Click on File/Company Profile/Password.
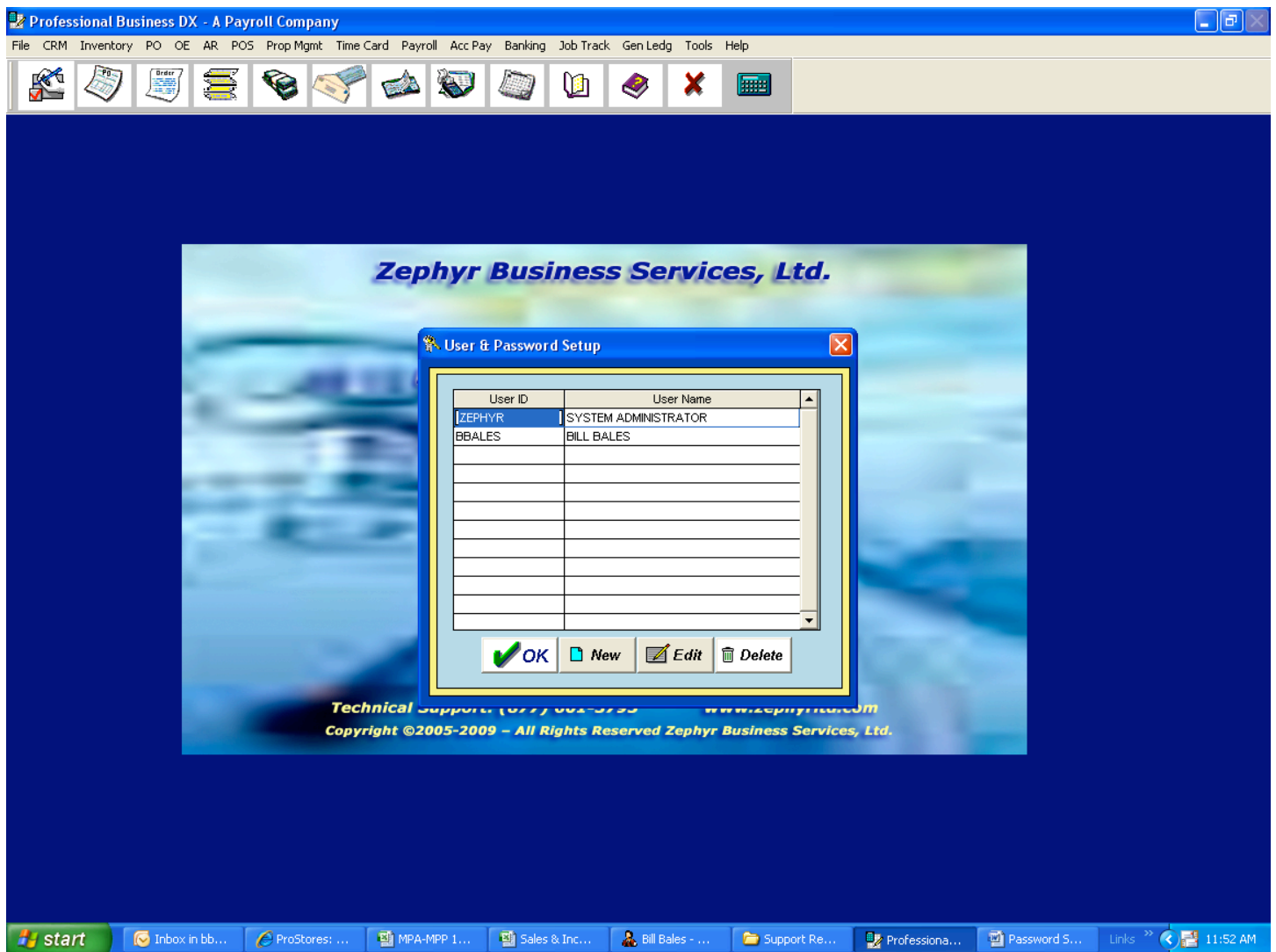
When the "User & Password Setup" screen appears, click on "New".
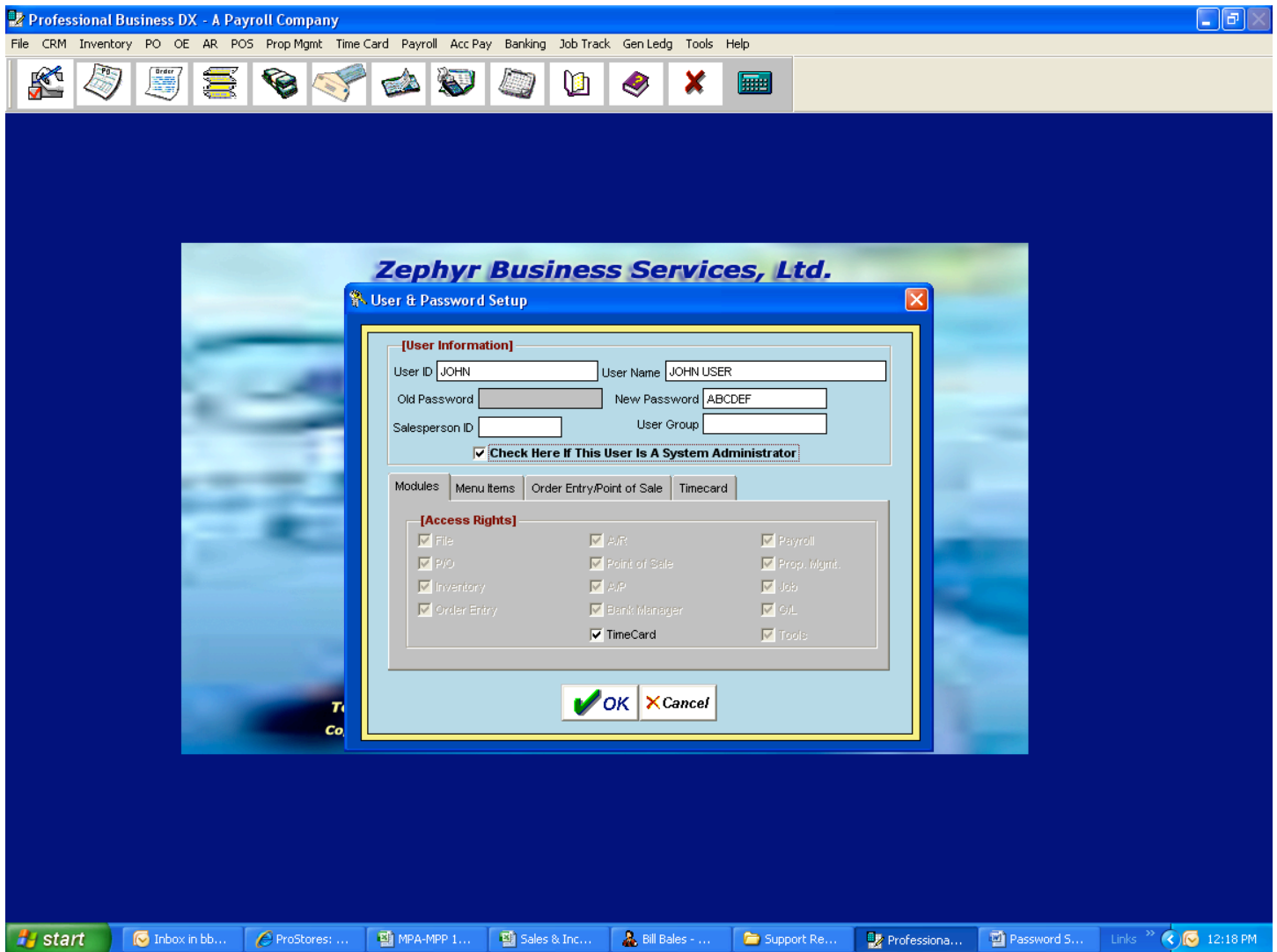
Enter a "User ID". Make it short, easy to remember, and in capitals.
Enter a "User Name". It can be your name.
Under "User Name" enter a password. Make it 6 letters or less, no numbers. Use capital letters.

