

National PEO's online payroll system gives you access to your employee and payroll information through our safe, secure login. Our state of the art, web-based system gives you the freedom to make changes, view payroll and employee data, and even submit your payroll from anywhere 24 hours a day/7 days a week.

To get started, simply fill out this form, sign, and email or fax it to your payroll specialist at 480.945.1525. They will contact you with your username and password, as well as to answer any questions you may have regarding how to use the manager portal.

**Company and User Information:** *Please print clearly*

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this person an employee, or a trusted service provider (e.g. bookkeeper)?       Employee       Trusted

**Select the access that the user should have (Full Access OR Limited Access):**

Full Access: Includes access to all modules, features, and reporting.

Limited Access: Select from the list below which items the user should have access to, and access level:

**Company Module**

Full Access

Reports Only

Other (Describe Below)

**Human Resources Module**

Full Access

Reports Only

Other (Describe Below)

**Payroll Module**

Full Access

Reports Only

Other (Describe Below)

Please list any further specific restrictions the user should have (read-only access, locations, departments, etc):

**Select the payroll access:**

Will this person be responsible for entering timesheet information?       Yes       No

Should this user be able to access/edit pay rates?       Yes       No

Will this person be responsible for approving payroll?       Yes       No

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Should you need more specialized setup for user roles, please contact us.*