

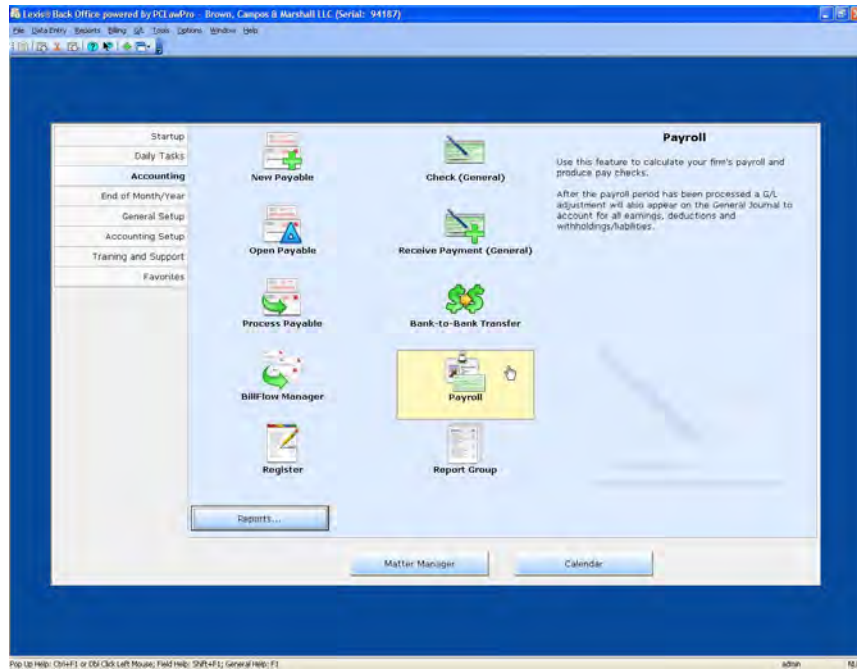
# Lexis® Back Office Payroll powered by ADP®

## Initialization – New Subscriptions

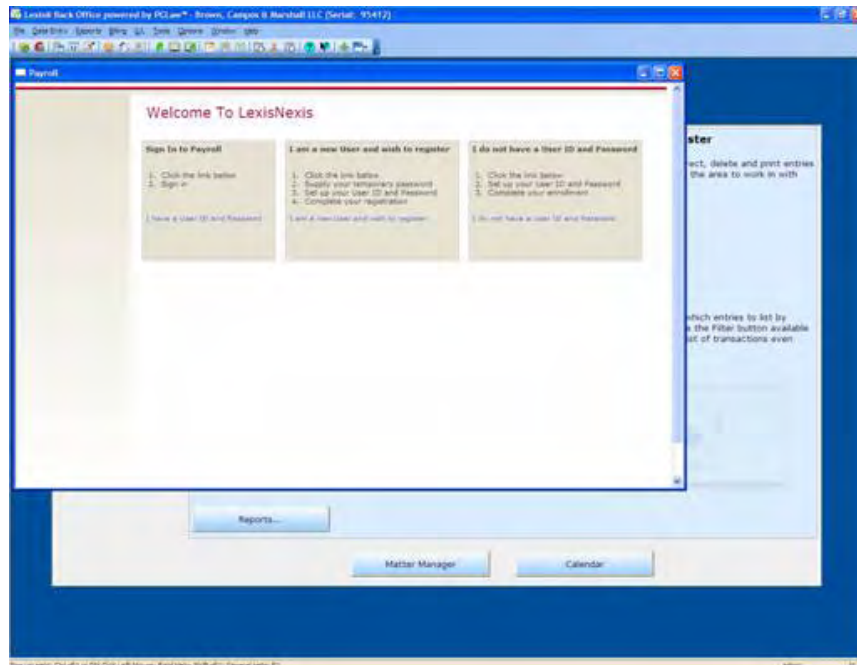
The following guide provides a step-by-step look at the initial configuration of Lexis® Back Office Payroll.

