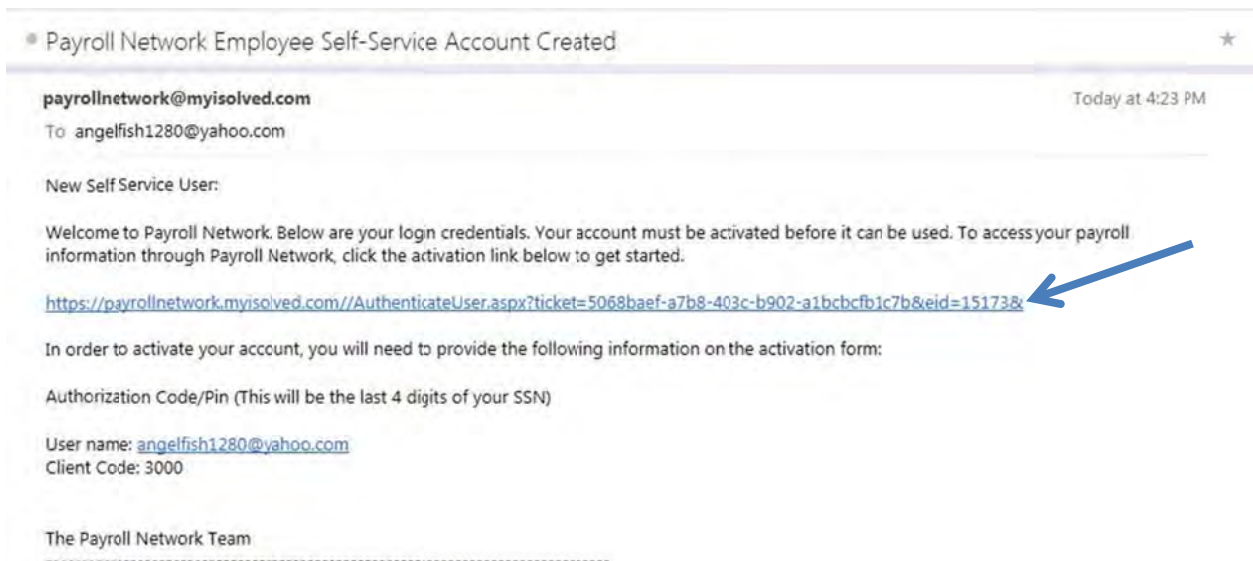


Setting-Up Your iSolved User Login

1. You will receive an email from Payroll Network to set-up your login. The link will expire 72 hours after the email is sent. The email is initiated by your Budget & Accounting Tech (BAT). If the link expires, your Budget & Accounting Tech (BAT) will have to send a new email.



2. When you click on the link, you will be taken to a page to set-up your password and security question.

New User Account Setup

To activate your new account please enter the following information into the fields below and

Account Information

User Name:

Client Code:

Identity Confirmation

Authorization Code/Pin:

This information is located in the activation email sent to you.

Setup Account Password

New Password:

Choose a password for your new account. Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters (!@#%&*~).

Confirm New Password:

Re-enter your password to ensure it is correct.

Challenge Question:

Enter a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.

Challenge Answer:

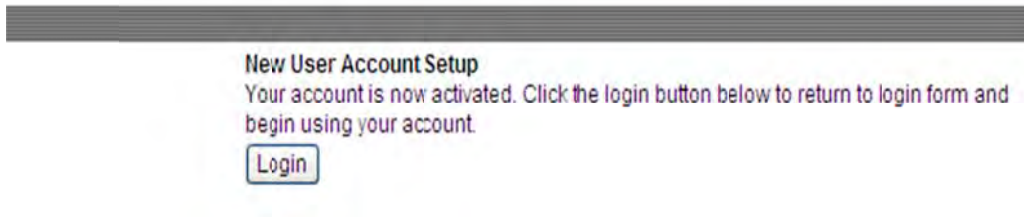
Specify the answer to the challenge question you created above.

