

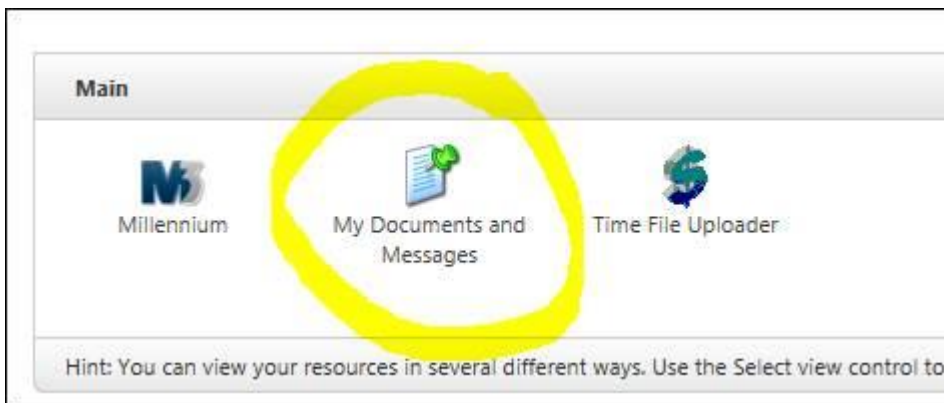
M3 – Online Mailbox Login Instructions

Please follow the instructions below to login to your online mailbox.

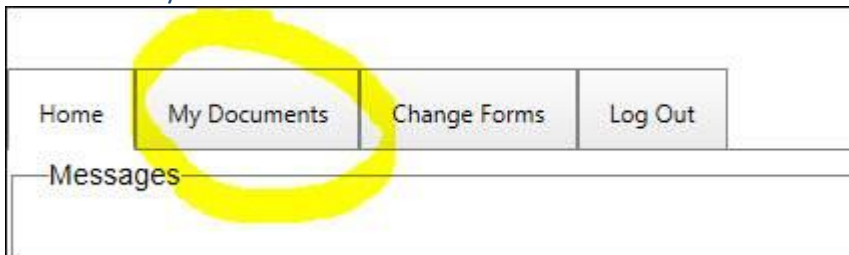
1. Go to www.fastpaypayroll.com
2. Click Login on the top right hand corner. Then click Remote Payroll.



3. Login with your Millennium user information.
4. Click “My Documents and Messages”.



5. Click My Documents.



6. 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.
7. 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. Your 941's will be listed by quarter.

vi. Double click on the file you are needing to view.