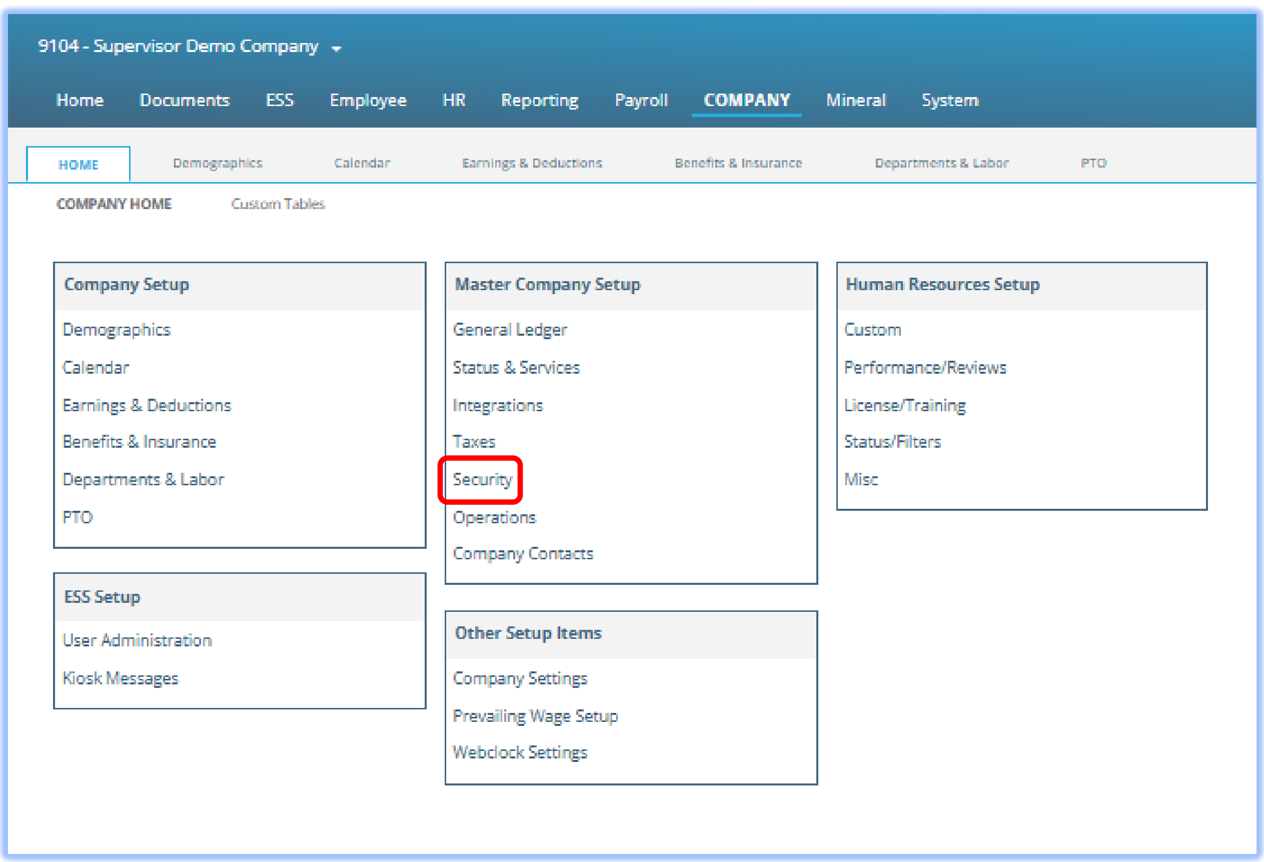
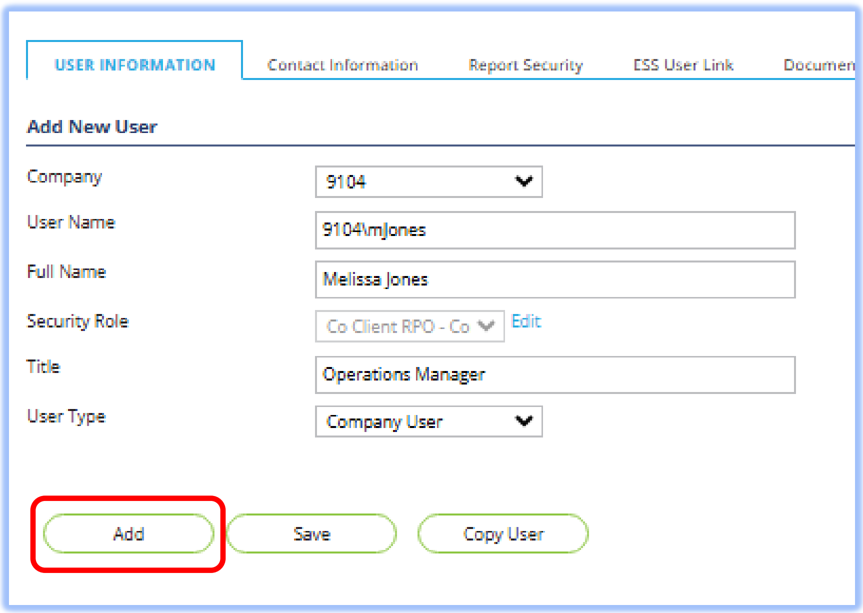
New ReadyPay Online User

