



Authorization to Retrieve Personal and Confidential Payroll Reports from the Web.

Accountant Authorization:

The client may grant access to all of the standard payroll reports to their accountant. If the client grants access, the accountant must have a secure id and password. The accountant will have the same report access as the client. Currently, the system does not allow a pick and choose option. The same security issues are in place for the accountant. If the client changes accountants it is your responsibility to contact the Ahola Corporation to discontinue access for that accountant. Contact our Customer Service Department for all accountant changes. 440-717-7620, option 7.

This security form allows your accountant remote access to our standard payroll reports via the Ahola Web page. These reports are available immediately on completion of the payroll process. The reports can be downloaded, then viewed, printed and/or saved to a file on your computer. The current year plus one previous year reports are available anytime. Quarter end and year-end reports will also be available from the web.

The Ahola Corporation has taken the necessary steps to provide your payroll data in a secure environment. Upon completion of this form your accountant will receive an e-mail notification with a link to our web server. Each user will choose a user identification code plus a secure password.

It is very important to understand your security commitment for this feature.

- Do not share passwords or User ID's.
- Contact Ahola Customer Service if you encounter any security breach.
- Contact Ahola when your secure user leaves your company or changes positions in your company.
- Pick a password that cannot be duplicated.
- Your password will expire every 90 days.

The security of your confidential employee payroll information is a dual responsibility. Ahola Corporation cannot be responsible for any violation that occurs at your location.

Accounting Firm Name \_\_\_\_\_

Accountant Name \_\_\_\_\_

Accountant E-Mail Address \_\_\_\_\_

Accountant Signature \_\_\_\_\_

Accountant Phone Number \_\_\_\_\_

I grant remote access from the Ahola web site to the above accountant. I understand it is my responsibility to notify Ahola if I change accounting firms.

Client Signature \_\_\_\_\_

Client Number and Name \_\_\_\_\_

Date \_\_\_\_\_

After completion of this form the accountant will receive an e-mail that will start the enrollment process. The accountant will pick a User ID and password. The password will expire every 90 days.