

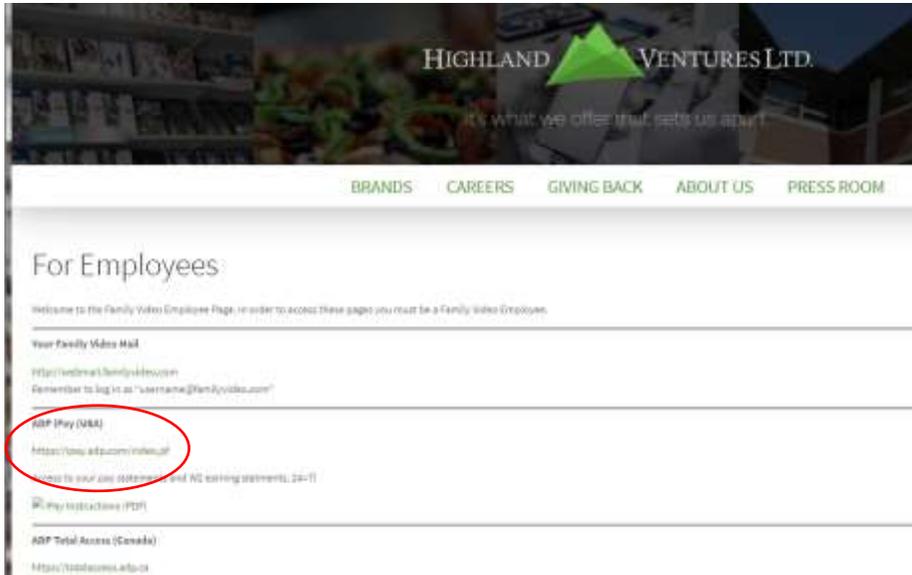
ADP iPay Registration Instructions - 2020

To register for iPay, you will need to use the link located on our company website so the process correctly recognizes that you are creating an account with Highland Ventures. Any web browser should work! Do not try to register using the App.

Here is the link -> <https://www.highlandventuresltd.com/for-employees>

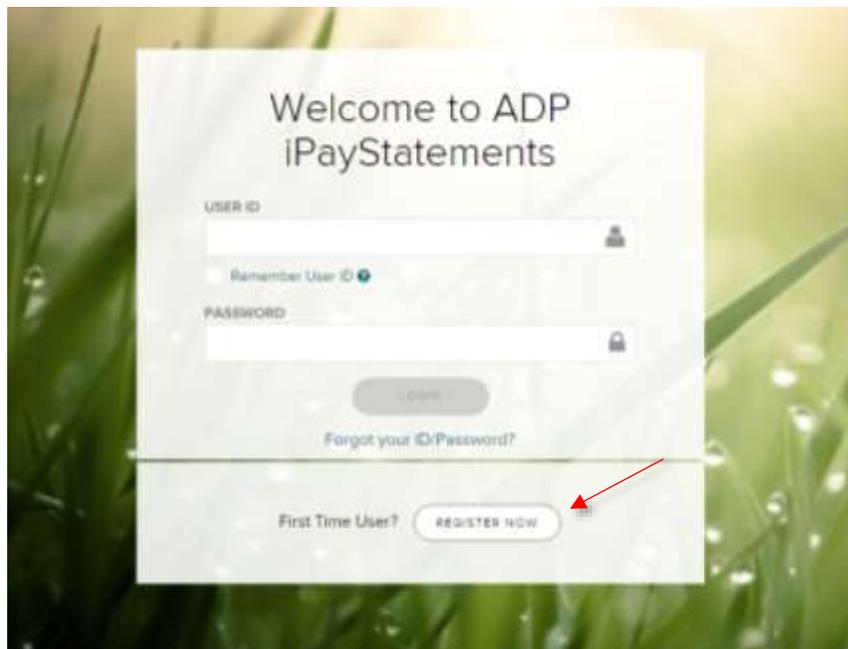
(in case you didn't start there to begin with)

You will then click on the link located in the section titled ADP iPay (USA)

