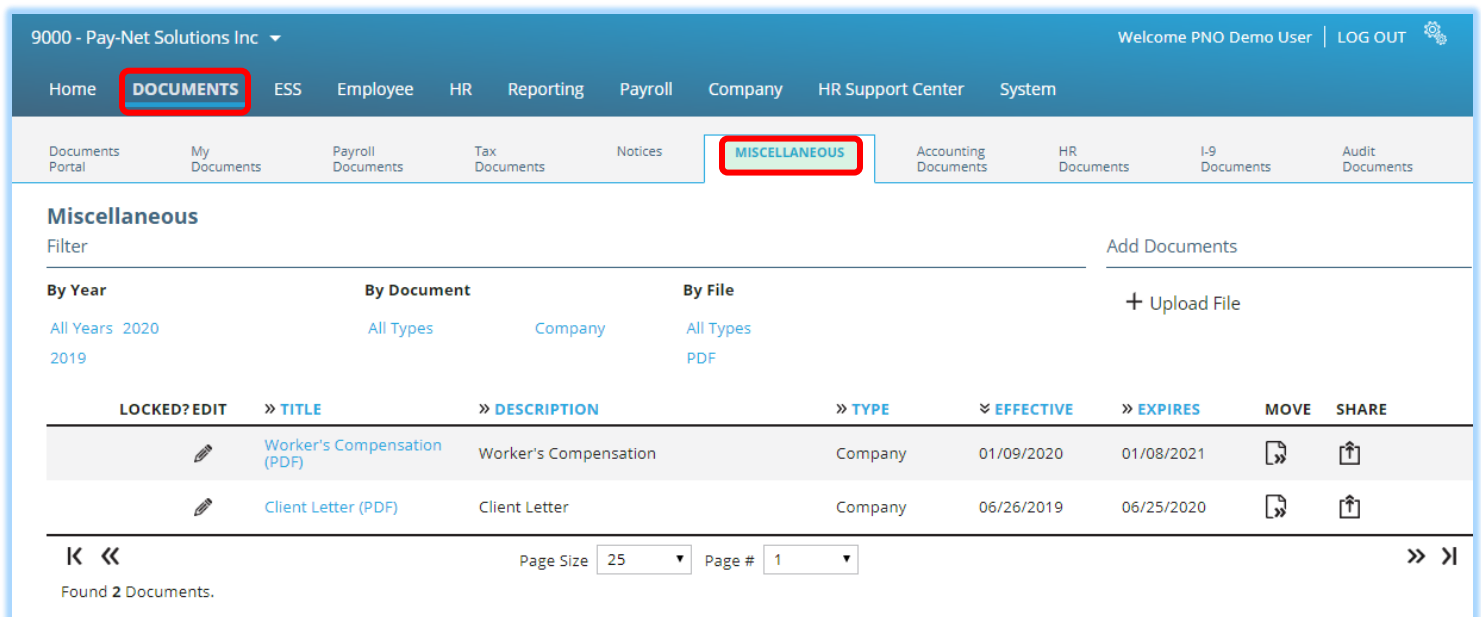


This Quick Reference Manual is meant to outline the steps necessary to upload important documents to Pay-Net Online for Pay-Net to review. We recommend using this in order to send us important information, such as employee direct deposit information, social security numbers, company bank account changes, etc.

1. Log into Pay-Net Online. Click on the **Documents** tab and then click on the **Miscellaneous** subtab. It could take a few moments to load.



9000 - Pay-Net Solutions Inc | Welcome PNO Demo User | LOG OUT

Home **DOCUMENTS** ESS Employee HR Reporting Payroll Company HR Support Center System

Documents Portal My Documents Payroll Documents Tax Documents Notices **MISCELLANEOUS** Accounting Documents HR Documents I-9 Documents Audit Documents

