



# Client Access Authorization

Please complete the following for each individual employed by the "Client" named below who is authorized to represent and have access to and use of the IOIPay® website ("Authorized Client Representative"). Any Authorized Client Representative is authorized to access Client and employee payroll data, make changes and deletions to processing instructions and employee and payroll entries, and may otherwise provide instructions regarding any services IOI is to provide to Client. Additional Authorized Client Representatives may affect product licensing and IOI pricing. A copy of this form may be used to authorize additional employees for Authorized Client Representative access and each newly submitted form requires an authorized Client signature. Revocation of authorization of any Authorized Client Representative access must be made by completing and submitting to IOI a Revocation Form found under "Client Forms" on the IOIPay website. If you have any questions, contact your sales executive or our Internet Administration Team at (888) 697-0021.

**Client Name:** \_\_\_\_\_

**Division Number:** \_\_\_\_\_

| First Name | Last Name | Job Title | Email Address | Phone/Ext |
|------------|-----------|-----------|---------------|-----------|
|            |           |           |               |           |

**Training Needed**

**Update Existing Account**

**Existing Username:** \_\_\_\_\_

**IOIPay Application Access (Check applicable settings)**

**Company Maintenance**

- Employee Search
- Company Demographics
- Company Voluntary Deductions
- Earnings Maintenance
- Company General Ledger
- Lookup Tables

- Company Preferences
- Company Vendor Setup
- Company Job Description
- Company Job Quals & Certs
- Position/Misc Tables

**Hours & Dollars**

- Import Utility
- Detailed Hours Entry
- Single Check Proof
- Browse Transactions
- Paycheck Options
- Extended Hours & Dollars
- Time Card Details

- Custom Hours Entry
- Balance Payroll-Batch Bal/Emp Rates/ Ded
- Employees Not Paid Report
- Preview Payroll
- Year-to-Date Adjustments
- Year-to-Date Adjustment Report
- Check Void Maintenance

**Global Utilities**

- Export Utility
- Update Utility
- Employee Copy

**Finish & Process**

- Accrual Administration
- Submit Payroll

**Begin Payroll**

- Begin a New Payroll
- Payroll Calendar
- Global Paystub Messages

**Reports**

- Pre-Production Reports
- Report Archive
- Check Browse
- Check History
- Quarterly Tax Reports
- GL Payroll Accrual
- Employee Maintenance Validation
- Company Maintenance Validation
- Hours and Dollars Validation
- Payroll Maintenance Audit Report
- Employee History Report
- Status History/EE Job Titles Report
- Salary History Report
- Hours & Dollars Proof Listing
- ACH Deposits Report
- Deduction Activation Report
- Employee Deduction Report
- Employee PTO Listing Report
- Employee Rate Change Report
- Employee Listing
- Employee Address Listing
- Employee Misc. Amounts Report
- Employee Misc. Dates Report
- HR Employee Listing Report
- HR Miscellaneous Amounts Report

**Employee Maintenance**

- Self Service Updates
- New Hire Wizard
- New Hire Express
- Employee Demographics
- Pay Rates
- Voluntary Deductions
- Deduction Express
- Direct Deposits
- Tax Setup
- Recurring Earnings
- General Ledger
- Labor Distribution
- Vendor Setup
- Benefit Accrual Balances
- HR Contact Information
- Compliance Information
- Salary History
- Status History
- Maintenance Report

**Special Options**

- Block Department Access \_\_\_\_\_
- Block Locations Access \_\_\_\_\_
- Block Hourly Rates
- Block Salary Rates
- Block 401(k)/403(b) Edit
- Block 377 Invoice

| Employee Self-Service Admin. Access |               |
|-------------------------------------|---------------|
| Accruals                            | Benefits      |
| Check Detail                        | Forms & Links |
| Get W2                              | Pay Info      |
| Print Check                         | Your Data     |

The undersigned represents and warrants that he/she possesses authority on behalf of the above named Client to authorize access to and use of the IOIPay® website (www.ioipay.com) and to approve such access for the individuals identified above. IOI may rely on any directions and authorizations it receives and believes to be from the undersigned or any other person it believes is authorized to act on behalf of the company.

As a reminder, it is Client's obligation to carefully review and confirm the accuracy of all documents and reports provided by IOI to Client as soon as the same are available. Client then has the responsibility to immediately notify IOI of any errors found or any questions it has. Any report or work product for which Client does not identify and report any errors to IOI may be deemed correct and accurate for all purposes by IOI. The accuracy and the integrity of the service IOI provides is dependent on the information Client provides and Client's timely confirmation and approval of all documents and reports provided by IOI.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT AND TITLE:** \_\_\_\_\_

|              |      |    |
|--------------|------|----|
| IOI Use Only | Date | By |
|--------------|------|----|

Please scan to [auth@ioipay.com](mailto:auth@ioipay.com) or fax this form to (888) 816-3775. The original form must be mailed to:

IOI Form Authorization, 1710 Leer Drive, Elkhart, IN 46514. Please retain a copy for your records.



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Optional Products (charges may apply)

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**Training Needed**                      **Update Existing Account**                      **Existing Username:** \_\_\_\_\_

**IOI Intelligence Center** (Additional charges apply)  
*\*Must select a security level and product below.*

**Security Level**

- Demographics (no check and financial data access)
- Demographics Plus All Check and Financial Data

**Product**

- Report Library (ability to run reports from existing templates, sort, filter, save and export)
- Ad Hoc Query Plus Report Library (ability to create your own reports as well as run reports from existing templates, sort, filter, save and export)

**IOITime** (Additional charges apply)  
*This is for full access to the time clock system. Supervisory accounts may be created by the administrator.*

**Human Resources Data (HRIS)** (Additional charges apply)

- OSHA (Screen 1 of 2)
- OSHA (Screen 2 of 2)
- Employee Dependents
- Employee Notes
- Employee Performance
- Employee Property
- Employee Training
- Required Training
- Company Benefits
- Employee Benefits

**IOIHire®** (Additional charges apply)

**Document Storage** (Additional charges apply)

**Labor Law Posters** (Additional charges apply)

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