Payroll Portal Quick Start Guide

B&G ACCOUNTING & TAX SERVICE OF TROY

Getting Started

1. Go to www.bgacct.com/payroll and click the Online Payroll Portal button.

2. Enter your User ID. (Your user ID is your email address.) [1]

3. Enter your temporary password. [2]
   Your temporary password is the last 4 digits of your social security number. You will be required to change password upon your first log in.

4. Click the Log In button. [3]

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is your Email Address.

User ID: [1   ]

If this is your **first time** logging in, your temporary password is the last four digits of your SSN.

Otherwise, enter the password you created.

Password: [2   ]   Reset my password

[3]
(Log In)

5. Enter your Old Password (last 4 digits of your SSN). [4]

6. Create your New Password. [5]

7. Click the Save Information button. [6]

PLEASE CHANGE YOUR PASSWORD.

Enter Old Password: [4   ]

Your password must be at least eight characters in length and contain at least one number, and one letter.

Enter New Password: [5   ]

Confirm New Password: [5   ]

[6]
(Save Information)

Continue to page 2…

8. Once logged in, you will see the main screen which is organized by tabs. Click on the Pay Stubs tab 7 to see a list of all pay dates for which you have a pay stub. To open a pay stub, click the view icon in the Click To View column. 8

Setting Up Notification Options

1. Click on the Pay Stubs tab. 7

2. On the right side of the screen, click the appropriate button based on your desired notification method. 9

| 7 Pay Stubs | Tax Forms | Messages | Manage Your Account | Help | Group Administration |

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CLICK TO VIEW	PAY DATE
8	11/6/2020
	10/30/2020
	10/23/2020
	10/16/2020
	10/9/2020
	10/2/2020
	9/25/2020
	9/11/2020
	9/4/2020
	8/28/2020
	8/21/2020
	8/7/2020
	7/31/2020
	7/24/2020
	7/3/2020
	6/19/2020

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

CURRENT NOTIFICATION OPTIONS

Email me my new pay stub [myname@myemail.com] (as encrypted PDF).   Remove

Add Another Email Delivery Option

9

Add **Email Notification**

Add **Text Message Notification**

Add **Detailed Text Messaging**