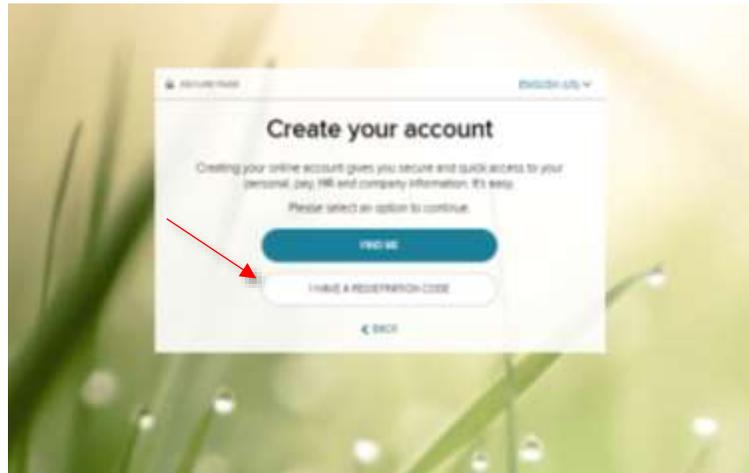


It will take you to the log in page for iPay.

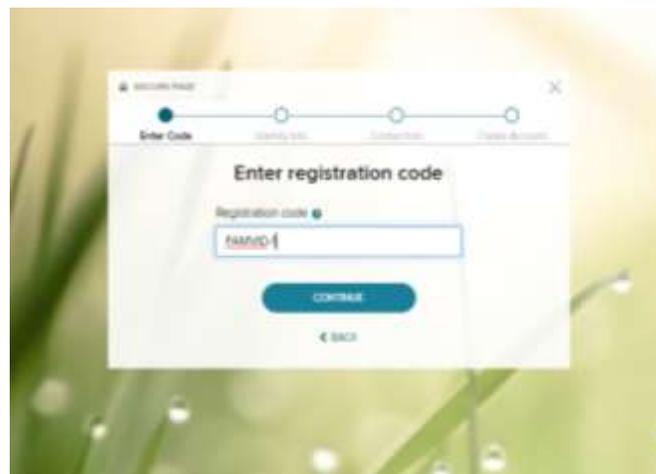
Click 'Register Now' to begin the registration process



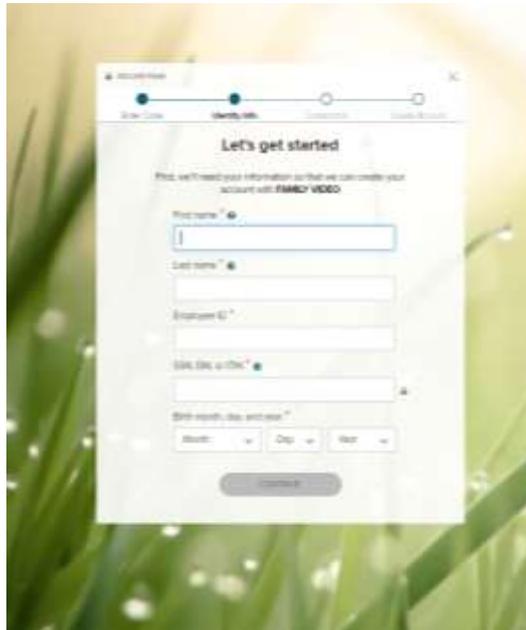
Click 'I Have A Registration Code'



The registration code for all companies is **FAMVID-1**
It is case sensitive. Enter the registration code and click 'Continue'