1. After logging into Pay-Net Online, select the company you will be adding the new user for, then click on the “Company” link in the navigation bar.

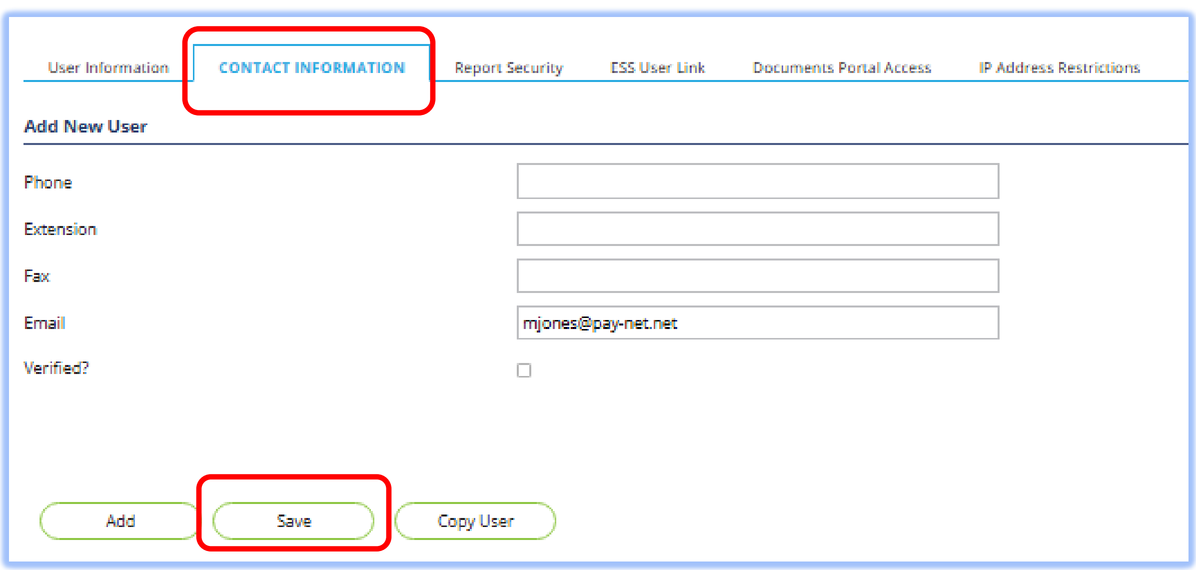
2. From here, select Security in Master Company.