Note: The program will ask you to change your password after every 30 times you open the program. We suggest you make it easy on yourself instead of creating and trying to remember a multitude of passwords. Let's say your password is ABCDEF. In 30 days just take off the "F" and 30 days later put the "F" back on. That way if you enter the wrong password, you'll know it's the other one.
If at any time the program won't let you in, use the default password CUSTOMER. Once in you will be able to re-set your password by entering it into the "New Password" field.

Put a check in the little box next to "Check Here If This User Is A System Administrator". Once you are the "System Administrator" you won't have to do anything with the "Access Rights" tabs below.

Once all of the fields are completed click "OK".
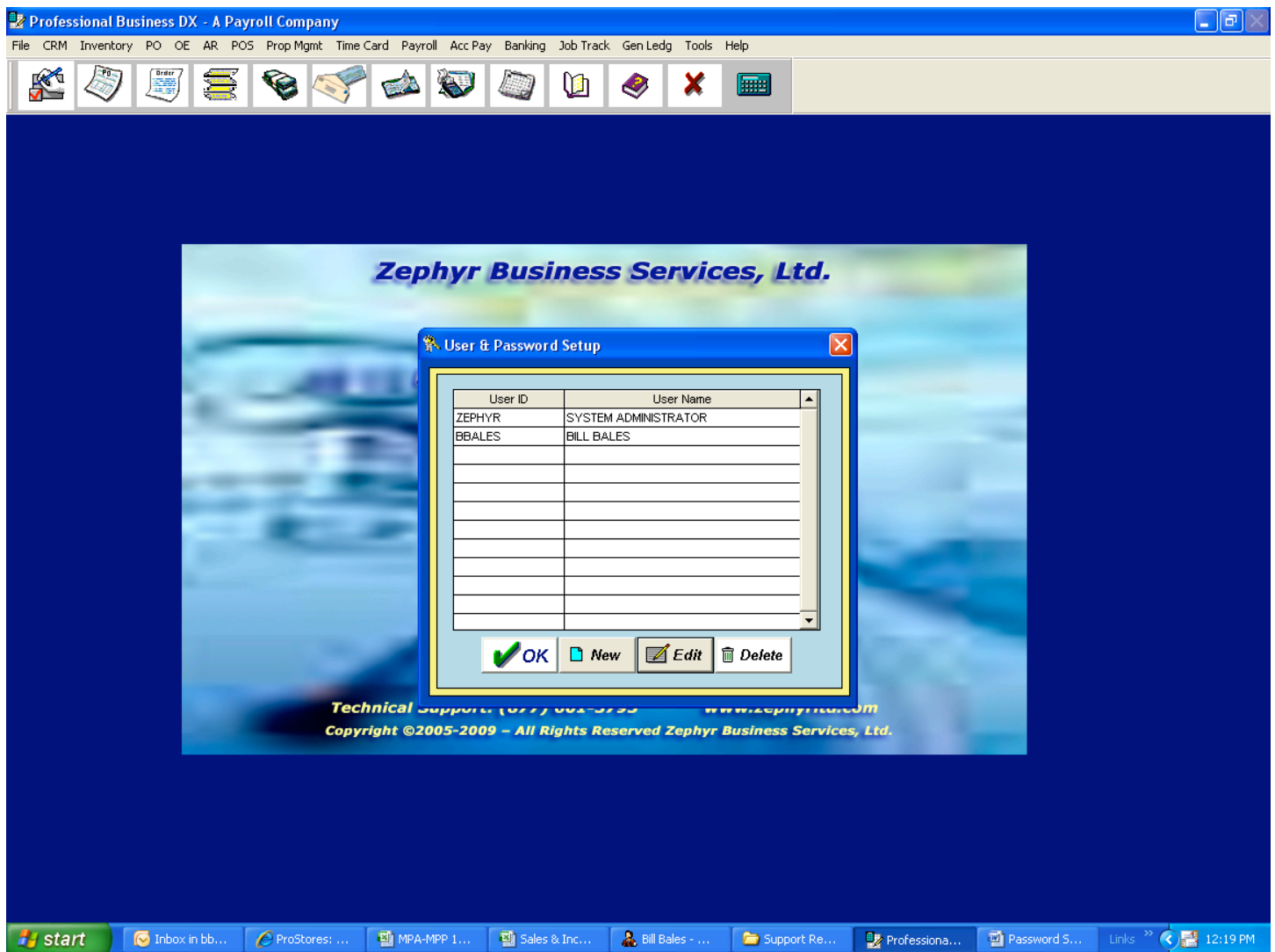
Click "OK" to close the "User & Password Setup" screen.

Note: If at any time the program won't let you in to Payroll, use the default password CUSTOMER.

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