



## Remote Payroll Portal Instructions for: Document Presentation

### Document Presentation

Electronic payroll reports are posted to your secure portal after payroll has been processed. You may view and/or print reports anytime, from anywhere, you are able to access your portal from the Internet.

#### Accessing On-line Reports

- 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 your unique login and password.
- 4) Click Login.
- 5) Open the document folder under **Document Presentation** by clicking on the + to the left of your company name.
  - a. To view the reports for each payroll:
    - i. Open the Accounting folder by clicking on the +.
    - ii. Open the folder for the payroll date for which you want to view/print reports.
    - iii. Click on the report name link to open each report.
  - b. To view the federal and Oregon payroll reports and related detail reports for each quarter:
    - i. Open the Payroll Reports folder by clicking on the +.
    - ii. Open the folder for the quarter for which you want to view/print reports.
    - iii. Click on the report name link to open each report.