

Diversified Financial Services, Inc.

Policies & Procedures

Service Bureau Log In

Ellen Sines, President



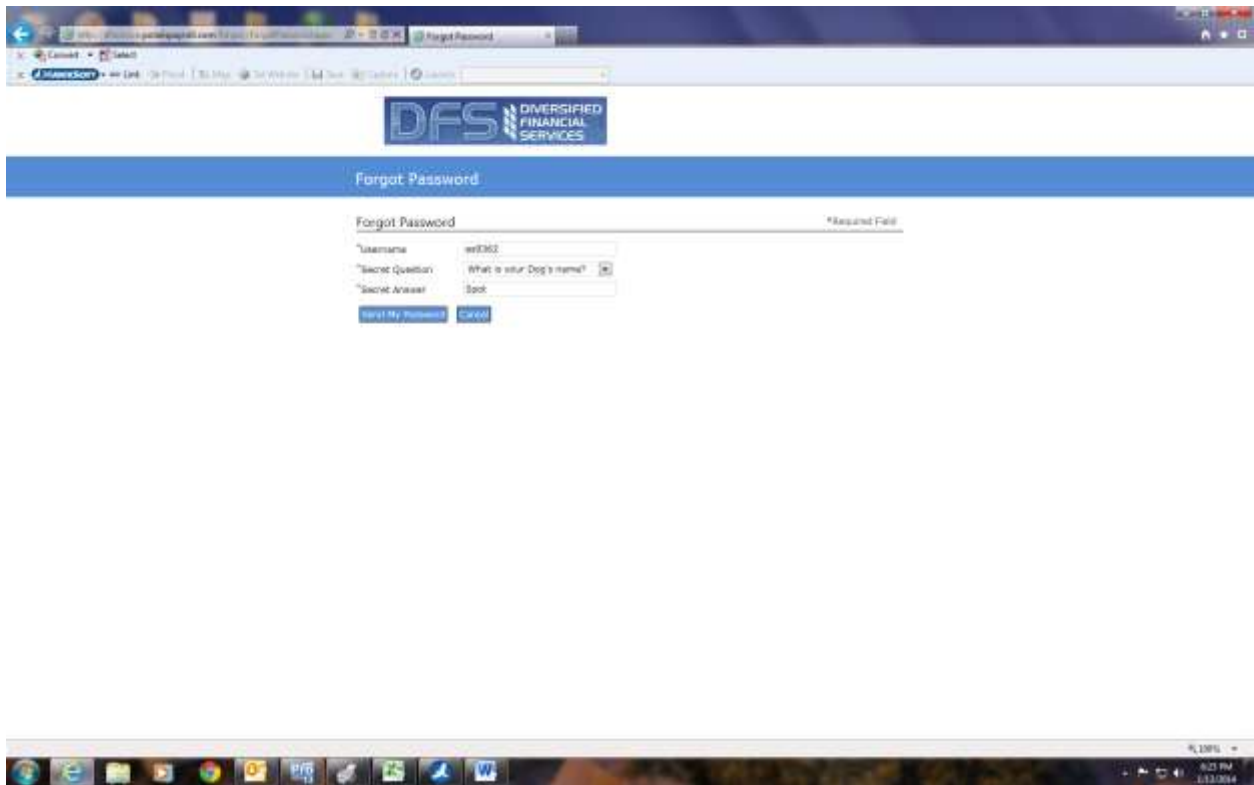
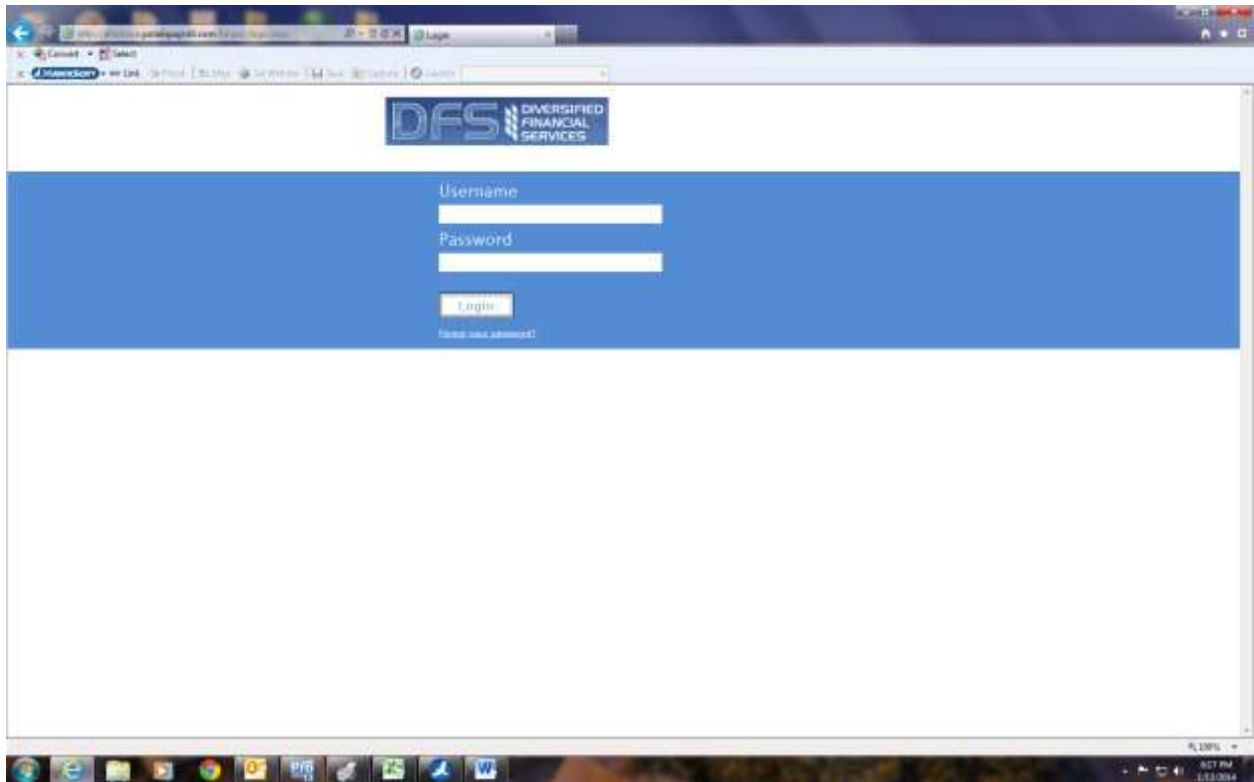
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ER Registration Wizard