### To create your account:

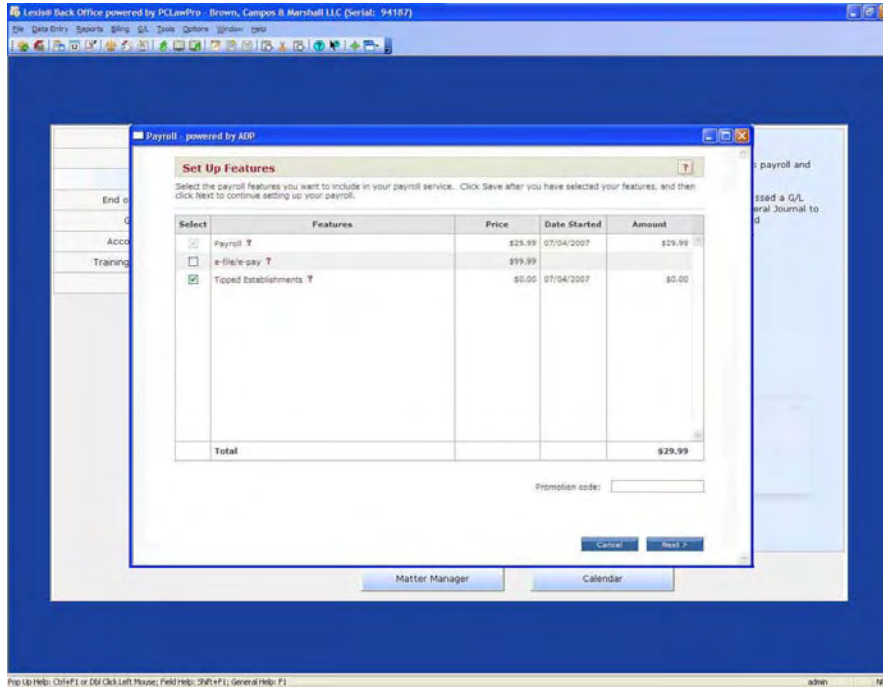
1. From the **Accounting** tab on Quick Step, click **Payroll**. If you are using the PCLaw Version 8 Quick Step layout and do not have an Accounting tab, select the **Tools** menu, and click **Payroll**.



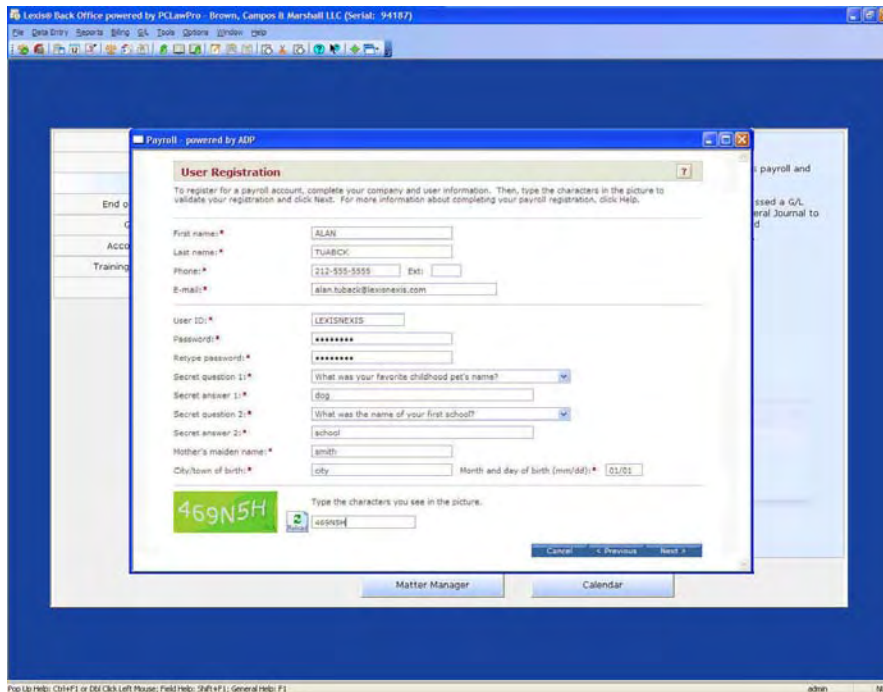
2. The first time you choose ADP Payroll from the Quick Step menu or the Tools menu, the Welcome to LexisNexis screen appears. Based on the current status of your ADP account, click one of the 3 available options:



