

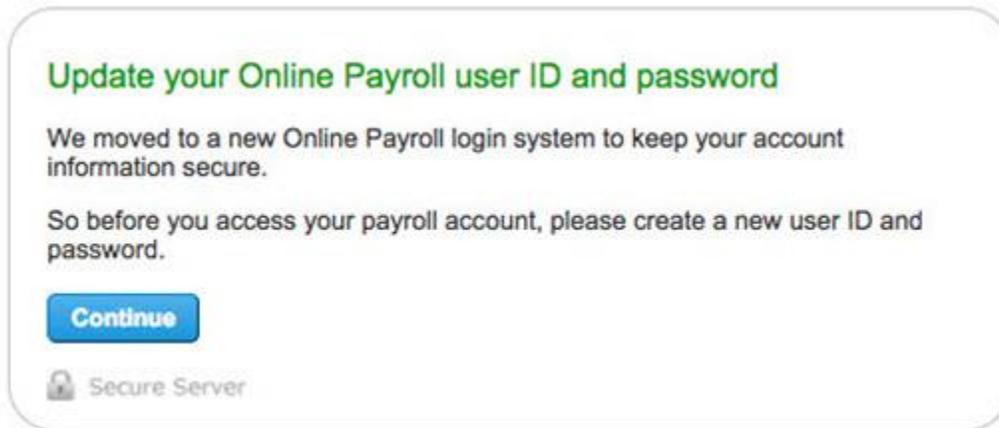
Create a new user ID and password for Online Payroll

In August 2017, your Online Payroll login credentials will be moved to a new authentication system – just a bit of extra security to keep your account information safe.

So, to access your payroll account, you'll need to create a new user ID and password.

What to do next

When you sign in to your Online Payroll account, you'll see something like this.



To start, select **Continue** and follow the prompts. After you're done, you'll be able to use your new user ID and password to sign in to your Online Payroll account.

Here are some answers to common questions

Can I do this later?

No. When prompted, you'll need to create your new user ID and password.

What should I use for my user ID?

Your email address (ex. sample@company.com) is your Online Payroll user ID.

Are there any restrictions on the password?

Yes. To create a strong, secure password, make sure it includes at least 8 characters, upper and lowercase characters (ex. Aa), numbers (ex. 1234), and symbols (ex. @\$!).

When do I need to start using the new user ID and password?

After you create your new user ID and password, you'll be able to use it right away to sign in to your Online Payroll account.

Still have questions?

Give me a call. I'll be happy to help.