

ViewChoice Instructions

ViewChoice is a program that is used to view your payroll report files downloaded from our website.

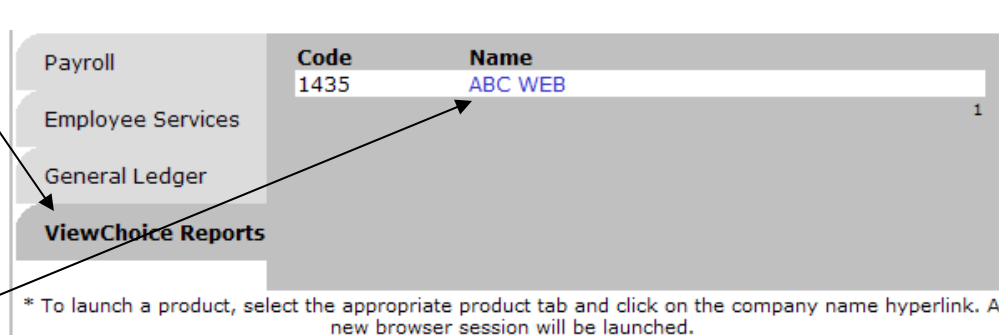
Step 1 – ViewChoice Software Installation

- 1) You'll want to download the ViewChoice (2.2.4) program from www.precisionpayroll.com. You'll see **Downloads** on the right navigation bar. Click on the link and look for **ViewChoice 2.2.4**. Click on the link.
- 2) Typically, you will just want to click on 'run' and/or 'open' after you click on the download link. Once the program is fully downloaded, you'll want to hit next through the setup options and finish at the end. Don't worry about any of the security warnings; just click 'run' through them. This is a safe program to run.
- 3) You will then want to click on the link **ViewChoice Patch 2.4.3**. Run this and indicate that you want to upgrade to 2.4.3.
- 4) When completed, you will have a ViewChoice icon on your desktop that you can use to access any of the payroll files you have already downloaded. The first time entering the software, you will be prompted to enter a password. Please make note of your password and keep it in a safe place.

Step 2 - Website Login and Acquiring Payroll Reports

(Note: Make sure you are using Internet Explorer. This is the only browser that is supported.)

- 1) To log into our website you'll want to go to www.precisionpayroll.com, and go to the right side, under *Client Services* and click on the link: **Payroll Login**, at the top. You will be taken to a new password screen.
- 2) Enter in your login and password.
- 3) You should come to a screen where you can see your company name in a grey box. Make sure that the 'ViewChoice Reports' tab just to the left of the company name is the one that is selected.

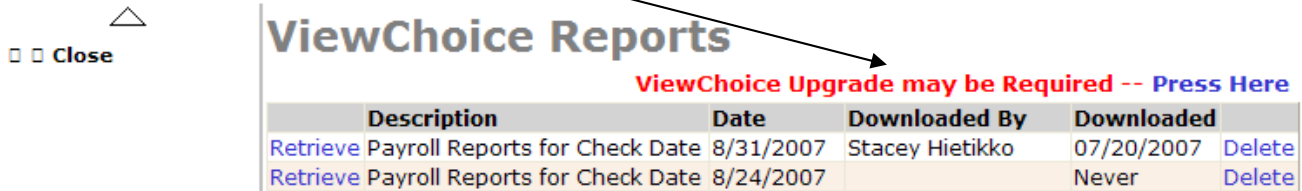


Click on your company, and a pop up window will come up. If you click on your company name and nothing happens, make sure all of your pop up blockers are disabled (including the Yahoo and Google toolbars), or it won't let you continue. If any pop ups were blocked, you will most likely need to log in again. Generally you get kicked out of the site if pop ups are blocked.

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4) The new screen labeled 'ViewChoice reports' is where you can retrieve your reports for the company. You will see **ViewChoice Upgrade may be Required** at the top right, install the patch to make sure that the files download properly.



Click on the '**Retrieve**' link on the far left side next to the date you'd like to see, and it will give you the reports for that pay period. You'll want to click on 'open' and the ViewChoice program you downloaded in the first section will open up.

5) If you've never opened up this ViewChoice program before, a double password box will open, and you'll need to set a password for it.

6) Once the program opens, it will look like a big white box. You'll want to use the drop down boxes in the upper left corner to choose what you'd like to view. First you'll want to use the topmost drop down to choose exactly what you'd like to view: Reports, Checks/Vouchers, stubs, and Quarterlies. Some of these options will not be available to you immediately.

Once you select the top box, the second and third drop downs will become available. The second box tells you which check date you can view. As you download more of these reports, they are saved on your computer so you can access them later.

The third drop down box will show you the reports that are available for viewing, or the check stubs you can view, depending upon your selection in the first box.

** One last important thing to remember is that the ViewChoice program stores all of the payroll files you've downloaded so far. So you won't have to go to the website and keep downloading them. You can just open up ViewChoice from the icon on your desktop and all of your reports will be there.