

**Archdiocese of Chicago**  
***IOIPay Employee Self-Service (ESS)***  
**(Division AC101 Employees)**

This document is an overview of how to register for IOIPay Employee Self-Service (ESS). To set up your account, please have a current pay statement available.

- Click here --> ( [IOIPay Employee Self-Service](#) ) to register
- Click on the “New User?”
- Enter a User ID and Password
- Enter **AC101** in the Division field
- Enter the File Number from your pay statement
- Enter the Last 4 Digits of SS#
- Enter your preferred Email Address
- Click “Register” button to complete registration
- Contact the Payroll Department at (312) 534-8309 if you need assistance with the registration process.

**\*Note: You will receive an email notification once your registration has been approved by the Payroll Manager.**

Welcome to the Employee Self Service Station!  
Please enter a valid User ID and Password and press the Log In button to continue.  
Please see your employer if you require assistance with your User ID or Password.

User ID:

Password:

**Log In**

**New User?**

If you are using Employee Self Service for the first time, please click on the link above to set up your account. You must have a current pay stub, or other information from your employer, to complete this process.



[Privacy Notice](#)

**Registration**

User ID:

Password:

Confirm Password:

Division:

File Number:

Last 4 Digits Of SSN:

Email Address:

**Register** **Cancel**

Please see your employer if you need assistance with setting up a login

To set up your account please have a current pay stub available, or the following information from your employer.  
The top portion of the stub provides all of the information needed to set up your Login.

Example:

ASSOCIATED BLANKETS INC.	DIV/LOC	EMP#	NO	EMPL FILE#	00000001
JANISIA R OCHSICK	DEPT NO	0001		TERMINAL EX	3 +
2500 HAZEL DRIVE	EMPL NO	00000001		STATUS EX	3 +
PAGE THREE OF 4000	SSNO	000-01-0000		PAYROLL NO	2003-005-01

1. Create a User ID. The User ID must be a minimum of 6 characters in length and contain at least one numeric (0-9) value. The User ID must be unique; if the entered User ID is already in use, you will be prompted to try again.
2. Create a Password. Choose a password that is easy for you to remember, but please be cautious to protect your User ID and Password. The password must be a minimum of 6 characters in length and contain at least one numeric (0-9) value. This helps to prevent unauthorized use of access to your information. Enter your password in both the Password and Confirm Password boxes.
3. Enter your company's Division. The Division is located on the top row of your check stub to the right of the company name (DIV/LOC). The Division is always 5 characters in length and must be entered in upper case.
4. Enter your File Number. The file number is located to the right of the EMPL FILE# heading located in the top right portion of the check stub. Please enter this number exactly as it appears on your check stub.
5. Enter the last 4 digits of your Social Security Number.
6. Press the Register button. A popup box appears indicating "Your request has been submitted."

Please Note: Your employer must approve the Login before you can begin using it. If you need immediate access, please contact your company's Payroll/HR department.

[Privacy Notice](#)