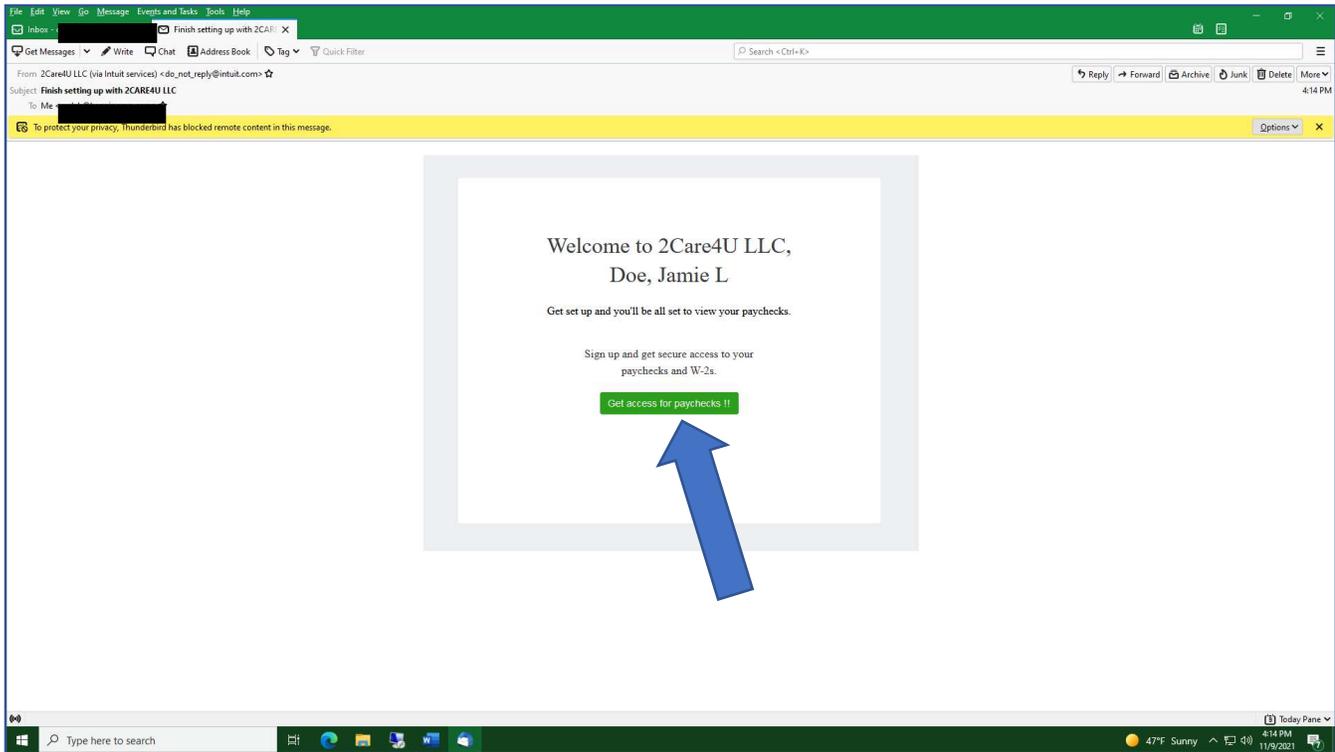
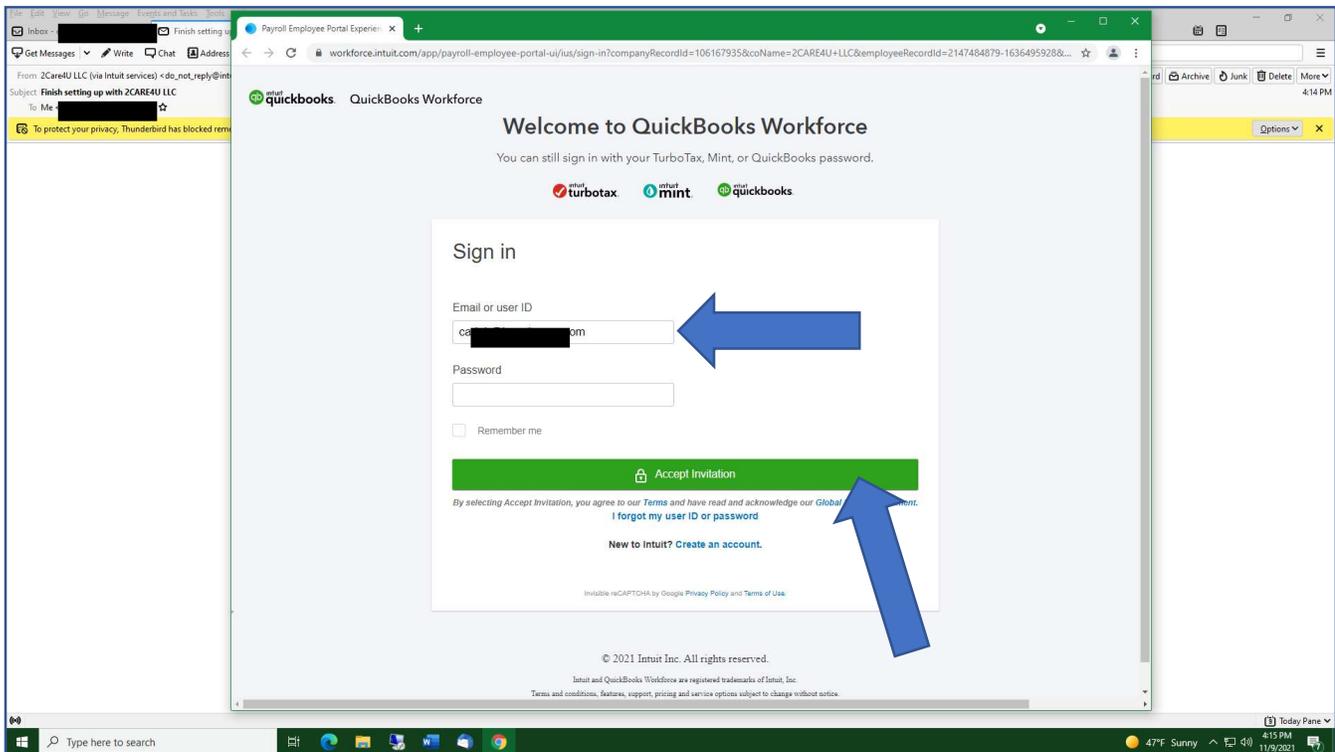


