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.

![Email and setup screen](image)

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