



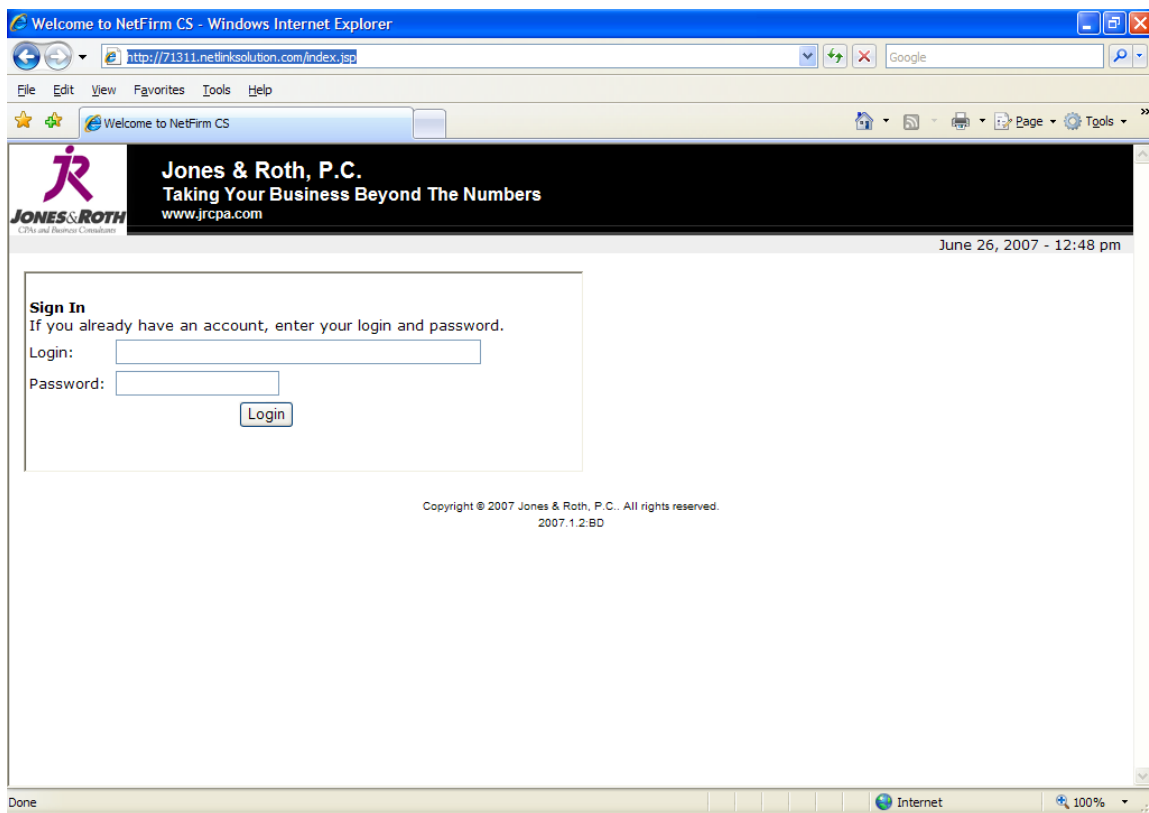
Premium Payroll Processing Demo Portal Quick Start Instructions

Explore the *Premium Payroll Processing Demo Portal* and you'll quickly learn how easy it is to work within your own private NetClient web portal once it has been setup for you. In the *Premium Payroll Processing Demo Portal* you will be able to view sample checks, reports, and data entry screens to really get a feel for the Premium Payroll process.

Note: Refer to the Remote Instructions document for more detailed instructions on navigating your NetClient web portal.

