

Registering for Employee Self Service and iPayStatements

What is Employee Self Service and iPayStatements?

Employee Self Service (ESS) is a web based portal that allows you to manage various information related to your employment at CSK Auto Inc. By simply logging into ESS, you can verify, manage, and update your employee information from one convenient site. Upon successful registration with ESS, you will automatically be able to use iPayStatements. This additional service, which is accessed via the ESS portal, will allow you to view and print pay information online 24x7.

With ESS, you can:

- Manage personal information
- Manage direct deposit and tax withholding information
- Manage benefit information
- Access and print pay stubs and W-2's
- Access and print other useful CSK forms
- Access links to various CSK websites including the Career Center and CSK's corporate website.

Registering for ESS and iPayStatements

1. While connected to the Internet, enter the following URL: <https://portal.adp.com>
Note: At this time, ESS will not run on the FireFox browser.
2. Click "First Time Users Register Here" and then complete all required steps using "cskauto-cskpay" as the "Registration Pass Code".
Note: When prompted to enter your name and address, make sure to **enter your information exactly as it appears on your pay stub**.
3. Once you have registered with ESS, you are ready to log in and begin using the service. To log in, go to <https://portal.adp.com>, click "User Login" and enter your personal login information.
Note: Your user ID will end with "@CSKAuto", NOT "@CSKAuto.com". Your login will fail if you add ".com".

****If you are prompted to enter your Employee ID and a PIN during the registration process, **do not** do so. Instead, stop the registration process and start over (go to <https://portal.adp.com> and click "First Time Users again) verifying that you are entering your information exactly as it appears on your pay stub as this will match what is in our system. If you continue to receive the prompt to enter your Employee ID and PIN, email personneldepartment@cskauto.com and explain in your message exactly what information you are entering and that you have been prompted to enter your Employee ID and a PIN while signing up for ESS.****

If you experience any problems beyond the issue described above, call (866-275-5700) or email (helpdesk@cskauto.com) the Help Desk.