Intuit Workforce Directions

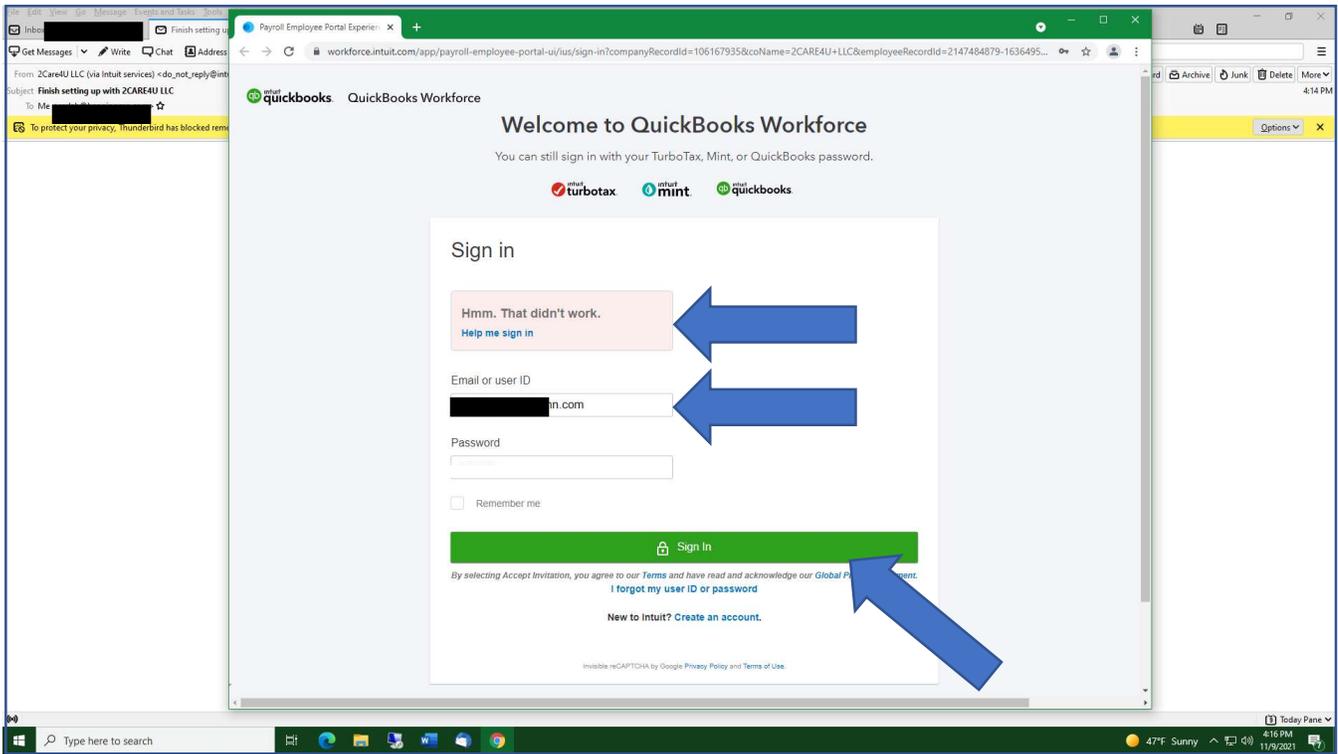
1. Open the Intuit Workforce invitation sent to your email.
2. Click on “Get access for paychecks” green button.