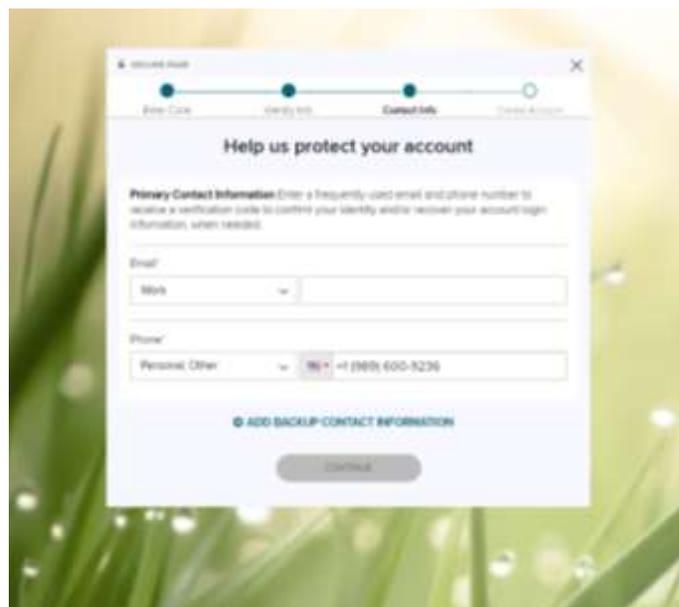
It will now prompt you for information to confirm your identity.
Your First and Last Name, your Employer ID, your Social Security Number and your Birth Date.
Once all information is entered click 'Continue'



Please contact Payroll at 847/904-9060 if it gives you an error at this point so we can confirm what you are entering matches what we have in our system.

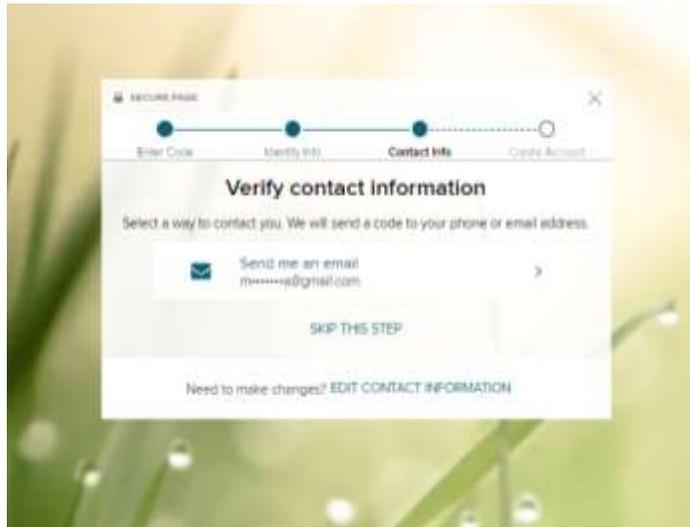
*If you already have an account it will show your User ID and prompt you to Sign In or go through password recovery.

If it does not stop you at this point it will bring you to this screen. Enter in a valid email and phone number- ADP will frequently send confirmation numbers to what you provide so you will need ready access to what you enter.