Miscellaneous

Filter Add Documents

By Year: All Years 2020 2019

By Document: All Types Company

By File: All Types PDF

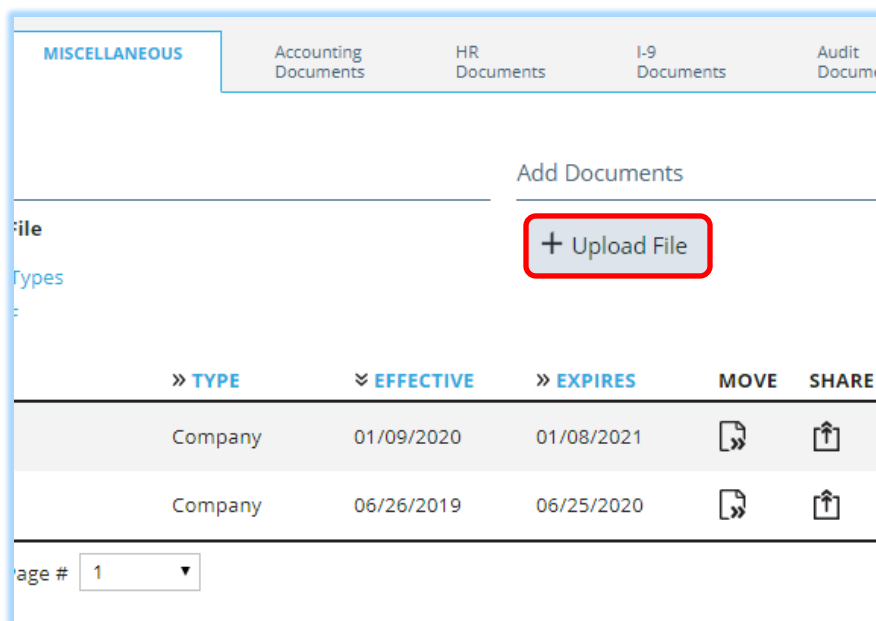
+ Upload File

LOCKED? EDIT	TITLE	DESCRIPTION	TYPE	EFFECTIVE	EXPIRES	MOVE	SHARE
	Worker's Compensation (PDF)	Worker's Compensation	Company	01/09/2020	01/08/2021		
	Client Letter (PDF)	Client Letter	Company	06/26/2019	06/25/2020		

Page Size: 25 Page #: 1

Found 2 Documents.

