

## Opening Weekly Payroll Reports

Once your payroll is processed, you will receive an email notice from Payroll4Construction.com indicating that your reports have been created and are available online. Accessing your reports online 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 <http://files.payroll4construction.com/login>.
- 2 Log on to the website.
  - In the *Client* field, enter your client number.
  - In the *Password* field, enter the password you use to open your weekly payroll reports.
  - Click [Login].

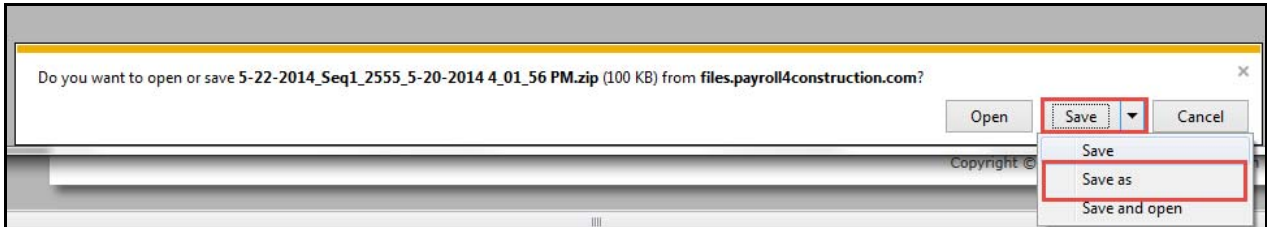
The screenshot shows the 'Downloads' page of payroll4construction.com. It features a dark header with the logo and a yellow bar. Below the header, there is a white content area. On the left, an 'Important Note' explains that 7-zip software is needed to unzip payroll files, with links for Windows and Mac instructions. On the right, a welcome message asks for client credentials. Below this is a login form with two text input fields labeled 'Client' and 'Password', and a yellow 'Login' button. A copyright notice for 2014 is visible in the bottom right corner.

The reports will be listed from oldest to newest. The payroll report file name will be as follows: check date\_sequence number\_client number\_date and time created. In the example below, the payroll report file is 5-22-2014\_Seq15\_2555\_5-20-2014\_4\_01\_56\_PM.zip.

The screenshot shows the 'Downloads' page with a file list. The header is the same as the previous screenshot. On the left, a 'View Files' section shows a folder tree with '2555' selected. Below it, an 'Important Note' is partially visible. On the right, instructions for downloading files are provided. A list of files for the year '2014' is shown, with the file '5-22-2014 Seq1 2555 5-20-2014 4 01 56 PM.zip' highlighted with a red box. A 'Log' link is visible in the top right corner.

### 3 Download the reports.

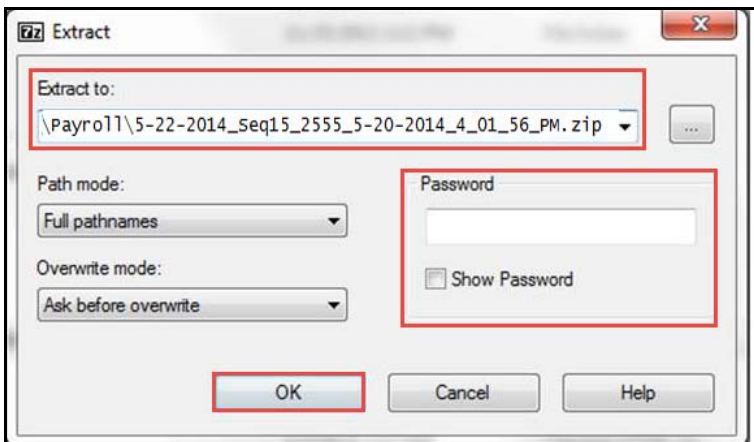
- Click on the file you want to download. If you are using Internet Explorer, a message will display at the bottom of the window, asking if you want to open or save the file.
- Click the dropdown arrow next to the [Save] button and select “Save As.”



- Choose the folder in which you would like to save the file.
- For all other web browsers, the file will automatically download into your Downloads folder.

### 4 Open the report.

- Open the folder the downloaded zipped folder was saved in.
- Right-click the zipped folder and select **7-Zip, Extract All**. The process to unzip the file will begin.
- On the Extract window in the *Password* field, enter the password you used to login to the website.
- Click [OK].



The extraction will begin and an unzipped folder will appear in the same location as the zipped folder. Your reports can now be accessed.