

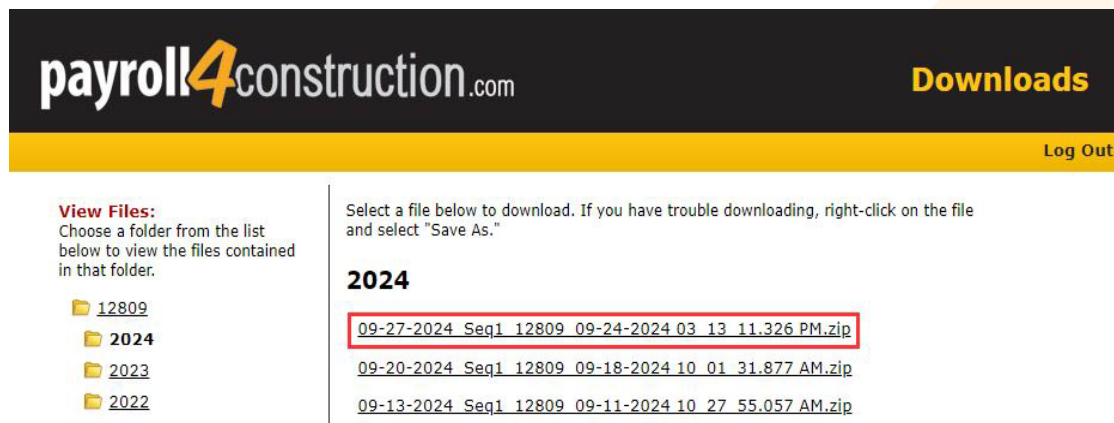
Opening Weekly Payroll Reports

After Payroll4Construction processes your payroll, you will receive an email notification from Payroll4Construction indicating that your payroll has been processed and your reports are available to view online. Accessing your web reports provides you with a secure download of your company's payroll information at any time. Follow the steps below to access your reports.

1. Go to **files.payroll4construction.com/login** (You can bookmark this site in your web browser and visit it at any time).
2. Log into the website.
3. In the *Client* field, enter your client number.
4. In the *Password* field, enter the password you created to open your weekly payroll reports.
5. Click [Login].

The reports you see will be listed from the most recent payrolls processed at the top to the older payrolls at the bottom.

- The payroll report file name will be as follows:
check date, sequence number, client number, date and time created
- In the example below, the report is listed as:
9-27-2024_Seq1_12809_09-24-2024_03_13_11.326_PM.zip

