

Online Mailbox Login Instructions

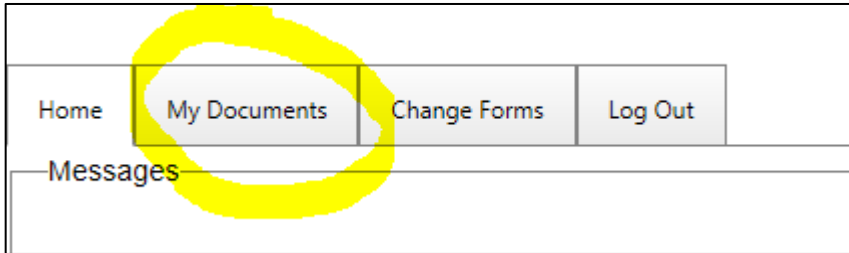
Follow the instructions below to login to your online mailbox.

1. Go to www.fastpaypayroll.com
2. Click Login on the top right hand corner. Then click Fastpay Entry 2.0.



3. Login with your Fastpay 2.0 user information.

4. Click My Documents.



5. Double click on your company code on the left hand side of the screen under file upload and then your files will appear in the middle of your screen.
6. Click on the folder for the date that the reports were placed in your mailbox.
 - i. Tax files are not in a date folder. They will be displayed at the bottom.
- vi. Double click on the file you are needing to view.