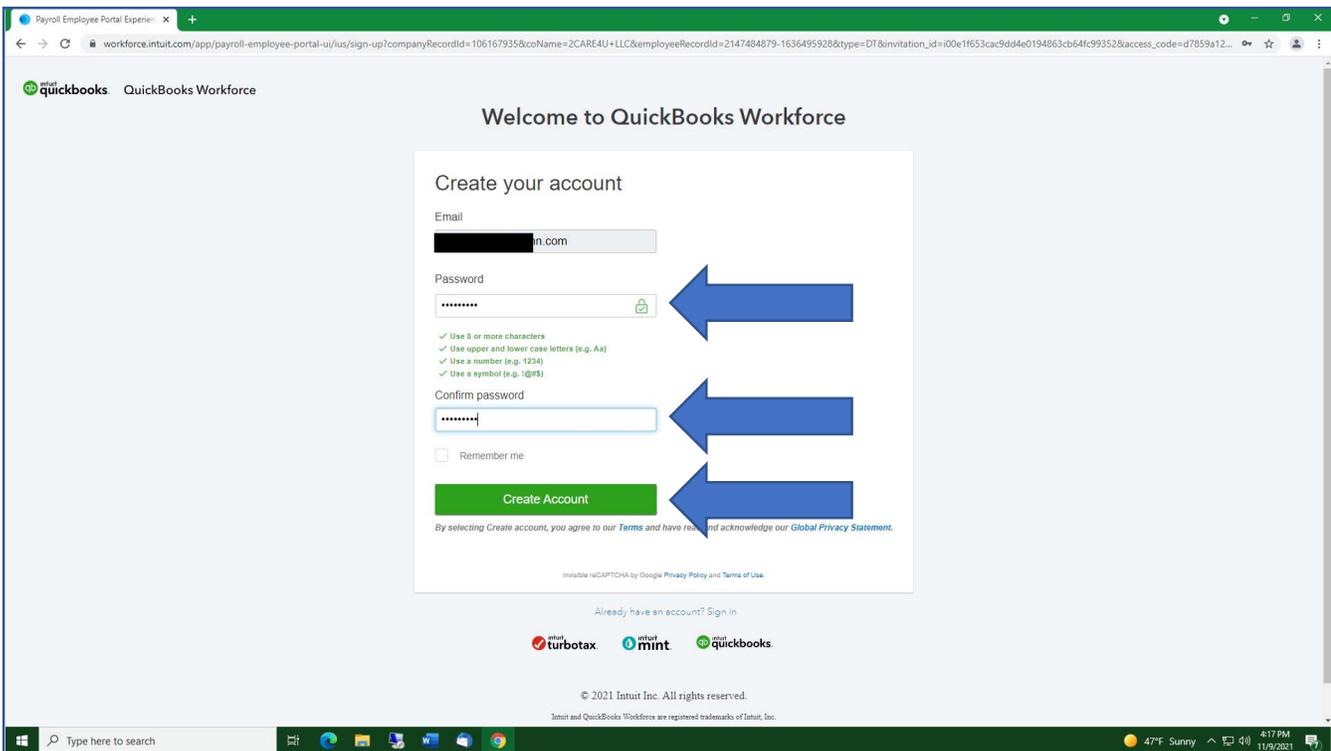
3. Enter your email address in the user ID box
4. Click on “Accept Invitation” button.