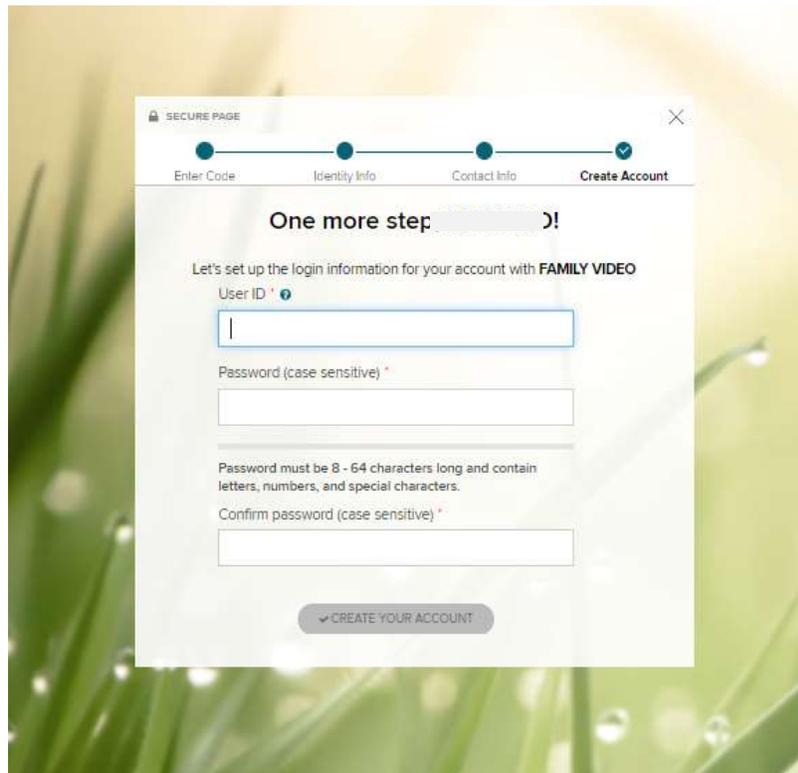


Click 'Continue' when you are done.

It will then prompt you to verify your contact information – follow the instructions to do so or click ‘Skip this Step’

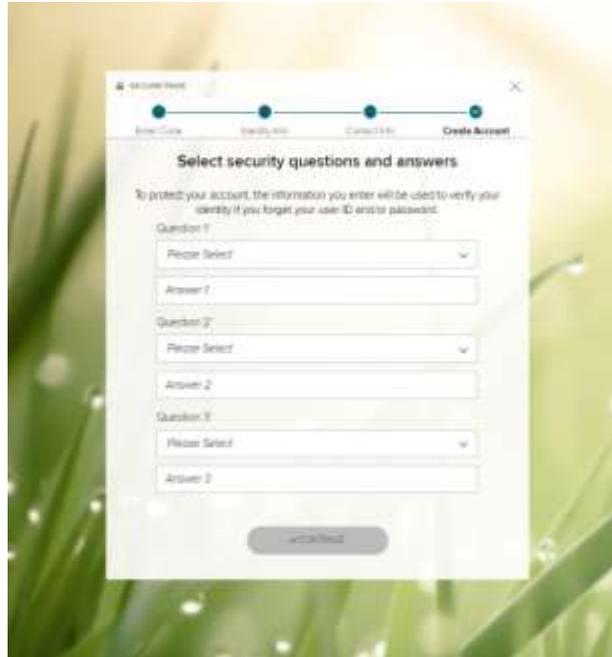


You will then create a User ID and set your password.



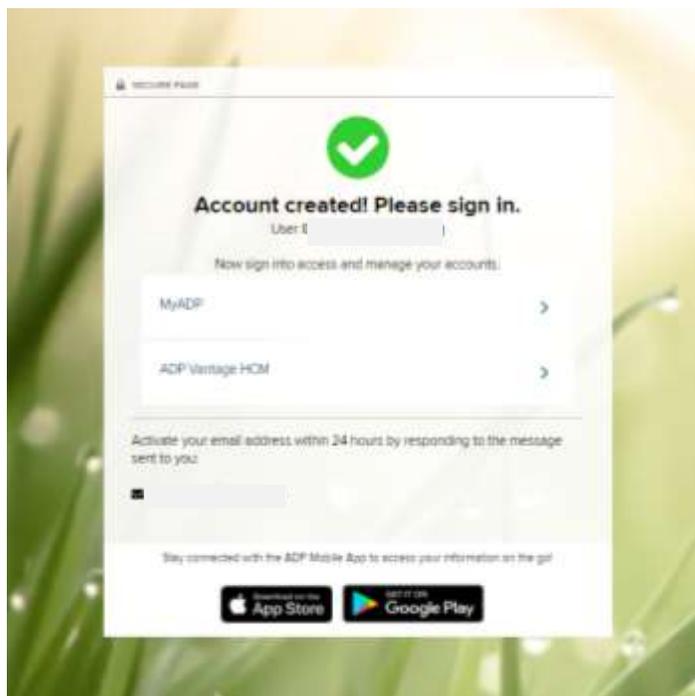
Click ‘Create your Account’ when you have confirmed your chosen password.

Select 3 security questions that will be used to verify your identity should you forget your password.



Click 'Continue'...

and you have created your account!



Don't forget to 'Activate' your account when asked!

Email mari.viktora@highlandventuresltd.com if you need your Employee ID. We will need to know your location and full name in order to provide it.