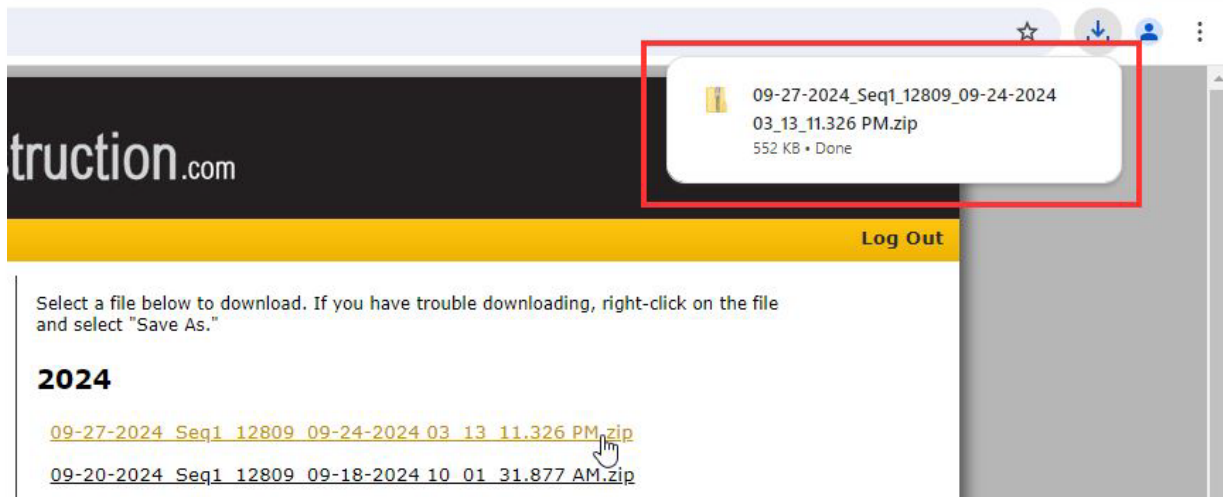


6. Select the report you want to download and view.

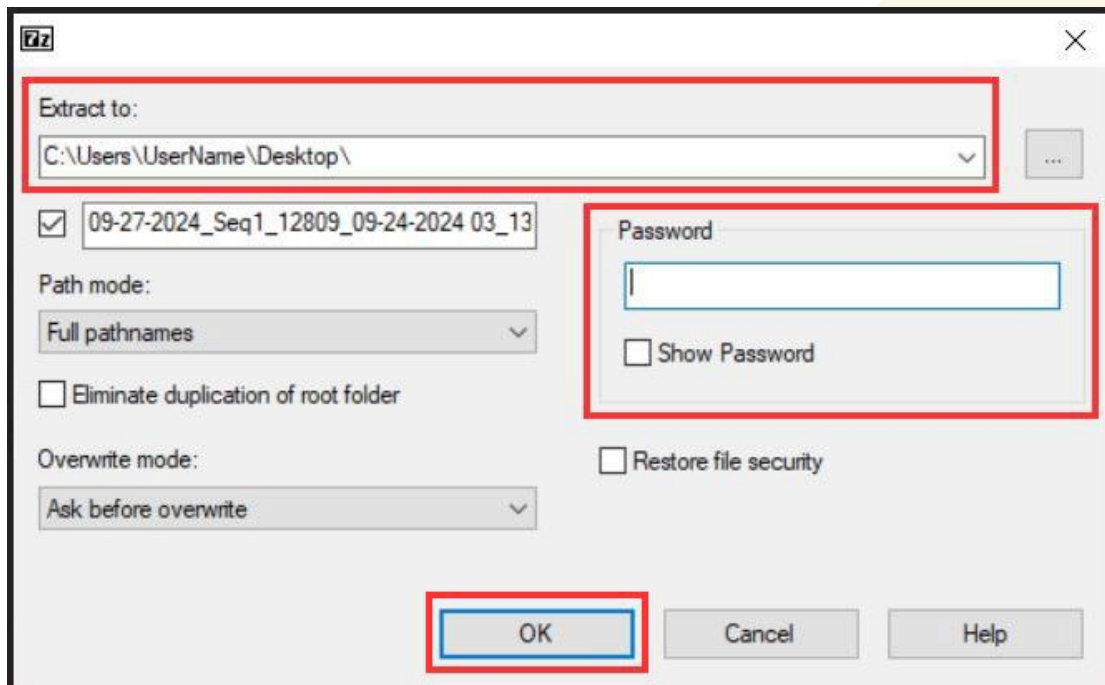
Viewing And Opening Reports

If on Windows, use the 7-Zip program.

1. Click on the report you wish you download and you should see the pop-up below:



2. Drag this file (in the above pop-up) to your desktop.
3. Right-click on the file and select **7Zip > Extract Files.**
4. In the *Extract to* field, enter the file path for the location in which you are saving the documents.
5. In the *Password* field, enter the password you use to unzip your payroll documents and click [OK].



The file is now successfully unzipped and able to be viewed.

If on MAC, use the Keka App

1. Download the document.
2. Right-click on the file and select **Open With > Keka.app**.
3. In the window that opens, enter the password you use to unzip your payroll documents.
4. Select [OK].

The file is now successfully unzipped and able to be viewed.

Note: This document contains links to files hosted on third-party sites not controlled or operated by Payroll4Construction. Payroll4Construction does not warrant that these sites, files, or the servers hosting them are free of defects, viruses, or harmful code or that use of these files will be uninterrupted or error-free. Before downloading files from the internet, you should always take appropriate precautions, including the use of up-to-date firewall and antivirus software.