

## Intuit Online Payroll

***Beat the crowd; sign up NOW for a January start!***

Be sure to tell us that you're a small business, so we direct you to the proper setup interview.

## Intuit Online Payroll

### Tell Us About Yourself

It's easy and affordable to do payroll online!

**What best describes you and your payroll needs?**

- Small Business:** I want to pay people at my company
- Household:** I want to pay people who work at my home (such as a nanny, health care worker, or gardener)
- Accounting Professional:** I want to offer payroll services to my clients

CONTINUE

When you sign up, you'll be prompted to tell us information about you, your company, your employees and your company's tax information. We will guide you through this process.

**POWER TIP: Only enter employees you'll be paying in 2010.**

## Intuit Online Payroll

### Welcome to Intuit Online Payroll



Profile

What's the name of your business?

START



Employees

When do you pay them? How much?



Taxes

How often do you pay and file them? (Not sure? We can help!)



History

Already paid an employee this year? We'll ask for some of the details.

We'll guide you every step of the way. Let's start with a few questions about you and your business.

When you enter the employee module of the Setup process, you'll be asked some questions, so we can customize the interview for you. Be sure to select that you'll be running payroll on or after January 1<sup>st</sup>, so that your account has the correct start date. Also select "no" to the next question about paying employees this year... since you'll be starting fresh next year.

**POWER TIP:** We will not begin billing you until you've run a live payroll in your account. You can take your time setting up your account and getting it done correctly!

**POWER TIP:** Run your first payroll of the year with Intuit Online Payroll to keep your setup as simple as possible.

## How Will You Pay Employees?

We need to know how you'll be paying the people who are part of y

Do you plan to pay any of your employees through direct deposit?

Yes  No

When will you first be running payroll with us? ?

Before Jan 1, 2010  On or after Jan 1, 2010

Have you paid any employee this year (2009)? ?

Yes  No

Once you've completed setting up your employees and your company tax profile, click **Set Up Services**. This will take you to the Setup tab, where you can set up e-services and preferences on your account.

What do you want to do next?

<p><b>Set up more services</b></p> <p>Before you run payroll, you can setup other services that make running payroll easier:</p> <ul style="list-style-type: none"><li>• Add Contractors</li><li>• Setup employee direct deposit.</li><li>• Pay and file taxes electronically</li></ul> <p>And much more</p> <p><b>SET UP SERVICES</b></p>	<p><b>I'm ready to run payroll</b></p> <p>You have setup the essentials to pay employees. Click <b>Create paychecks</b> to get started.</p> <p>You can always continue setting up later. Just click the Setup tab.</p> <p><b>CREATE PAYCHECKS</b></p>
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**POWER TIP: Electronic services may take a couple of weeks to become active, depending on your selections. Getting a jump start will help you to have a smooth first payroll.**

## Setup Overview

### Payroll and Services

#### Payroll

[Pay Schedules](#)

[Vacation / Sick / PTO](#)

[Deductions / Contributions](#)

#### Taxes

[General Tax Information](#)

[Federal Taxes](#)

[State Taxes](#)

#### Electronic Services

[Update Electronic Services](#)

#### Export

[Preferences](#)

#### Workers' Compensation

[Apply for pay-as-you-go service](#)

### Company and Account

#### Business Information

[Contact Information](#)

[Work Locations](#)

#### Security and Access

[Change User ID](#)

[Change Password](#)

[Account Access](#)

#### Billing and Service

[Billing Information](#)

[Cancel Service](#)

[Review Service Agreement](#)

#### Preferences

[General](#)

[Paycheck Printing](#)

[Form Printing](#)

[Emails](#)

[Reports](#)