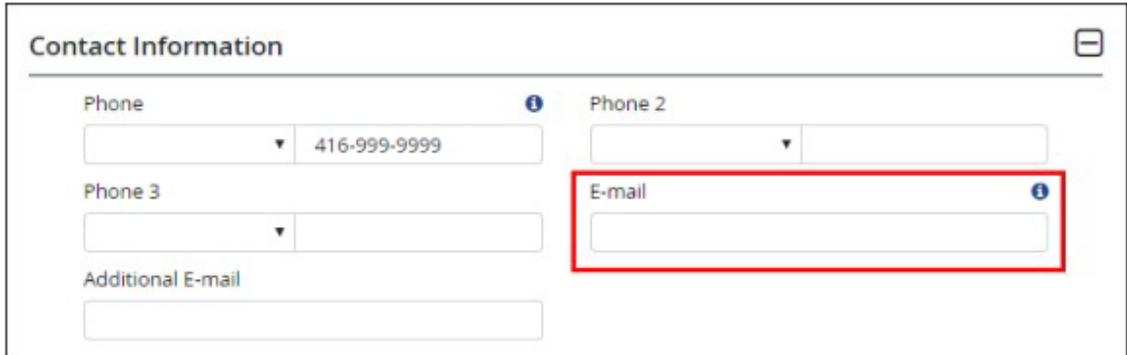


POWERPAY SELF SERVICE – Quick Activation Guide

Instructions are provided for [Powerpay](#) and [Powerpay People](#). Complete the steps for your product.

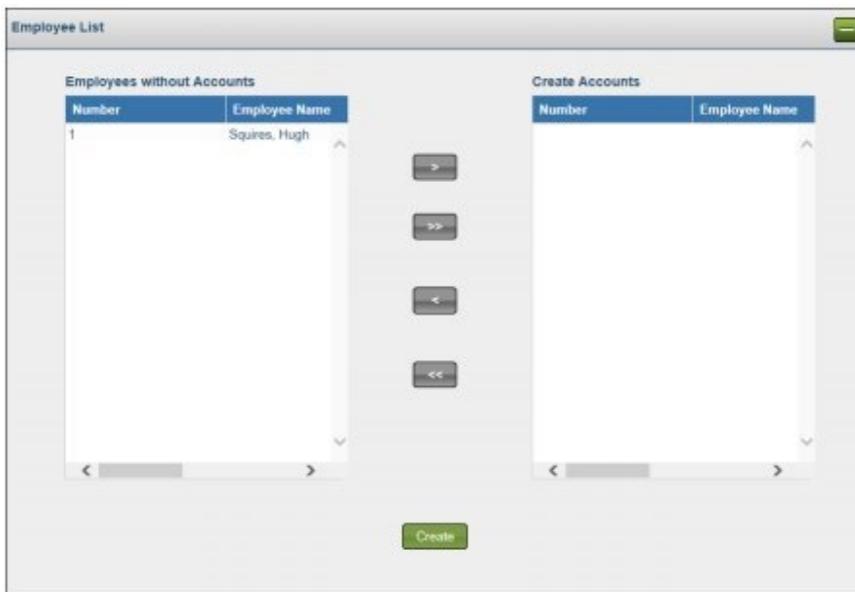
Powerpay

1. Employee e-mail addresses are required to add user accounts. Verify/Add employees' email address on the **Employee Profile** page (Payroll → Hire/Profile → Employee Profile)



The screenshot shows the 'Contact Information' section of an employee profile. It includes fields for Phone, Phone 2, Phone 3, and Additional E-mail. The E-mail field is highlighted with a red box. There is an information icon (i) next to the E-mail field.

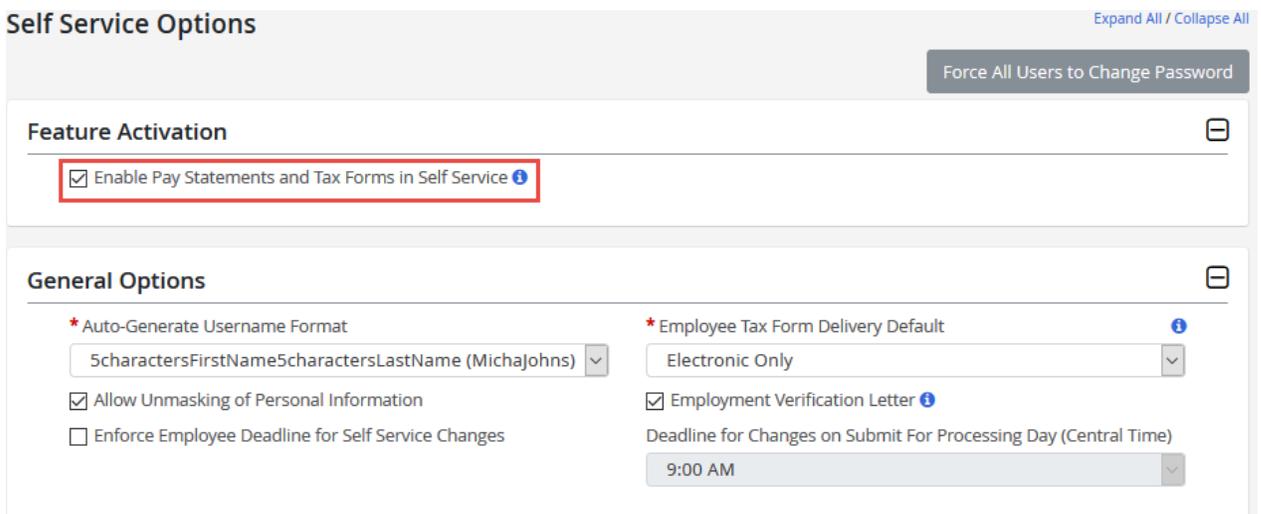
2. Navigate to the **Multiple User Create** page (Company → Self Service → Multiple User Create). Review the Validation Messages for employees without e-mail addresses. In the Employee List section, select the employees for whom to create accounts from the **Employees without Accounts** list and click the > button to move them to the Create Accounts list. Click **Create**.