2. Click on Upload file.



MISCELLANEOUS Accounting Documents HR Documents I-9 Documents Audit Documents

Add Documents

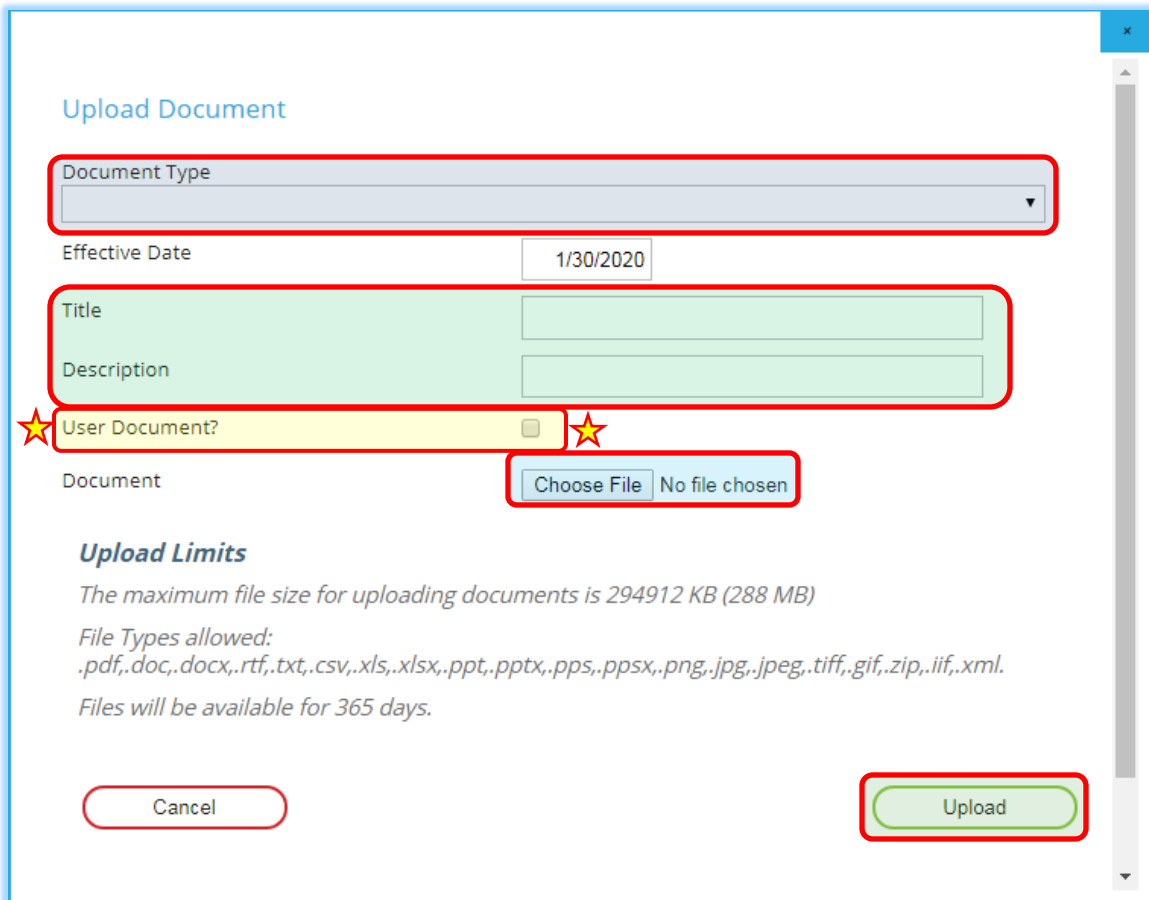
+ Upload File

TYPE	EFFECTIVE	EXPIRES	MOVE	SHARE
Company	01/09/2020	01/08/2021		
Company	06/26/2019	06/25/2020		

Page #: 1

3. The box below will pop up. Follow the instructions below:
 - a. Choose “Miscellaneous Reports” as the Document Type.
 - b. Create a Title and Description for the document.
 - c. Choose your Document to upload
 - d. Click the Upload box once. Sometimes it can take some time to upload.

****Note: Do not select the User Document Box as this will only allow you to see the document. See step 6 if you have selected User Document.****



Upload Document

Document Type

Effective Date: 1/30/2020

Title

Description

★ User Document? ★

Document: Choose File No file chosen

Upload Limits
 The maximum file size for uploading documents is 294912 KB (288 MB)
 File Types allowed:
 .pdf,.doc,.docx,.rtf,.txt,.csv,.xls,.xlsx,.ppt,.pptx,.pps,.ppsx,.png,.jpg,.jpeg,.tiff,.gif,.zip,.iif,.xml
 Files will be available for 365 days.

Cancel Upload

4. Your document will now be listed. It should be the first option but can be lower down the list.

LOCKED? EDIT	» TITLE	» DESCRIPTION	» TYPE	» EFFECTIVE	» EXPIRES	MOVE	SHARE
	New Title (Image)	New Description	Misc Reports	01/30/2020	01/29/2021		
	Worker's Compensation (PDF)	Worker's Compensation	Company	01/09/2020	01/08/2021		
	Client Letter (PDF)	Client Letter	Company	06/26/2019	06/25/2020		

Page Size: 25 Page #: 1

- You are now done. Please email operations@pay-net.net to let us know when a document has been uploaded for Pay-Net’s review. Include the Title and/or Description of the document.
- If you have accidentally selected the User Document box, the item will still show up for you, but you will now see the Person Icon. Click on the Move Icon to allow all users to see the document.

EDIT	TITLE	DESCRIPTION	TYPE	EFFECTIVE	EXPIRES	MOVE	SHARE
	New Title (Image)	New Description	Misc Reports	01/30/2020	01/29/2021		
	User Document Title (Text)	User Document Description	Misc Reports	01/30/2020	01/29/2021		

- Choose the New Folder to be Miscellaneous and check the box for Make Company Level. Click Move when you are done.

Move Document

To move a document, you must select the new folder to move the document. Only folders that you have rights to Add to are displayed.

New Folder:

Miscellaneous - Miscellaneous Documents ▾

Make Company Level?

MOVE

CANCEL

- Your upload should look like the image below. Proceed back up to step 5.

EDIT	TITLE	DESCRIPTION	TYPE	EFFECTIVE	EXPIRES	MOVE	SHARE
	New Title (Image)	New Description	Misc Reports	01/30/2020	01/29/2021		
	User Document Title (Text)	User Document Description	Misc Reports	01/30/2020	01/29/2021		