Quickpay Payroll

Saving Time & Money Is Just The Beginning...

WEB PORTAL USER AUTHORIZATION FORM

The Authorized User will have the ability to enter new hires, add and/or edit direct deposit information, change and/or view employee pay rates, and view all payroll reports. To grant specific authorization, please mark the column that you will be authorizing. Otherwise the employee will assume access to add/edit the abovementioned information. Please provide the employee's birthdate and home zip code for security verification purposes and password resets.

CLIENT NAME: **CLIENT NUMBER:**

Employee Information			Authorization Options					
Employee Name / E-mail	Birthdate	Zip Code	All Access	New Hire	Direct Deposit	Reports / Invoices	Pay Rates	Location / Department

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I understand it is within my (the Employer's) discretion to share any and all Web Portal Username and Password information with an Employee. I further understand Quickpay Payroll, LLC is not liable for my decision to share this information. I understand that Quickpay advises all Clients to take proper measures in securing sensitive login information.

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Print Name and Title of Authorized Representative

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Signature of Authorized Representative **Date**