

\_\_\_\_\_  
**Effective Date**

\_\_\_\_\_  
**Client Number**

\_\_\_\_\_  
**Client Name & DBA (if applicable)**

\_\_\_\_\_  
**Authorized Client Contact #1**

\_\_\_\_\_  
**Authorized Client Contact #2**  
*(if applicable)*

The mentioned authorized Client contact(s) grants individuals specific access to their organization's payroll account at Auris.

## New Online User #1

\_\_\_\_\_  
**First & Last Name**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_  
**Authorization PIN**

### Authorization PIN Requirements

*PIN's must be four digits (no letters allowed).  
 Cannot be repeating (1, 1, 1, 1) or sequential (1, 2, 3, 4) numbers.  
 Don't use: FEIN, zip code, address, phone number, email or a year.  
 Each contact on an account must have their own unique PIN code.*

### Type of Access (Select One)

- |   |  |
|---|--|
| <input type="checkbox"/> Admin (No Printback)   | <input type="checkbox"/> Reports (With Printback)        |
| <input type="checkbox"/> Admin (With Printback) | <input type="checkbox"/> Reports Only                    |
| <input type="checkbox"/> Include HCM Services   | <input type="checkbox"/> <i>No Online</i> - Email Only   |
| <input type="checkbox"/> HCM Services Only      | <input type="checkbox"/> <i>No Online</i> - Phone Only   |
| <input type="checkbox"/> Payroll Entry Only     | <input type="checkbox"/> <i>Sales Rep</i> - Reports Only |

### Access Type Details

**Admin:** full administrator access. Restrictions can still be applied.  
**Printback:** you are printing your payroll checks in-house.  
**HCM:** may include Hire/Onboarding, HR, or Timeclock.  
**Entry Only:** not authorized to make updates or view reports.  
**No Online:** no online access; you must contact Auris directly.

**Multi-Client Users,** list all accounts the user can access  
 \_\_\_\_\_

**Does the user have any access restrictions?**  
 \_\_\_\_\_

*Examples include masking SSN, direct deposits, salary/pay rates, or viewing certain pay groups, divisions, and departments.*

## New Online User #2

\_\_\_\_\_  
**First & Last Name**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_  
**Authorization PIN**

### Authorization PIN Requirements

*PIN's must be four digits (no letters allowed).  
 Cannot be repeating (1, 1, 1, 1) or sequential (1, 2, 3, 4) numbers.  
 Don't use: FEIN, zip code, address, phone number, email or a year.  
 Each contact on an account must have their own unique PIN code.*

### Type of Access (Select One)

- |   |  |
|---|--|
| <input type="checkbox"/> Admin (No Printback)   | <input type="checkbox"/> Reports (With Printback)        |
| <input type="checkbox"/> Admin (With Printback) | <input type="checkbox"/> Reports Only                    |
| <input type="checkbox"/> Include HCM Services   | <input type="checkbox"/> <i>No Online</i> - Email Only   |
| <input type="checkbox"/> HCM Services Only      | <input type="checkbox"/> <i>No Online</i> - Phone Only   |
| <input type="checkbox"/> Payroll Entry Only     | <input type="checkbox"/> <i>Sales Rep</i> - Reports Only |

### Access Type Details

**Admin:** full administrator access. Restrictions can still be applied.  
**Printback:** you are printing your payroll checks in-house.  
**HCM:** may include Hire/Onboarding, HR, or Timeclock.  
**Entry Only:** not authorized to make updates or view reports.  
**No Online:** no online access; you must contact Auris directly.

**Multi-Client Users,** list all accounts the user can access  
 \_\_\_\_\_

**Does the user have any access restrictions?**  
 \_\_\_\_\_

*Examples include masking SSN, direct deposits, salary/pay rates, or viewing certain pay groups, divisions, and departments.*

\_\_\_\_\_  
**Client Authorized Signature #1**

\_\_\_\_\_  
 Client #1 Print Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
**Client Signature #2 (if applicable)**

\_\_\_\_\_  
 Client #2 Print Name

\_\_\_\_\_  
 Date

Internal Use Only	
Entered by:	_____
Date:	_____
Verified by:	_____
Date:	_____