The screenshot shows the 'Employee List' page. It has two columns: 'Employees without Accounts' and 'Create Accounts'. The 'Employees without Accounts' column has one entry: '1 Squires, Hugh'. There are buttons for moving employees between the columns. A 'Create' button is at the bottom.

3. Activate Powerpay Self Service for your employees. **This step should only be completed once you are ready to begin using Powerpay Self Service and have created accounts for your employees.**

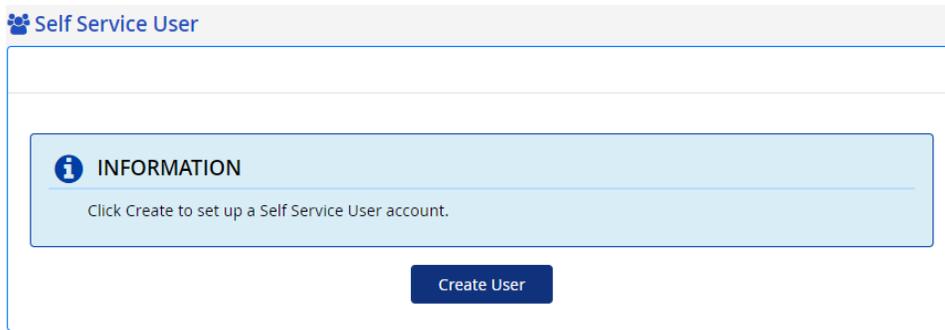
Navigate to the **Self Service Options** page (Company → Self Service → Self Service Options). Select the **Enable Pay Statements & Tax Forms in Self Service** checkbox. Click **Save**.



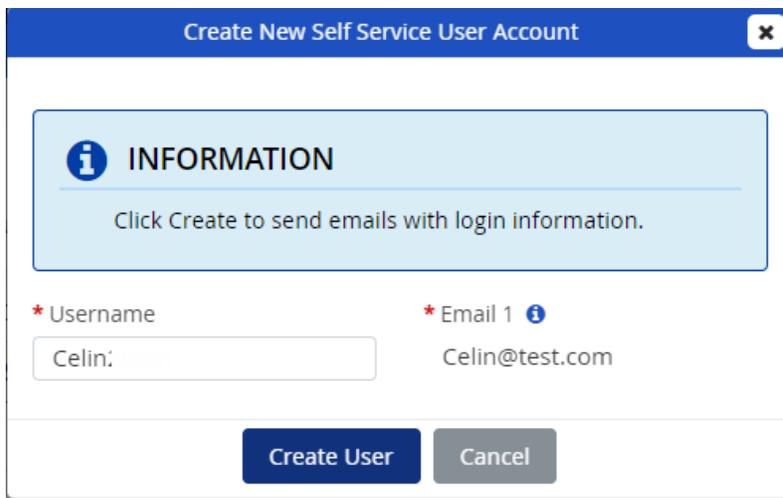
The screenshot shows the 'Self Service Options' page. It has a 'Force All Users to Change Password' button. The 'Feature Activation' section has a checkbox for 'Enable Pay Statements and Tax Forms in Self Service' which is checked and highlighted with a red box. The 'General Options' section has several settings: 'Auto-Generate Username Format' (5charactersFirstName5charactersLastName (Michajohns)), 'Employee Tax Form Delivery Default' (Electronic Only), 'Allow Unmasking of Personal Information' (checked), 'Enforce Employee Deadline for Self Service Changes' (unchecked), and 'Employment Verification Letter' (checked). The 'Deadline for Changes on Submit For Processing Day (Central Time)' is set to 9:00 AM.

Powerpay People

1. Navigate to the **Profile** tab (People → People List → Profile). Select the employees for whom to create Self Service accounts. In the Self Service User section, click **Create User**.



The Create New Self Service User Account window displays the employee's Username and email. Update the Username if required and click **Create User**.



2. Activate Powerpay Self Service for your employees. **This step should only be completed once you are ready to begin using Powerpay Self Service and have created accounts for your employees.**

Navigate to the **Self Service Options** page (Company → Self Service → Self Service Options). Select the **Enable Pay Statements & Tax Forms in Self Service** checkbox. Click **Save**.