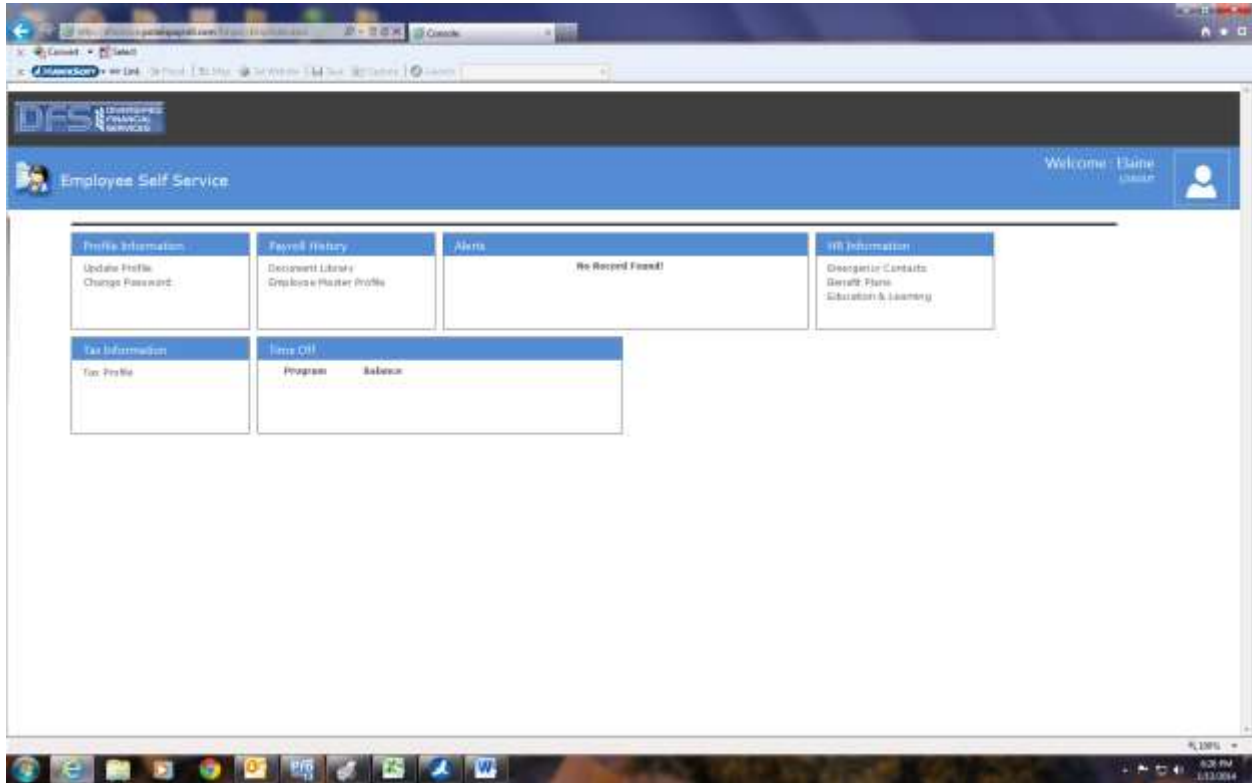
Once your account has been established you may log into the database by using the link provided on our company web page www.payrollserv.com under Quick Links, Payroll Services.



To log in you will need the User Name and password provided when your account was established. There are different roles and preferences dependent on the type of User set up for each individual. Each individual must have an email address entered into the payroll system to receive the password generated by the system. Once a system generated password has been issued the individual may access the system and change the password to something more relevant to them. This password is not stored in the system so should you forget the password a new system generated password will be issued. To have the system issue a new password just use the 'forgot your password?' shortcut on the login page.



Every user is set up initially with a Secret Question: What is your dog's name? The answer is Spot. It is recommended that this question be changed to something more appropriate to you as an individual upon entry into the system.



An employee once correctly logged in will see the above Employee Self Service portal and be able to make limited changes to the profile information i.e. address, emergency contacts etc.

The document library contains check and direct deposit vouchers in addition to tax return forms as they become available.