- On the Set Up Features window, select the check box(es) to which services you want to subscribe and then click **Next**. You only have to perform the remaining steps to complete your enrollment and registration.



- On the User Registration window, you are required to enter details of the user registered to the account:



After you have completed all boxes, to continue, click **Next**.

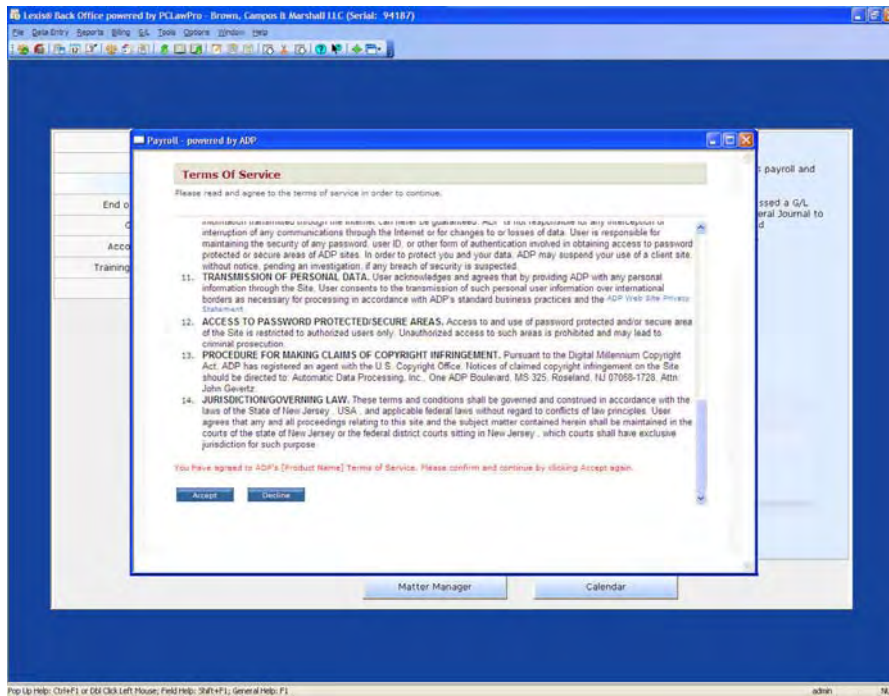
- For some payroll calculations and/or check and report details, company information is required on the following screen:

Ensure and all boxes contain the correct information, and then click **Next**.

- To complete your purchase, Credit Card information is required to process the transaction:

