

Please complete the following for each individual within your company (the below named Client) authorized to have company representative access to and use of the IOIPay® website. Any authorized representative is authorized to access your company and employee 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 your company. Additional authorized representatives may affect product licensing and pricing. A copy of this form may be used to authorize additional representative access and each newly submitted form requires an authorized company signature. Revocation of authorization of any company 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)**

|  |   |
|--|---|
| <input type="checkbox"/> <b>Company Maintenance</b><br><input type="checkbox"/> Employee Search <input type="checkbox"/> Company Preferences<br><input type="checkbox"/> Company Demographics <input type="checkbox"/> Company Vendor Setup<br><input type="checkbox"/> Company Voluntary Deductions <input type="checkbox"/> Company Job Description<br><input type="checkbox"/> Earnings Maintenance <input type="checkbox"/> Company Job Quals & Certs<br><input type="checkbox"/> Company General Ledger <input type="checkbox"/> Position/Misc Tables<br><input type="checkbox"/> Lookup Tables   | <input type="checkbox"/> <b>Hours &amp; Dollars</b><br><input type="checkbox"/> Import Utility <input type="checkbox"/> Balance Payroll-Batch Bal/Emp Rate/Deduction<br><input type="checkbox"/> Detailed Hours Entry <input type="checkbox"/> Employees Not Paid Report<br><input type="checkbox"/> Browse Transactions <input type="checkbox"/> Preview Payroll<br><input type="checkbox"/> Paycheck Options <input type="checkbox"/> Year-to-Date Adjustments<br><input type="checkbox"/> Extended Hours & Dollars <input type="checkbox"/> YTD Adjustment Report<br><input type="checkbox"/> Time Card Details <input type="checkbox"/> Check Void Maintenance<br><input type="checkbox"/> Custom Hours Entry   |
| <input type="checkbox"/> <b>Global Utilities</b><br><input type="checkbox"/> Export Utility<br><input type="checkbox"/> Update Utility<br><input type="checkbox"/> Employee Copy   | <input type="checkbox"/> <b>Finish &amp; Process</b><br><input type="checkbox"/> Accrual Administration<br><input type="checkbox"/> Submit Payroll  |
| <input type="checkbox"/> <b>Begin Payroll</b><br><input type="checkbox"/> Begin a New Payroll<br><input type="checkbox"/> Payroll Calendar<br><input type="checkbox"/> Global Pystub Messages  | <input type="checkbox"/> <b>Reports</b><br><input type="checkbox"/> Pre-Production Reports <input type="checkbox"/> Hours & Dollars Proof Listing<br><input type="checkbox"/> Report Archive <input type="checkbox"/> ACH Deposits Report<br><input type="checkbox"/> Check Browse <input type="checkbox"/> Deduction Activation Report<br><input type="checkbox"/> Check History <input type="checkbox"/> Employee Deduction Report<br><input type="checkbox"/> Quarterly Tax Reports <input type="checkbox"/> Employee PTO Listing Report<br><input type="checkbox"/> GL Payroll Accrual <input type="checkbox"/> Employee Rate Change Report<br><input type="checkbox"/> Employee Maintenance Validation <input type="checkbox"/> Employee Listing<br><input type="checkbox"/> Company Maintenance Validation <input type="checkbox"/> Employee Address Listing<br><input type="checkbox"/> Hours and Dollars Validation <input type="checkbox"/> Employee Job Titles Report<br><input type="checkbox"/> Payroll Maintenance Audit Report <input type="checkbox"/> Employee Misc. Amounts Report<br><input type="checkbox"/> Employee History Report <input type="checkbox"/> Employee Misc. Dates Report<br><input type="checkbox"/> Status History Report <input type="checkbox"/> HR Employee Listing Report<br><input type="checkbox"/> Salary History Report <input type="checkbox"/> HR Miscellaneous Amounts Report |
| <input type="checkbox"/> <b>Employee Maintenance</b><br><input type="checkbox"/> Self Service Updates <input type="checkbox"/> General Ledger<br><input type="checkbox"/> New Hire Wizard <input type="checkbox"/> Labor Distribution<br><input type="checkbox"/> New Hire Express <input type="checkbox"/> Vendor Setup<br><input type="checkbox"/> Employee Demographics <input type="checkbox"/> Benefit Accrual Balances<br><input type="checkbox"/> Pay Rates <input type="checkbox"/> HR Contact Information<br><input type="checkbox"/> Voluntary Deductions <input type="checkbox"/> Compliance Information<br><input type="checkbox"/> Deduction Express <input type="checkbox"/> Salary History<br><input type="checkbox"/> Direct Deposits <input type="checkbox"/> Status History<br><input type="checkbox"/> Tax Setup <input type="checkbox"/> Maintenance Report<br><input type="checkbox"/> Recurring Earnings | <input type="checkbox"/> <b>Special Options</b><br><input type="checkbox"/> Block Department Access _____<br><input type="checkbox"/> Block Locations Access _____<br><input type="checkbox"/> Block Hourly Rates<br><input type="checkbox"/> Block Salary Rates<br><input type="checkbox"/> Block 401(k)/403(b) Edit<br><input type="checkbox"/> Block 377 Invoice   |

**Employee Self-Service Admin. Access**

Standard Administrator: Cannot see financial data

Advanced Administrator: Can see financial data

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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.



# Client Access Authorization

## Optional Products (charges may apply)

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**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)

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

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

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| IOI Use Only | Date | By |
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