



## EMPLOYEE SELF SERVICE

This security form will identify the security administrator at your location. The security administrator will have the ability to assign access rights, view and print all employer reports, employee pay stubs and W-2 forms. Employee information can be viewed or printed in the office, at home or from any location with Internet access.

The Ahola Corporation has taken the necessary steps to provide your payroll data in a secure environment. After your first payroll is processed you will receive a registration letter with a unique access code. Follow the instructions on the letter to register.

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. They have access rights until they are terminated or the employer revokes the administration rights.

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. A form must be completed for each secure user.

Client Name \_\_\_\_\_

Client Number(s) \_\_\_\_\_

(Please list all the Ahola client numbers that you are associated with.)

Are you on the payroll for any of the client numbers listed above?      YES      NO

If you answered yes, please list your home address \_\_\_\_\_

System Administrator's Name (Please Print) \_\_\_\_\_

System Administrator's E-Mail Address \_\_\_\_\_

System Administrator's Signature \_\_\_\_\_

A separate form is required for each user. Keep a copy for your records.

All of the above information is required before access is allowed. Upon receipt, Ahola will process your request and send you an Employee Self Service Registration Letter. Please follow the instructions to register and select your company's web options. Once you have registered and chosen your company's web options you may request for your payroll reports to be delivered via the web. Simply contact our Customer Service Department at (440-717-7620, Option 7) to go paperless.

For Ahola Corporation only:

By \_\_\_\_\_ Date \_\_\_\_\_