

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].

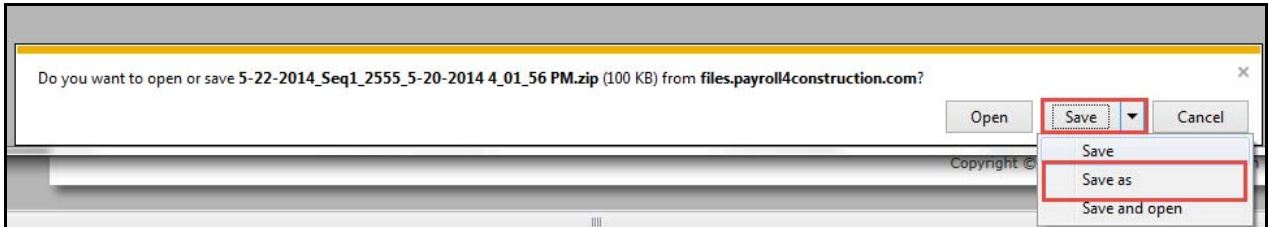
The screenshot shows the 'Downloads' page of payroll4construction.com. It features a dark header with the logo and the word 'Downloads' in yellow. Below the header is a white content area. On the left, there is an 'Important Note' about unzipping files and links to '7-zip Instructions for Windows' and '7-zip Instructions for Mac'. On the right, there is a welcome message and a login form with two 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 of payroll4construction.com with a file list. The header is the same as the previous screenshot. On the left, there is a 'View Files' section with instructions and a list of folders for the years 2013 and 2014. On the right, there is a list of files for the year 2014. One file, '5-22-2014 Seq1 2555 5-20-2014 4 01 56 PM.zip', is highlighted with a red box. A 'Log' link is visible in the top right corner of the content area.

3 Download the reports.

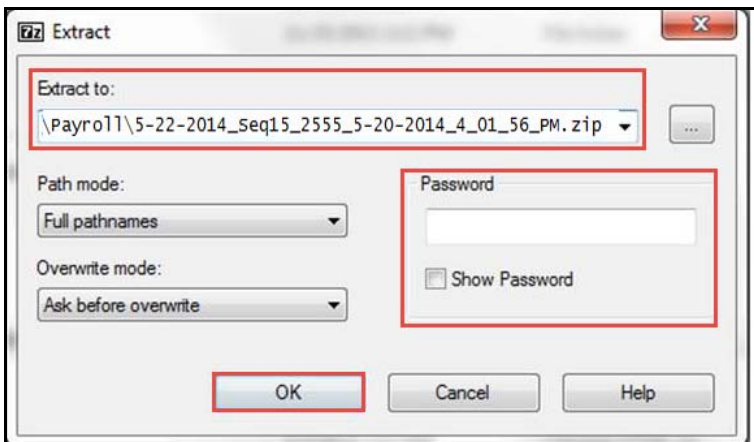
- Click on the file you want to download. If you are using Internet Explorer, a message will display at the bottom of the window, asking if you want to open or save the file.
- Click the dropdown arrow next to the [Save] button and select “Save As.”



- 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.