



Ipay Procedure

- You can see your paystubs and W-2s anytime by accessing www.ipay.adp.com
- Go to registration
- Type in registration code: mbhealth-JW4

Then simply follow the directions online. You will need your social security number, the file number from your paycheck or voucher, and the voucher or check number and date but we won't have that until after your first payroll is completed. Please reach out to us if we haven't sent this to you.

Your username will be the first letter of your first name and your last name @mbhealth. For example, John Doe would be jdoe@mbhealth.

- File Number is
- Voucher number is
- Pay date is

Once you've set this up you can look up any paystub or W-2. They also have a mobile app that's easy to use.