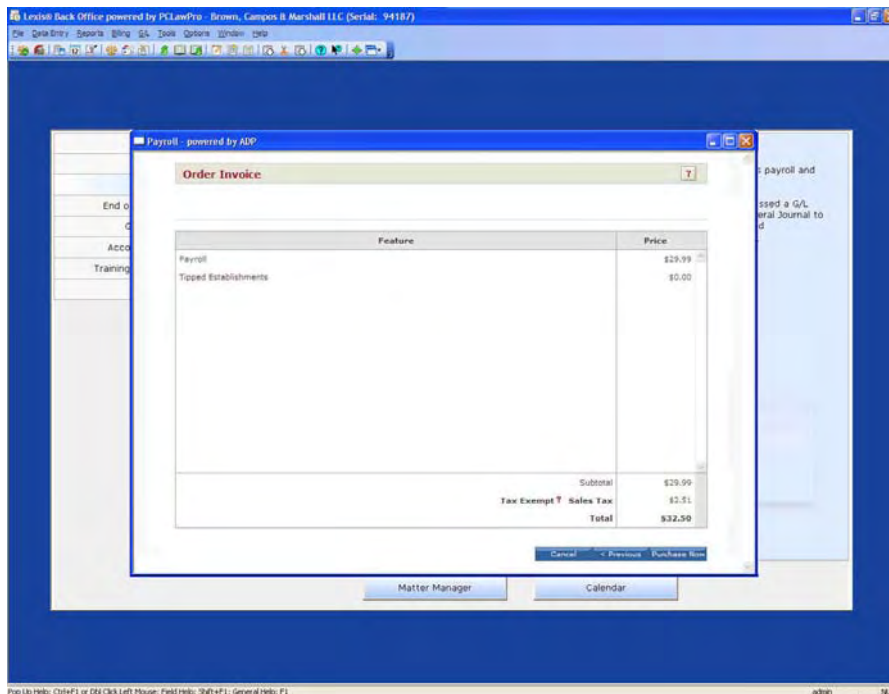
To continue, click **Next**.

7. In the final steps of this procedure, the Terms of Service window appears:

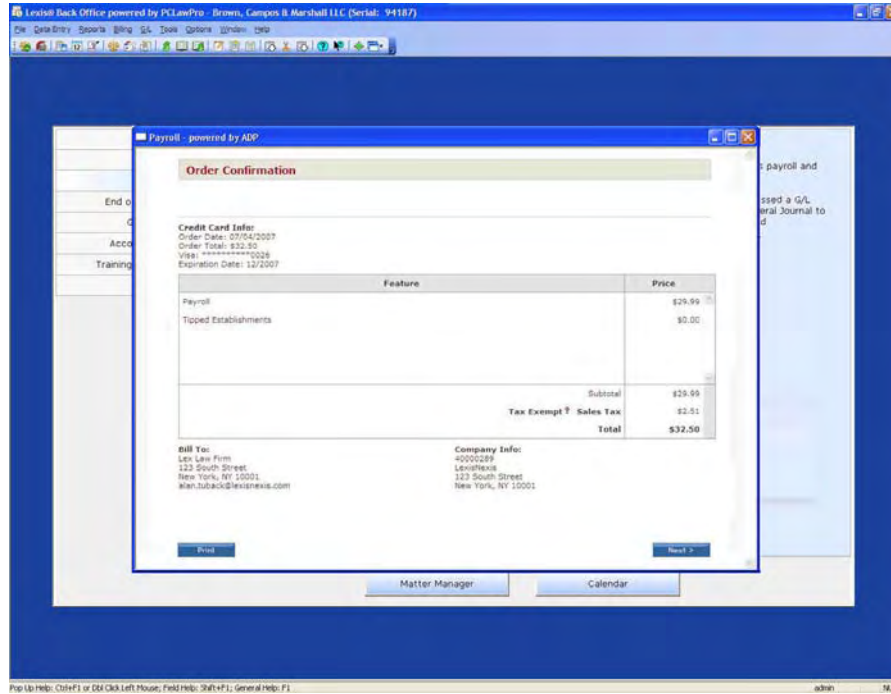


To continue the transaction, click **Accept** and continue to step 8 of this procedure. To cancel, click **Decline**. The transaction is cancelled.

