

## Client Access Authorization

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 notifying the IOI Internet Administration Team in writing by submitting a separate Client Revocation of Access Authorization form available from IOI. If you have any questions, contact your Sales Executive or our Internet Administration Team at (888) 697-0021.

Division Number \_\_\_\_\_ Company Name \_\_\_\_\_

First Name	Last Name	Job Title	Email Address	Phone Number/Ext

### APPLICATION ACCESS *(Check applicable settings)*

**IOIPay Access**

ALL

**Company Maintenance**

- Earnings
- Deductions
- Vendors
- Company Tables

**Employee Maintenance**

- Employee New Hire
- Demographics
- Change Hourly Pay Rates
- Change Salary Pay Rates
- Employee Tax Settings
- PTO Balance Adjustments
- Labor/GL Changes

**Human Resources Data**

- EEO/I-9
- Employee Contact Information
- Approve/Deny ESS Contact Updates
- Company Benefits
- Employee Benefits
- Dependant/Beneficiary Information
- Performance Review
- Employee Notes
- Property Tracking
- OSHA
- Applicant Tracking (optional module)

**Rate Access**

- Hourly
- Salary

**Hours and Dollars**

- Basic Hours and Dollars Entry
- Check on Demand Access
- Payroll Balancing Report
- Hours and Dollars Proof Listing
- Payroll Preview
- YTD Adjustments

**Report Access**

- HR Reports
- Payroll Listing Reports (includes rates and salaries)
- PTO Balance Report
- Deduction Reports
- Payroll Audit Report
- Report Archive (ALL)
- Check Browse/History
- Quarterly Tax Reports (include rates and salaries for all divisions under FEIN)
- Import Files
- Export Files

**Special Options**

- Block Department Access \_\_\_\_\_ List dept. number(s)
- Block Locations Access \_\_\_\_\_ List location(s)
- Block 401k/403b View
- Block 401k/403b Edit
- Block Open Payroll
- Block Close Payroll

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](http://www.ioipay.com)) and to approve such access for the individual 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.

\_\_\_\_\_  
Authorized Signature of Company Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Job Title

<i>IOI Use Only</i>	Date
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## Client Access Authorization for Optional Products

(additional charges may apply)

Division Number \_\_\_\_\_ Company Name \_\_\_\_\_

First Name	Last Name	Job Title	Email Address	Phone Number/Ext

### IOI Employee Self Service

**Standard User (Employee):** *Authorization Form Not Required.* ESS employee can view their pay information, check stubs and check history as well as their individual and emergency contact information. Additional viewing option for employee benefits, PTO accruals, company messages, company documents are available if company elects to display. Each employee may only have one login per file number. Your employee (Standard User) would sign up for ESS online and your Company Administrator would approve the login.

#### Company Administrator (Authorization Form Required)

*Check Authorization Level*

- Standard Administrator:** Can approve pending login requests; reset locked accounts due to too many bad login attempts; reset passwords; delete ESS accounts. *Standard administrator cannot view employee check data (other than administrator's own check data) unless otherwise indicated.*
- Advanced Administrator (Full Account Access):** Can approve pending login requests; reset locked accounts; reset passwords; create and delete user accounts; update company messages; **view and print all employee check data and W-2 statements;** change company display preferences.

### IOI Intelligence Center (additional charges apply)

*Check Authorization Level*

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

*Check Company Subscription Level*

- 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)

### Quarterly Tax Reports

**Please note: Quarterly tax reports are prepared at the FEIN level. Anyone given authorization to access these reports will be able to see quarterly wage detail for all employees in all divisions under the FEIN.**

*Check One*

- Online Reports
- Printed Reports *(Additional delivery fees may apply. This option is not available for paperless clients.)*

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 Authorized Signature of Company Officer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name and Job Title

IOI Use Only	Date	By
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