

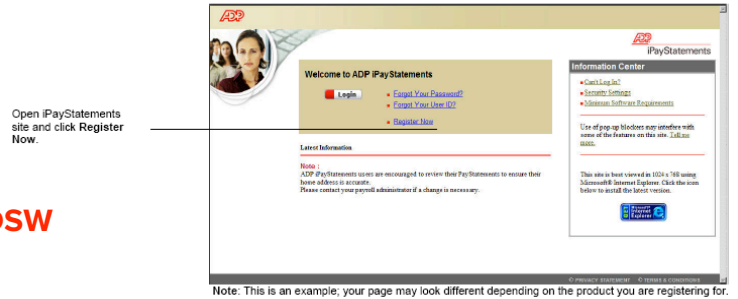
# DSWINC.

We are pleased to announce ADP iPay Statements, a new benefit for all associates. Through this system you can access your pay stubs and W-2 forms 24 hours per day, 7 days a week online.

## One-Time Self Registration Process

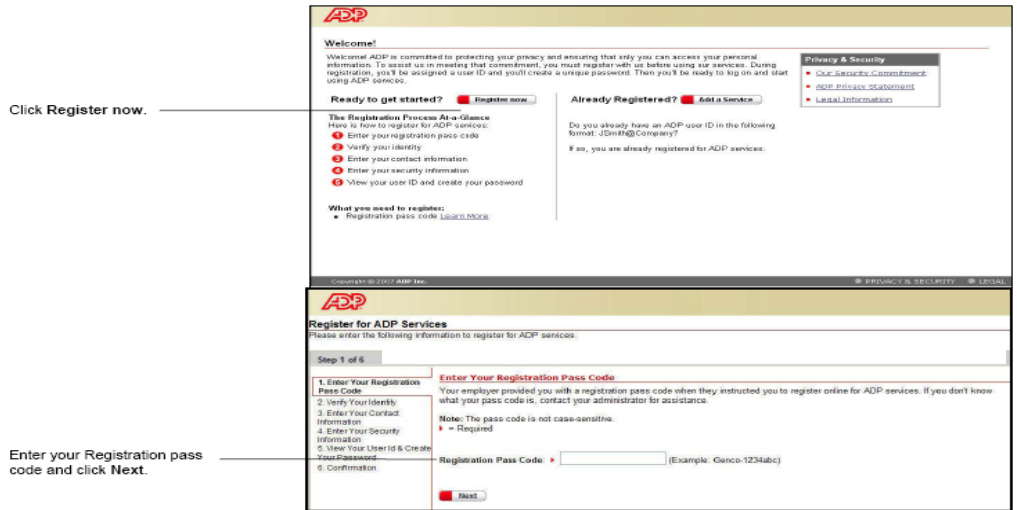
To register:

1. Access the **Internet**
2. Type <https://ipay.adp.com>
3. Press **Enter**
4. Click **Register Now**
5. Click **Register Now** again on the next page
6. Enter DSW's Registration Pass Code **DSWI-DSW**
7. Click **Next**



Continue through the registration steps on the subsequent screens.

**NOTE:** When you complete the registration process and immediately attempt to log in, it is not uncommon for a screen to display stating that you are not authorized to view the site. If this happens, simply log out and then attempt to log back in to iPay.



## Frequently Asked Questions

Question	Answer
Why should I sign up for iPay?	iPay lets associates view their current and previous pay stubs and 2011 W-2 online.
Does this mean I will no longer receive a pay stub?	At this time, we will still be sending paper stubs for all associates who have direct deposit. Paperless pay is something we will consider in the future.
How do I sign up to receive email notifications that my pay stub is available?	After you have registered for iPay, you will need to sign back into the system. From there, go to "change your notification options," select the box that states "send email notification when new pay statements are available" and save.
I can see my pay stubs and W-2s from previous employers. Why is this?	ADP pulls pay statement information using the employee's social security number instead of the employee ID. This means that if someone worked for an employer who used ADP as their payroll provider, their pay information would already be archived in ADP's system.
Can I sign up at the store?	No, this must be done from a personal computer. You may also be able to register using a browser on some mobile devices.

## Frequently Asked Questions

How do I?	Action
How do I access my iPay Statements if I forgot my password?	To reset your password, do the following: <ol style="list-style-type: none"> <li>1. Browse to <a href="https://ipay.adp.com">https://ipay.adp.com</a></li> <li>2. Click FORGOT YOUR PASSWORD?</li> <li>3. Enter your user ID</li> <li>4. Follow the instructions to answer a series of security questions. If you do not know the answers to these questions, contact your manager.</li> <li>5. Create a new password.</li> <li>6. Click CONTINUE</li> </ol>
How do I access my iPay Statements if I forgot my user ID?	To view your User ID, do the following: <ol style="list-style-type: none"> <li>1. Browse to <a href="https://ipay.adp.com">https://ipay.adp.com</a></li> <li>2. Click FORGOT YOUR USER ID?</li> <li>3. Follow the instructions to answer a series of security questions.</li> <li>4. Click CONTINUE</li> </ol>
What do I do if I am completely locked out of the system and cannot reset my password or get my user name?	Contact the payroll department by emailing: <a href="mailto:Payroll@dswinc.com">Payroll@dswinc.com</a> . Be sure to include your first and last name and your associate ID.
How do I know my information is secure?	ADP is committed to ensuring that your information is kept confidential. As soon as you log in, your connection to iPay is secure. If you leave your computer unattended or you forgot to log off before exiting the site, iPay automatically logs you off after 20 minutes. <p>Once you are logged in, iPay protects your information with SSL technology. SSL is used to encrypt your personal information such as your user ID, password and salary and wage information. To further ensure your information is secure and confidential, do the following:</p> <ul style="list-style-type: none"> <li>• If you are logged into iPay and need to walk away for any reason, click LOG OFF or lock your workstation. When you log off, your secure connection will be terminated. To view your information again, you will need to log on again.</li> <li>• Select a password that would be difficult for other to guess.</li> <li>• Do not give your password to anyone. Do not save passwords on your web site or leave written notes with your password near your computer.</li> </ul>

## Troubleshooting

Situation	Action
You are a new employee and are unable to register	You must wait until your first pay date has passed before you can register to use iPay.
After 20 minutes, the site times out.	To protect your privacy, iPay has a 20-minute idle time limit. After 20 minutes, you will be logged off and will have to re-log in to access the site.
Some parts of the site don't seem to be working.	Blocking all pop-ups may prevent important features in iPay from working. ADP recommends that you turn off any pop-up blockers while using the system. For more information about pop-up blockers, refer to the iPay online help.