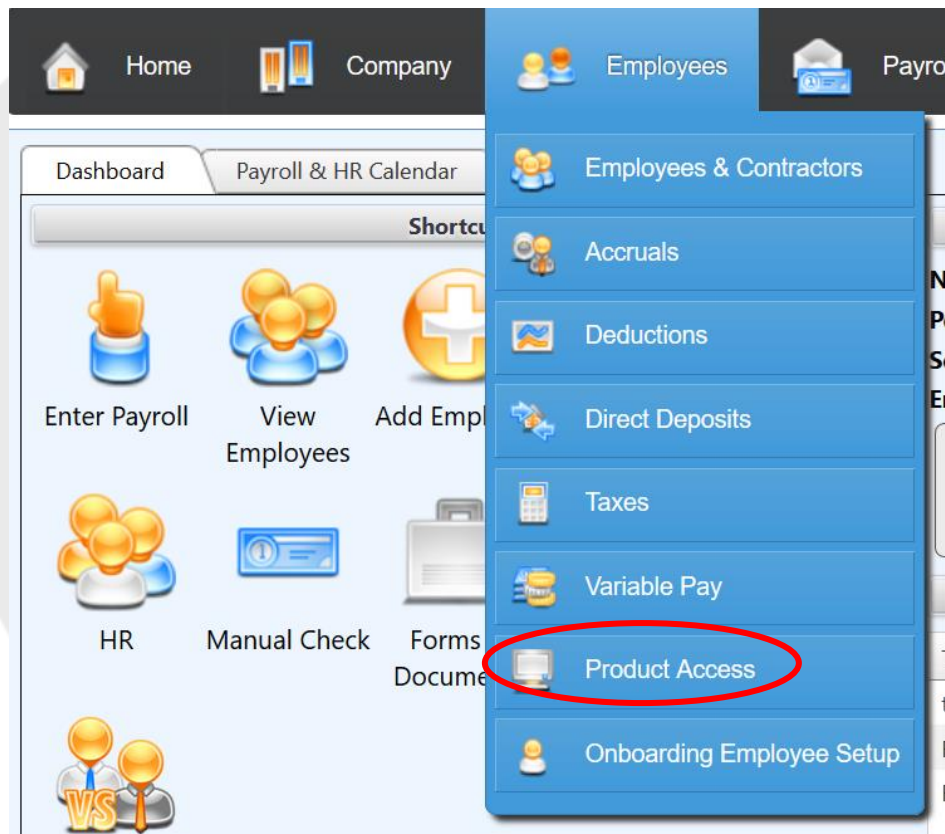


Resetting Employee Access (MyGo and ESS)

1. Log into Employer on the Go. Select “Product Access” under the “Employees” tab.



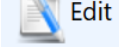
2. Next, click on an employee that you want to reset access for under the “Employee Access” tab.

Employee Access Employee Access Setup My Employer on the GO Access

Employee ID	First Name	Last Name	User Name	Email Address	Time Zone	Adjust for DST	Status (Employee Self Service)
00000001	Mary	Jones	maryjones	info@smartpayrollsolutions.com	(UTC-05:00) Eastern Time (US & Canada)	<input checked="" type="checkbox"/>	Active
00000002	Frank	Sinatra	fsinatra	info@smartpayrollsolutions.com	(UTC-05:00) Eastern Time (US & Canada)	<input checked="" type="checkbox"/>	Inactive
00000003	Neela	C	nchoudhury1234	csr@smartpayrollsolutions.com	(UTC-05:00) Eastern Time (US & Canada)	<input checked="" type="checkbox"/>	Inactive
00000004	Kristie	Stevens	kristieS75	kdooley152@gmail.com	(UTC-05:00) Eastern Time (US & Canada)	<input checked="" type="checkbox"/>	Inactive
00000006	Email	Test	Registration Pending	csr@smartpayrollsolutions.com	(UTC-05:00) Eastern Time (US & Canada)	<input checked="" type="checkbox"/>	Registration Pending

3. Go to the “Employee Access Setup” tab



4. Click on  at the bottom of the screen to begin changing information

5. You will now be able to reset employee access by updating the employee username and password.

Employee Access

Employee ID:	<input type="text" value="00000001"/>
Employee Name:	<input type="text" value="Mary Jones"/>
Email:	<input type="text" value="info@smartpayrollsolutions.com"/>
User Name:	<input type="text" value="maryjones"/>
Password:	<input type="text" value="Demo2017%"/> Strong
User Status:	<input type="text" value="Active"/>
Time Zone:	<input type="text" value="(UTC-05:00) Eastern Time (US & Canada)"/> <input checked="" type="checkbox"/> Adjust for DST

Enable 7 day Inactive Access (My Employer on the GO Only)
 Disable Timekeeping for My Employer on the GO
 Employee Self Service Online Timekeeping
 My Employer on the GO Activate Onboarding

IP Address Restrictions (Timekeeping Only)

IP Address 1:	IP Address 2:	IP Address 3:
<input type="text"/>	<input type="text"/>	<input type="text"/>
IP Address 4:	IP Address 5:	IP Address 6:
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Make sure you check off which system they are using (Employee Self Service or My Employer on the GO)


Time Zone: (UTC-05:00) Eastern Time (US & Canada) Adjust for DST

Enable 7 day Inactive Access (My Employer on the GO Only)

Disable Timekeeping for My Employer on the GO

Employee Self Service Online Timekeeping

My Employer on the GO Activate Onboarding

7. Once all changes are made, don't forget to click  Save at the bottom of the screen.