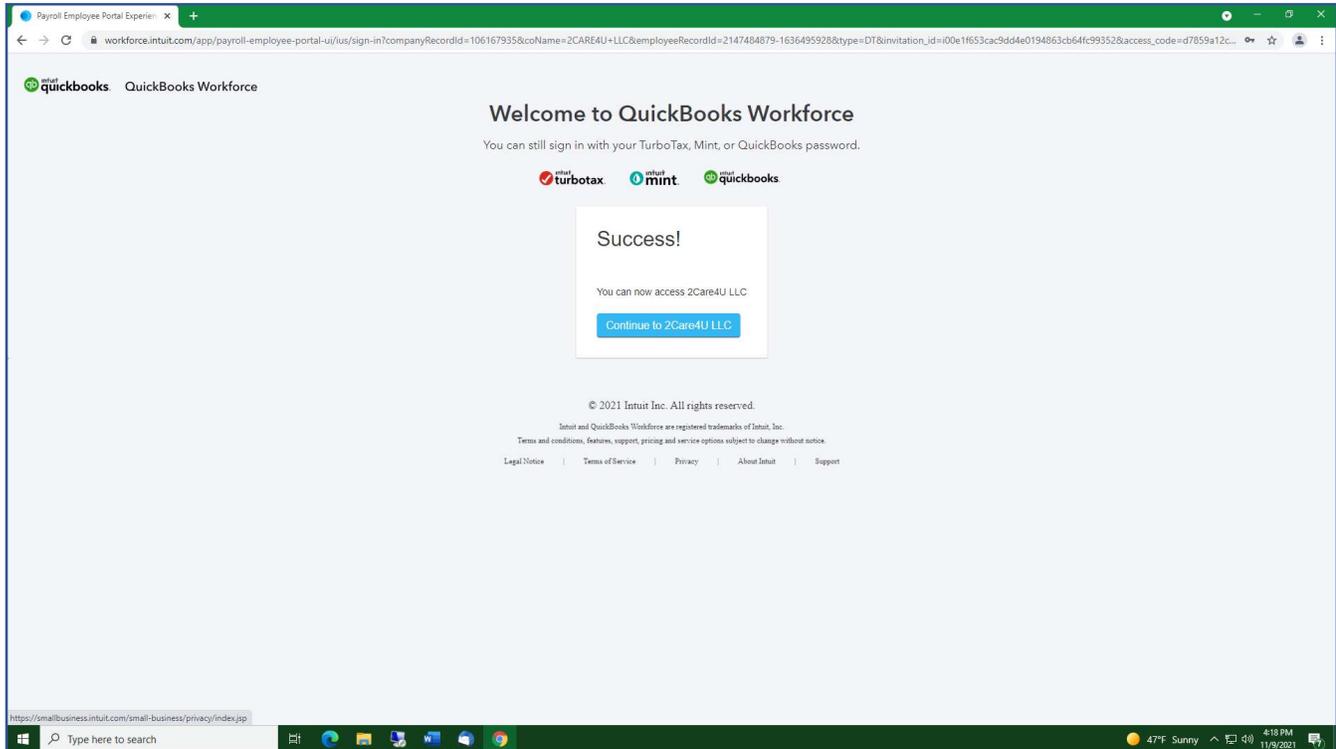
5. You will get an error message will appear.
6. Re-enter your email address in the user ID box if it is clear.
7. Click on “Create an account” at the bottom of your screen.



8. Create your password according to the listed requirements.
9. Click on “Create Account” button.



Congratulations! You have created your Workforce account



If you need help with accessing or setting up your account on Workforce, contact Intuit at:

<https://help.quickbooks.intuit.com/prechats/offerings/ViewMyPaycheck-CHAT/15016/VIEW>

If you do not see your invitation in your email account, please check your spam and junk boxes before calling for help.

If you get an error message that says you do not have a Workforce account and to contact your employer, please try the following:

1. Clear your web-browsing history.
2. Go back to the invitation in your email and restart the process.