Confirm Answer:

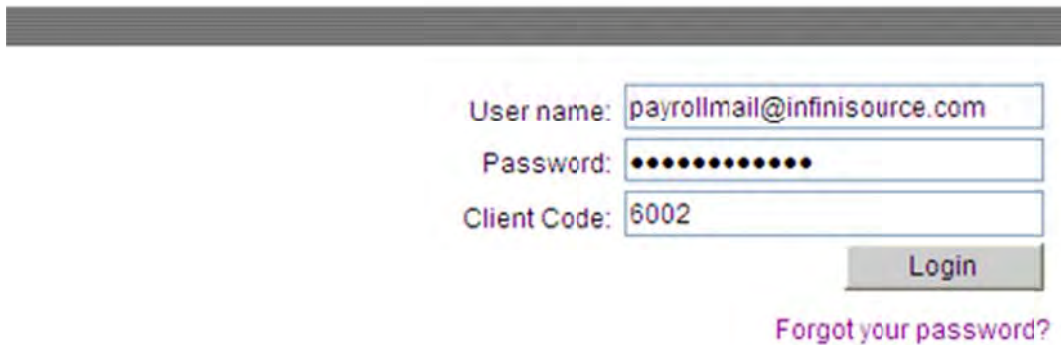
Re-enter the answer from above to ensure it is correct.

Your Username is your email address. It will be prepopulated along with your Client Code. Your Authorization Code is the last 4 digits of your SSN. Once you have completed all empty fields, click Continue.

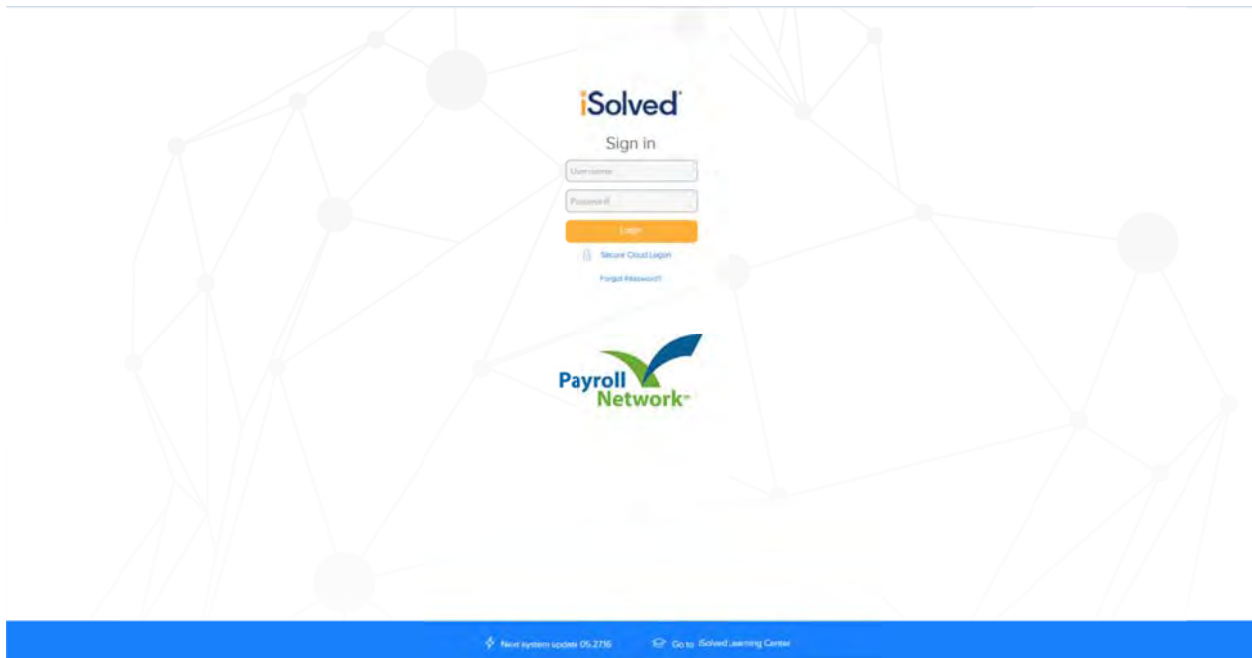
3. If all fields have been appropriately completed, you will be taken to this screen. Click Login.



4. The first time login screen will appear. Enter your password and click Login. If you have already forgotten your password, click Forgot your Password?.



5. If the information you entered was correct, you will be taken to the general iSolved login screen.



6. To begin using the iSolved system, refer to your iSolved Manual.