



# Employee Services Setup Instructions

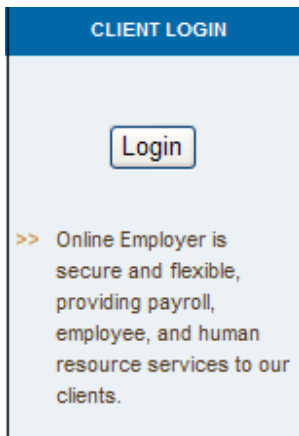
The process to get setup for Employee Services is fairly straightforward. Follow the below steps to establish your account. For information on using Employee Services, see the Employee Services User Guide.

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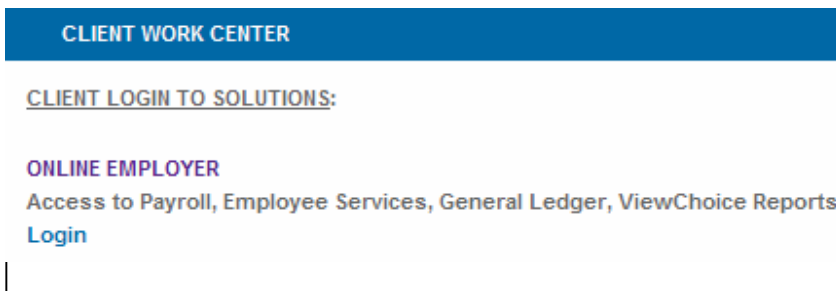
1. Open the Payroll Network site (<http://www.payrollnetwork.com/>)



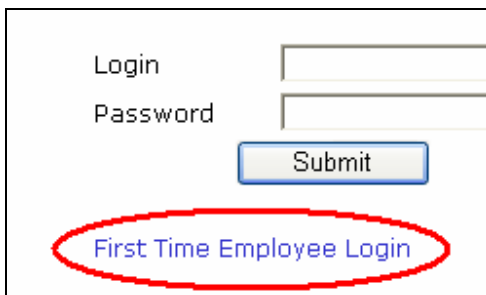
2. Choose Client Login



3. Choose Online Employer Login



4. To setup your account, choose First Time Employee Login



5. You will be prompted to enter your First Time User Name and your Access Code. Your First Time User Name is your last name and the last 4 digits of your SSN. (For example, John Doe with an SSN of 999-11-1234 would have a First Time User Name 'doe1234'.) The Access Code for all employees will be 16452 235.

### First Time Employee Login

First Time User Name

Access Code

6. You will be prompted to establish an account. Complete the screen as directed and click Save Changes when complete.

## Create Your User Profile

Login must contain between 6-14 alpha or numeric characters  
Login and Password cannot be the same  
Password must contain a minimum of 6 characters  
Password must contain at least one alpha and one numeric character

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Login

Password

Confirm Password

Email Address

Secret Question

Answer

7. Once your account profile is setup, you will be returned to the main login screen from which you can now login.

Login

Password

User Profile has been Created --  
Please Login

8. You will now be guided to the product launch page. To access the Employee Services product, click the link for your company. Note – the link will open a new window with the product. Please be sure to disable any pop-up blocking software so that this window will be able to open.



The screenshot displays a web application interface. At the top left, the word "Home" is prominently displayed. To the right of "Home" is a navigation menu with three items: "Home", "My Profile", and "Log Out". A help icon (a question mark inside a circle) is located in the top right corner. Below the navigation menu is a section titled "Information Center" which contains the text "No New Messages" in red. Underneath is a section titled "Product Options" containing a table with three columns: "Employee Services", "Code", and "Name". The table has one row with the values "DEMO" and "YOUR SAMPLE COMPANY". A small number "1" is visible in the bottom right corner of the table. Below the table, there is a note: "\* To launch a product, select the appropriate product tab and click on the company name hyperlink. A new browser session will be launched."

Employee Services	Code	Name
	DEMO	<a href="#">YOUR SAMPLE COMPANY</a>

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\* To launch a product, select the appropriate product tab and click on the company name hyperlink. A new browser session will be launched.

9. For information on using Employee Services, see the Employee Services User Guide.