

This Client Access Authorization is between the client named below ("Client" or "you") and PrimePay, LLC, which has acquired the assets, websites and payroll operations of IOIPay (referred to as "we" or "us"). 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 website ("Authorized Client Representative") you will utilize to process your payroll. Any Authorized Client Representative is authorized to access Client and employee data, make changes and deletions to processing instructions and employee and payroll entries, and may otherwise provide instructions regarding any services we are to provide to Client. Additional Authorized Client Representatives may affect product licensing and 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 us a Revocation Form found on the Forms & Links page in Payroll. If you have any questions, contact us 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:** \_\_\_\_\_

**Payroll 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 Qualls & Certs
- Position/Misc Tables

**Global Utilities**

- Export Utility
- Update Utility
- Employee Copy

**Begin Payroll**

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

**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

**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

**Finish & Process**

- Accrual Administration
- Submit Payroll

**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

**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	
Pay Info	Benefits
Accruals	Your Data
Check Detail	Forms & Links
Get W-2	
Print Checks	

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 and/or PrimePay websites (www.ioipay.com, www.PrimePay.com) and to approve such access for the individuals identified above. We may rely on any directions and authorizations we receive and believe to be from the undersigned or any other person we reasonably believe 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 us to Client as soon as the same are available. Client then has the responsibility to immediately notify us 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 us may be deemed correct and accurate for all purposes by us. The accuracy and the integrity of the service we provide is dependent on the information Client provides and Client's timely confirmation and approval of all documents and reports provided by us. Client also understands and agrees that it is Client's sole responsibility, and the responsibility of each individual Authorized Client Representative, to properly secure Client's e-mail access and our website login credentials so as to assure the integrity of all payroll data, communications and operations.

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

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

Internal Use Only	Date	By
-------------------	------	----

Please email to [auth@primepay.com](mailto:auth@primepay.com) or fax this form to 888-816-3775. Please retain a copy for your records.