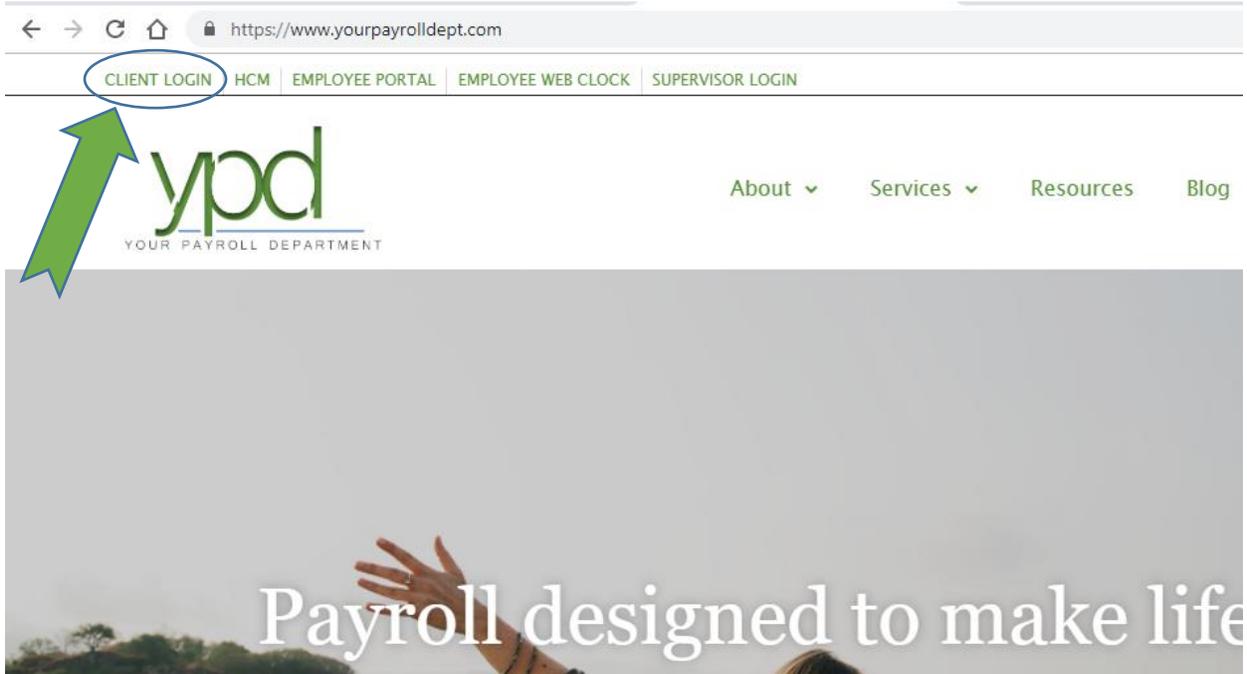




Web Client How to Unlock an Employee Login

1. Go to www.kaizencpas.com/ypd. In the upper left, click on CLIENT LOGIN.



2. Login to the employer portal:

USER ID:

PASSWORD:

Sign In

Username

Password

SIGN IN

[Forgot Password?](#)

3. Click on the “Employees” button on the left-hand side of the screen:

ypd
YOUR PAYROLL DEPARTMENT

Dashboard

- Company
- Employees**
- Check Calculator
- Payrolls
- Check Finder
- Reports

Payroll Today

Regular Payroll 09/12/2019
Regular Payroll 09/26/2019 - 1
Regular Payroll 10/10/2019

Not Started
Processed
Not Due

Agenda
Today Friday, September 20

Date	Time

Published Reports

- Payroll Register (S109)
- Excel Export Of Payroll Information (S1132)
- General Ledger (S183)

4. Click on the employee who needs their login reset, then click on the “Form View” icon on the right-hand side of the screen:

Employees

Icons: +, trash, search, calendar

Grid View Icon (highlighted with a red arrow)

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
600	Anvil	Sally	***-**-0616	IL	60000	Active
000610	Smith	John	***-**-4321	IL	60002	Active
000615	Joker	The	***-**-9696	PA	53158	Active
620	Olson	Mary	***-**-7777	IL	60002	Active
000620	Illiniwek	Chief	***-**-3000	IL	61820	Active
621	Doel	Janette	***-**-6799	IL	60031	Active
000625	Bond	James	***-**-7982	IL	00007	Active

Preview

James Bond **000625**

Last Name: Bond First Name: James

SSN/EIN: ***-**-7982

Status: Active

Address: 123 Blofeld Ave

5. Select the Employee Portal tab on the left-hand side of the screen:

The screenshot shows the ypd (Your Payroll Department) interface. On the left-hand side, there is a navigation menu with several options: Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, Reports, and Task Queue. The 'Employees' tab is selected and highlighted. In the main content area, there is a search bar containing '000625 - Bond, James'. Below the search bar, there is a vertical list of tabs: PERSONAL, LABOR DEFAULTS, ACA, PAY, FEDERAL, STATE, LOCAL, CHILD SUPPORT, DIRECT DEPOSIT, SCHEDULED E/Ds, DELIVERY, TIME OFF ACCRUAL, and EMPLOYEE PORTAL. The 'EMPLOYEE PORTAL' tab is circled in red. The main content area displays the 'Demographics' section for the selected employee, including fields for SSN, EIN, Employee Type, EE Code, Time Clock #, First Name, M.I., Last Name, Address 1, Address 2, City, State, Zip Code, County, Phone, Extension, Email, Birth Date, Gender, Ethnicity, and Tribe.

6. Click the unblock button.

The screenshot shows the ypd (Your Payroll Department) interface. On the left-hand side, there is a navigation menu with several options: Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, Reports, and Task Queue. The 'Employees' tab is selected and highlighted. In the main content area, there is a search bar containing '000625 - Bond, James'. Below the search bar, there is a vertical list of tabs: PERSONAL, LABOR DEFAULTS, ACA, PAY, FEDERAL, STATE, LOCAL, CHILD SUPPORT, DIRECT DEPOSIT, SCHEDULED E/Ds, DELIVERY, TIME OFF ACCRUAL, and EMPLOYEE PORTAL. The 'EMPLOYEE PORTAL' tab is selected. The main content area displays the 'Access' section for the selected employee, including fields for EE Info, Time Off, Benefits, User Name, Password, and Email. The 'UNBLOCK ACCOUNT' button is circled in red. Below the 'Access' section, there is a table showing Group Assignments.

Name	Type	Assigned
Direct Labor	Personal Info	<input type="checkbox"/>
ESS	Personal Info	<input type="checkbox"/>
Managers	Time Off	<input type="checkbox"/>

7. Set a temporary password, then click "OK".
8. Click the save icon to save your changes:



9. The employee can now login to their account using the temporary password you just created for them. They will be prompted to change their password and set up security questions for any future lock-outs.