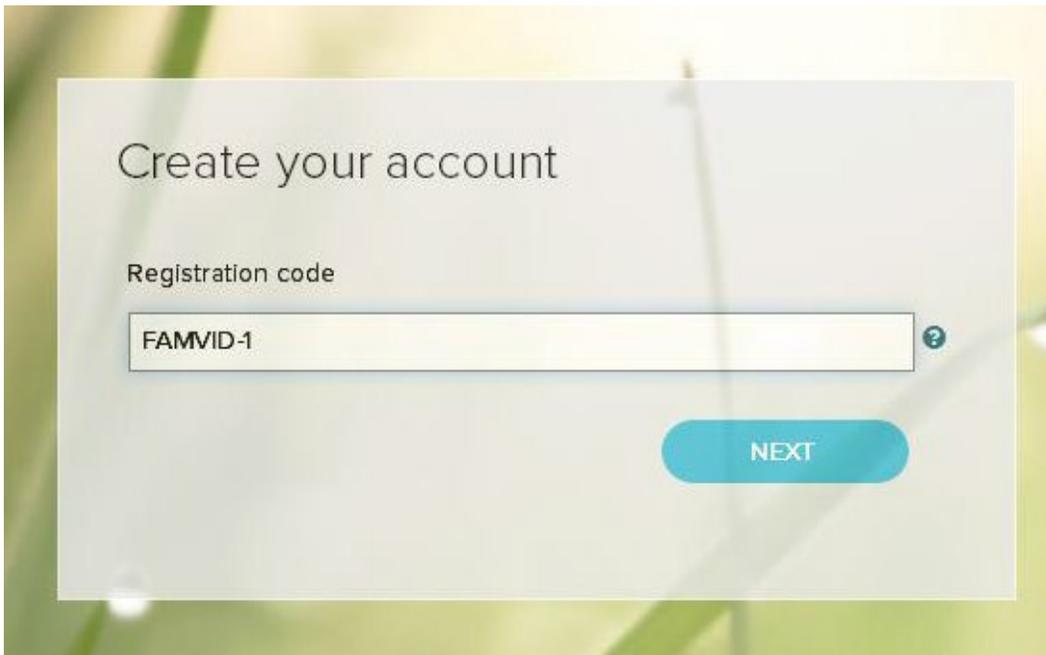
LOGIN

Forgot your ID/Password?

First Time User? [REGISTER NOW](#)

The image shows a login and registration interface for ADP iPayStatements. It features a 'Welcome to ADP iPayStatements' header, a 'USER ID' field with a user icon, a 'Remember User ID' checkbox, a 'PASSWORD' field with a lock icon, a 'LOGIN' button, a 'Forgot your ID/Password?' link, and a 'First Time User?' section with a 'REGISTER NOW' button circled in red.

7) Enter in the company code, which is “FAMVID-1”.

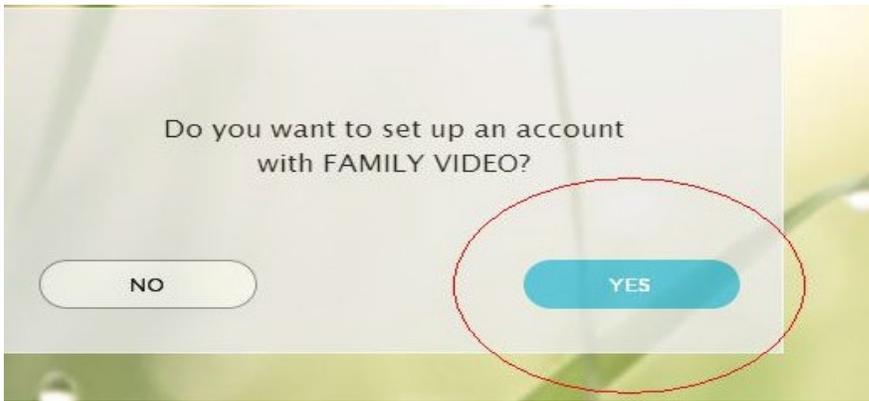


Create your account

Registration code

NEXT

The image shows the 'Create your account' registration screen. It includes a 'Registration code' label, a text input field containing 'FAMVID-1', and a blue 'NEXT' button.



8) Click “Yes” to set up an account with Family Video. When prompted, enter your name/birthdate/SSN (with no spaces or dashes), and your Employee ID. For the Family Video side, your Employee ID is your 6 digit punch in code. If you only have 5 digits, add a 0 in front of the numbers. For the Marco’s side, this is NOT your 4 digit punch in code. If you do not know your 6 digit Employee ID, please contact us using the contact info at the end of this packet.

Identify yourself

First name * 

Last name * 

Employee ID *

SSN, EIN, or ITIN *

Birth month, day, and year *

Month	▼	Day	▼	Year	▼
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I'm not a robot  reCAPTCHA
Privacy - Terms

CONTINUE

[✕ CANCEL](#)

9) After this step, you may be asked for your contact information. If so, complete this step, and the rest of your registration process will be complete.



Tell us how to reach you

Primary email address (used for notifications)

Business Personal

Primary mobile phone number

Business Personal

It's OK to text me about my account

*****If you are completing the process in the store, and you receive an error message that is asking you to copy and paste a code into a box, please note that THIS WILL NOT WORK. This means that there is an issue with your store's compatibility with the login process, and you will need to take these instructions home to complete the process on a computer at home or the library.***

If you receive this "Account Locked" error instead, it is simply because ADP has started using more security measures. You will need to email us to receive your Personal Registration Code, which will unlock your account.

Account locked

Your account is locked.

Contact your organization's administrator for assistance.

Transaction ID: 1BX-E09-DQDV2A

OK

If you see the “Locked Out” error, or if you need your Employee ID, please email us at payroll@fvmc.com (this email only works from the store’s email), or at olivia.landa@highlandventuresltd.com or mari.viktora@highlandventuresltd.com, if you are using an email outside of the store.

In the email, please provide:

- Your first and last name
- Store location
- Personal email address
- What you need (account is locked, need employee ID, etc.)