

How to Set a Password in Payroll Mate®

Start by Opening your
Payroll Mate
Program



Click → Edit 1

Tutorial Company - Payroll Mate (2013)

File **Edit** Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

- All Checks
- This Month
- This Quarter
- This Year

2013

- Checks
- Employees
- Forms
- Reports
- Company
- Vendor Center

Check Preview [09/05/2013] - Check # [2]

Arranged By: Date

September

09/05/2013
Trouble Question

Check Summary for "Trouble Question"

Pay Period: From: 09/05/2013 To: 09/05/2013
Net Pay: \$147.02

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	20.00	\$180.00	\$180.00
Bonus	Per Year	\$10.00		\$0.19	\$0.19

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$14.00	\$14.00
Social Security (Employee)	\$11.16	\$11.16
Medicare (Employee)	\$2.61	\$2.61
State Income Tax	\$0.00	\$0.00
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$3.60	\$3.60
Trainer Tax	\$1.80	\$1.80
Social Security (Employer)	\$11.16	\$11.16
Medicare (Employer)	\$2.61	\$2.61

Deduction Details

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

Preferences General Password

Enable Optional Features

Payroll Mate Support Team Use

Preview [09/05/2013] - Check # [2]

Check Summary for "Trouble Question"

To: 09/05/2013

Click → Preferences

Click → Password

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
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Deduction Details

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit

Multiple Checks Direct Deposit

Checks

Check Preview [09/05/2013] - Check # [2]

Check Summary for

Pay Period: F
Net Pay: \$

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	20.00	\$180.00	\$180.00
				.19	\$0.19

September

09/05/2013
Trouble Question

Change Password

New Password:

Confirm New Password:

OK Cancel

2013

Checks

Employees

Forms

Reports

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Vendor Center

Social Security (Employer) \$11.16 \$11.16

Medicare (Employer) \$2.61 \$2.61

Deduction Details

Change Password box will appear

Type in a password then confirm password

4

Click → OK

5



Congratulations. A password has been set in Payroll Mate!

www.PayrollMate.com

1-800-507-1992