Online Pay Statements and W-2s

How to Register for the ADP iPayStatements Website

Employees who use direct deposit of their pay (except for Cordova Local 109 and MidAmerican Energy Company represented employees) can access their pay advices and Form W-2 Wage and Tax Statements by visiting the ADP iPayStatements website at https://ipay.adp.com.

To complete the one-time registration, you will need to be enrolled in direct deposit and have an Advice Number from your ADP pay advice for security purposes. After registering for pay statements, you will have access to both W-2s and pay advices. To register:

- Log in to HR Self Service at https://www.midamerican.com/ess. Select ADP iPayStatements under the Quick Links section. The website also can be accessed directly by going to https://ipay.adp.com.
- Welcome to ADP iPayStatements page is displayed. Select Register Now.
- Enter the Registration Code: BHE-W2.
- Enter your First and Last Name. Under Service name and document, select the drop-down arrow and select iPayStatements – Pay/earnings statement.
- A pop-up box will be displayed. On it, select PCS Code Form.
- Enter the following. When complete, select Confirm:
  - CO: PCSPBL: HomeServices employees enter PCSXK6
  - File #: Your five-digit employee number (without the T)
  - Advice Date: The pay date
  - Advice Number: The Advice Number found on your hard-copy pay advice that corresponds with the pay date above (do not enter the leading zeroes)
  - Social Security Number: Your Social Security number with or without the dashes
  - Type it again: Enter your Social Security number a second time to confirm
- A pop-up box will be displayed indicating the system has located your information. Select Register now.
- Register for ADP Services page is displayed. Enter your preferred Email address and select either Work or Personal. Mobile phone number is not required.
- Select a password; the password is case sensitive and must contain at least one letter and one number and be at least eight characters.
- Complete the three security questions, which are not case sensitive, and select Register now.
- Your registration for ADP services complete page is displayed. Select the iPayStatements button to begin using the service. Note: You will receive an email confirmation from ADP.
- Welcome to ADP iPayStatements page is displayed. Select the Login button. The User name and Password window is displayed. For User name, enter your ADP user ID (for example, J Doe@BHE); enter your ADP password.
- Your Pay Statements Summary page is displayed. Select the Pay Statements or W-2 radio button.
- Note: If you do not have Adobe Reader installed on your computer, select Get Adobe Reader at the bottom of the page.

Other Features and Tips

- Going forward, you will be able to access 36 months of pay advices and three years of W-2s on the site.
- To change your ADP password, email address or security questions, select the desired option from the Resource Center. To receive an automated email to notify you have a new W-2 on the site, select Change Your Notification Options.
- You will be prompted to change your ADP password every six months.

HomeServices employees may direct questions to HomeServices’ payroll at 888-630-9076 or payroll@homeservices.com. Other employees may direct questions to payroll at ext. 4222 (800-432-8999, Option 1) or payroll@midamerican.com.