QuickBooks Workforce: Access Your Paychecks Online

Learn how to access your paychecks, and other info from your employer using QuickBooks Workforce.

If your employer just sent you an email invite to Workforce, let's get started.

Accept Workforce invite from your employer

Your invite is valid for up to 30 days from when it was sent by your employer.

1. Look for an email from Intuit Services (QBOPayrollNoReply@intuit.com) with a subject "**Finish setting up with (insert business name here).**" Note: Don't see the invite? Check your spam folder, or let your employer know about it. It's possible they used an incorrect email.
2. Open the email, then select the **Get access for paychecks** link to accept the invite. Remember that you can only use this link <u>once</u>.
3. **Create an Intuit account**, or sign in with your existing one. Note: An Intuit account lets you access multiple Intuit services using a single login. If you have a Mint or Turbotax account, you can use the same login for your QuickBooks Workforce.

> **If you already have an existing Workforce account:** Don't worry. You can accept multiple invites so you can access pay stubs from multiple employers. Just make sure to provide them the same email address you use for your existing Workforce account.

Sign into QuickBooks Workforce

1. Open a browser on your computer or mobile device. QuickBooks Workforce runs smoothly on latest versions of Chrome, Firefox, and Safari (for Mac).
2. Go to workforce.intuit.com and sign in. Note: If you forgot your password or user ID, select the **I forgot my user ID or password** link and follow the onscreen instructions.

Have multiple employers? To see your list of companies, go to the **small arrow ▼** icon next to the name of the company you have open. Then, select a company to switch to.

View, download, or print your paychecks

1. Go to **Paychecks**.
2. View, download, or print your latest paycheck or past paychecks.

Turn on notifications for new paychecks

Make sure to get an email reminder every time your new paycheck is available.

1. Go to **Settings** ⚙.
2. Under Settings, select **Email Notification**.
3. Select **Send me an email when new pay stubs are available**.

Update your email address or password

If you need to change your email or password for your account, here's how.

1. Go to **Settings** ⚙.
2. Select **Account settings**.
3. Edit your login and personal info under Sign & Security and Personal Info.