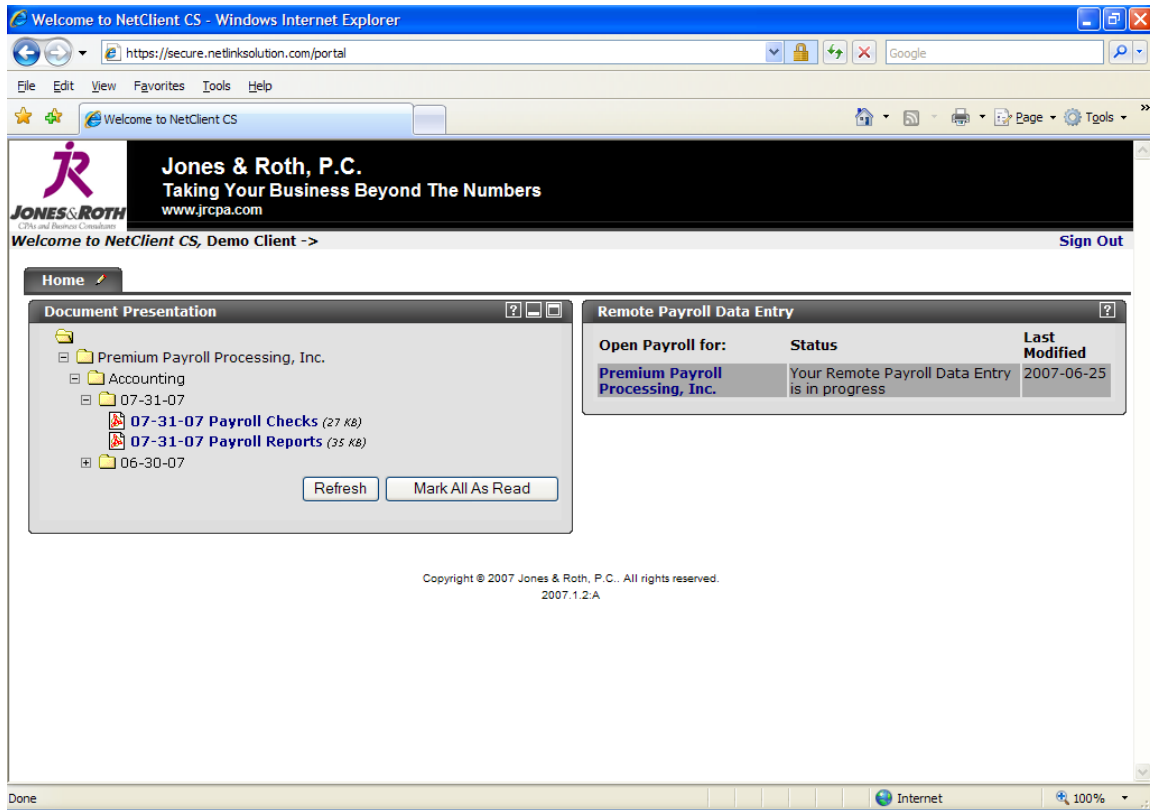
Entering the Premium Payroll Processing Demo Portal

- 1) Click on Client Login, in the upper right hand corner of any page on the Jones & Roth website. (<http://www.jrcpa.com>)
- 2) Click Accounting & Payroll Portal.
- 3) Enter “**demojr**” and “**democlient**” as the Login and Password.
- 4) Click Login.



The Premium Payroll Processing Demo Portal has two main sections:

- Document Presentation
- Remote Payroll Data Entry



Document Presentation

In the Document Presentation section you will find samples of payroll check copies and payroll reports. You will find your own payroll check copies and payroll reports displayed similarly in your own private NetClient web portal.

Remote Payroll Data Entry

Click on the “Premium Payroll Processing, Inc.” link under the text Open Payroll for: and you will be able to select and view data entry options for the Premium Payroll Processing Client.

Important!

- Please click on “Save and continue later” NOT “Complete Payroll” when you are done browsing the data entry options.
- Please click on “Sign Out” when you are ready to leave the Premium Payroll Processing Demo Portal. Do NOT “X” out.

Thank you.