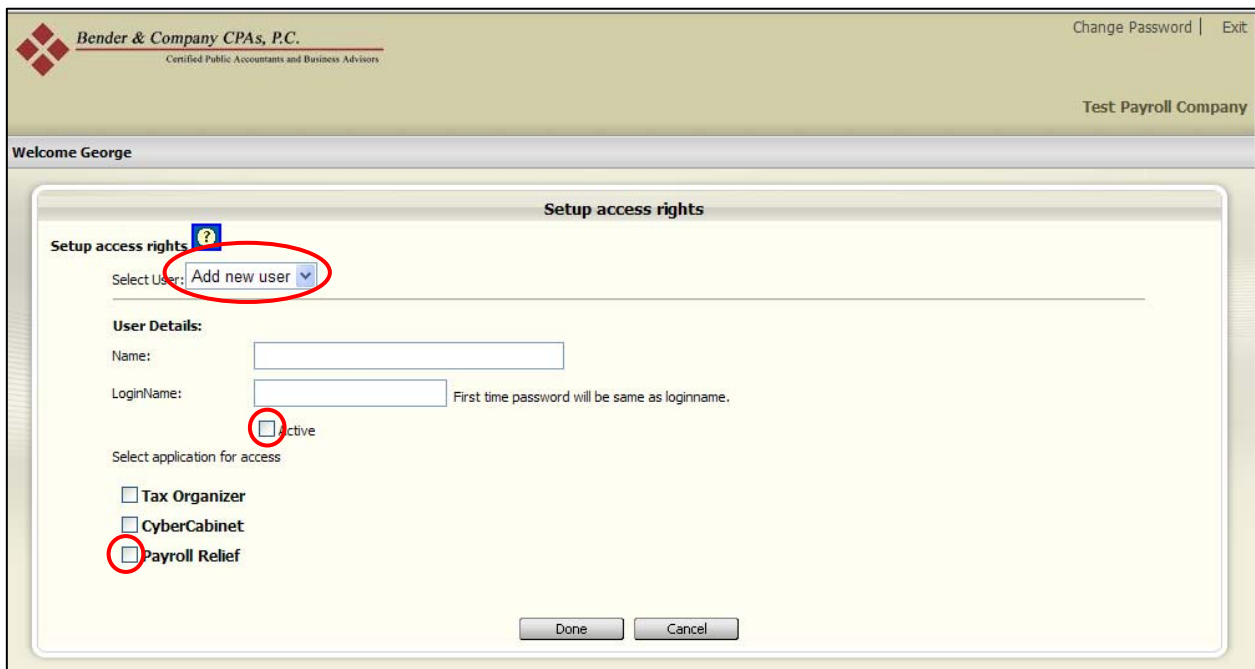
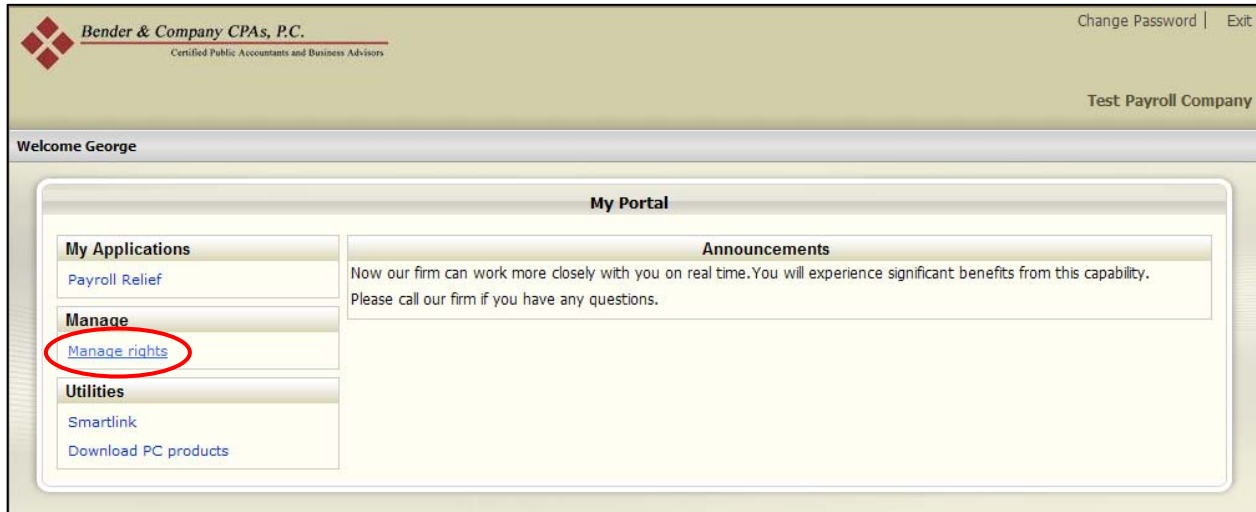




Client's Staff logins

- 1) Login in to the accountants office website
 - a. Click "Manage Rights" on the left of the screen
 - b. Either select "Add New User" or select an old user to edit
 - i. Fill in the "Name"
 - ii. Fill in the "Login Name"
 - iii. Checkmark the "Active" box.
 - iv. Checkmark the "Payroll Relief" box
 - v. Click "Done" when finished

Note: Tax Organizer and CyberCabinet are not active applications and should be left blank





Client’s Employee Logins Setup and Editing

- 1) Login in to the accountants office website
- 2) Click on “Payroll Relief” in the upper left corner
- 3) Under the “Employees” tab click on “Contact” and select the appropriate employee from the drop-down screen.
- 4) Check mark the “Allow Access” box at the bottom on the screen
 - a) Assign a Login Name using consistent criteria (For example: First letter of first name, last name, Employee #) (Ex. “JAdams2”)
 - b) Use the pre-filled P/W from Payroll Relief
 - c) Click on the “Send e-mail with login and password to employee” and it will send to the e-mail address in the system.

Note: Employees have access to pay stubs, W-2’s, and personal information via their logins.

Employee Contact

Employee #: 2
SSN: ***-**-2222
First Name*: John M.I.: Last Name*: Adams
Address 1: 12620 Lamplighter Square
Address 2: Canadian Address
City: Saint Louis State: MO Zip: 63128
County: or enter here:
Gender: Male Female Date of Birth:
E-Mail:
Employee Portal: Allow Access
* required field
Note: All social security numbers will be verified using the Social Security Number Verification Service provided by the SSA.

Employee Contact

Employee #: 2
SSN: ***-**-2222
First Name*: John M.I.: Last Name*: Adams
Address 1: 12620 Lamplighter Square
Address 2: Canadian Address
City: Saint Louis State: MO Zip: 63128
County: or enter here:
Gender: Male Female Date of Birth:
E-Mail:
Employee Portal: Allow Access
Login Name: JAdams2 *
Password: gytyF8B * Must be at least 7 characters and contain at least 1 letter and number
Confirm Password: gytyF8B *
Send email with login and password to employee
* required field
Note: All social security numbers will be verified using the Social Security Number Verification Service provided by the SSA.