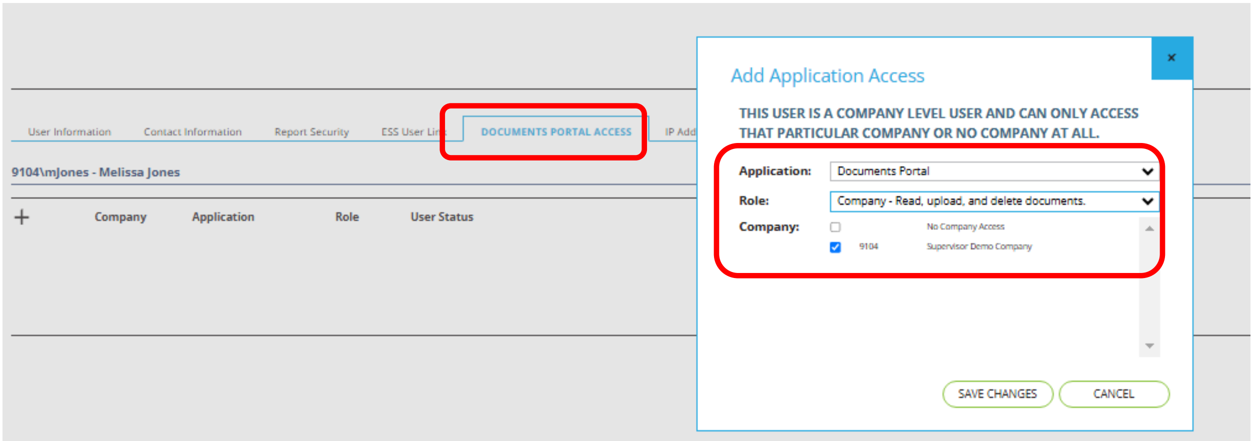
3. Select Add and enter in the new user info. Below is the standard setup for new users that have full access to the system. We generally the first initial and full last name of users. The security role is set as Co Client RPO and user type is Company User, then click Save.



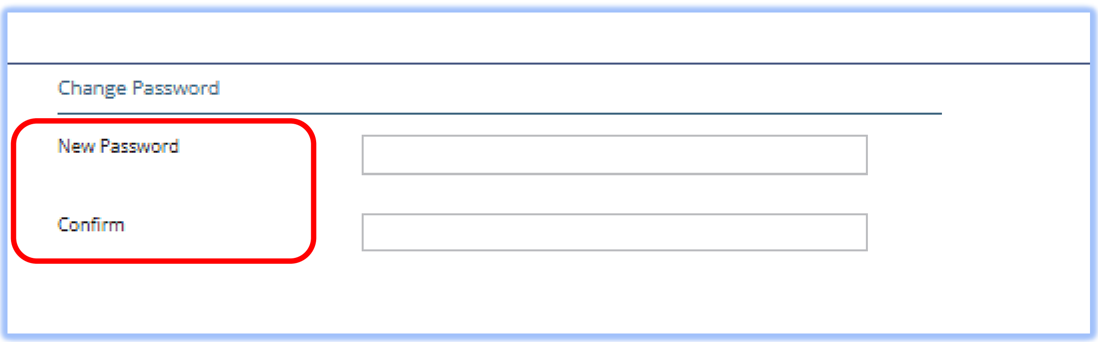
4. The next step is adding the email address that is associated with the user in the Contact Information tab, then click Save.



5. Once this has been completed, go to the Documents Portal Access tab, and add the company to the user.



6. Go back to the User Information tab and set a temporary password, then click Save. The new user will be prompted to change their password upon logging in.



Below is the template email we send out to our clients when setting up a new user:

Good Day,

We have created an online user for you and added you as a company contact. Please either call our office for your temporary password or use the forgot password link to reset this yourself, as we do not email this information. Anyone here in our office can give you your password. You will go through a brief verification process via email when you log in for the first time.

Enter RPO website here

User: mjones

Company: 9104

If you have any questions, please feel free to contact us.