8. On the **Order Invoice** window, confirm the amount and click **Purchase Now**.



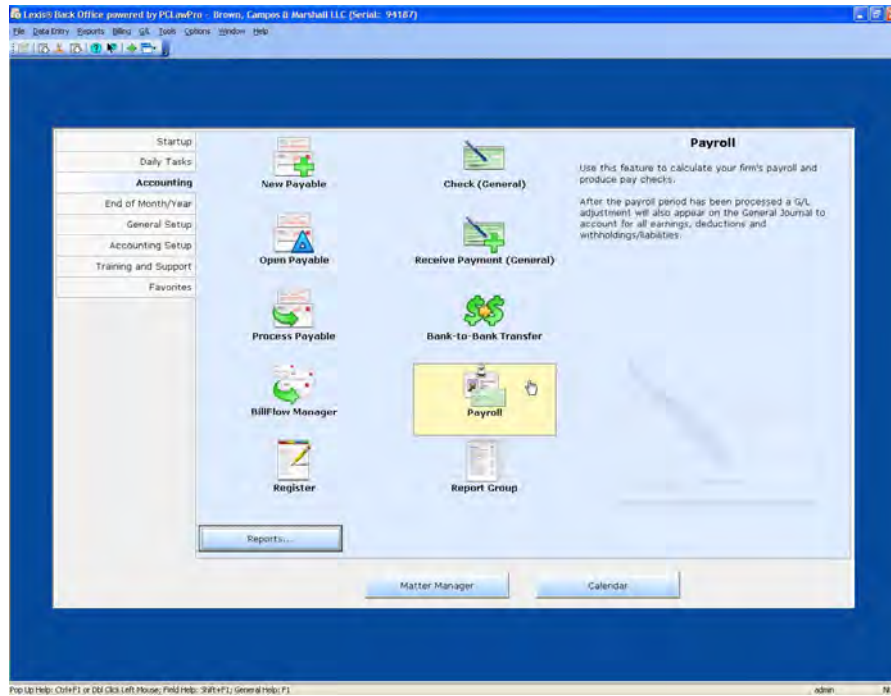
9. After the transaction is completed successfully, an Order Confirmation window appears. If you wish, print a copy and retain for your records.



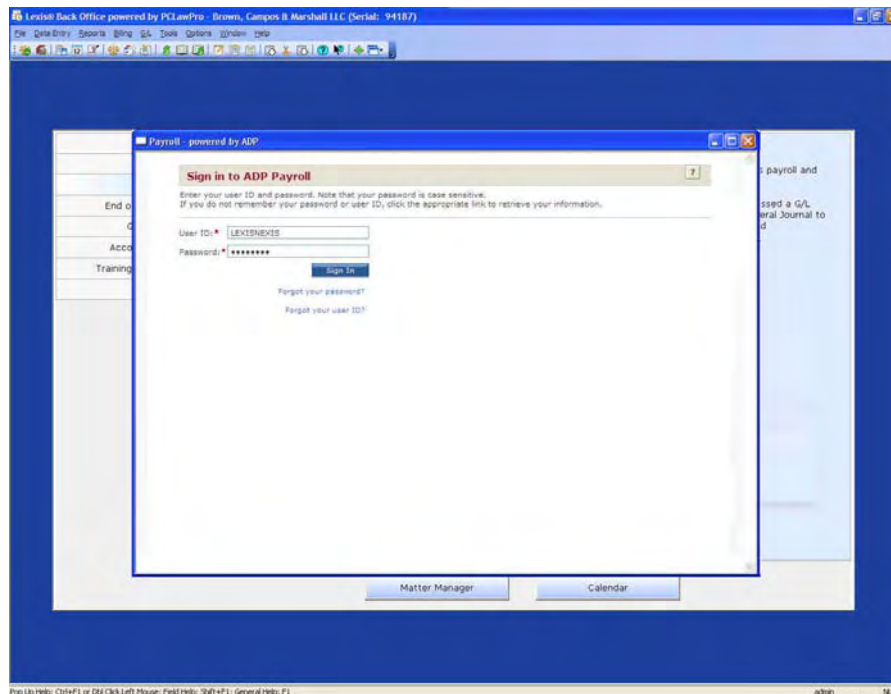
A receipt is sent to the user within minutes to the e-mail address provided on the Company Info window.

# Existing Subscriptions

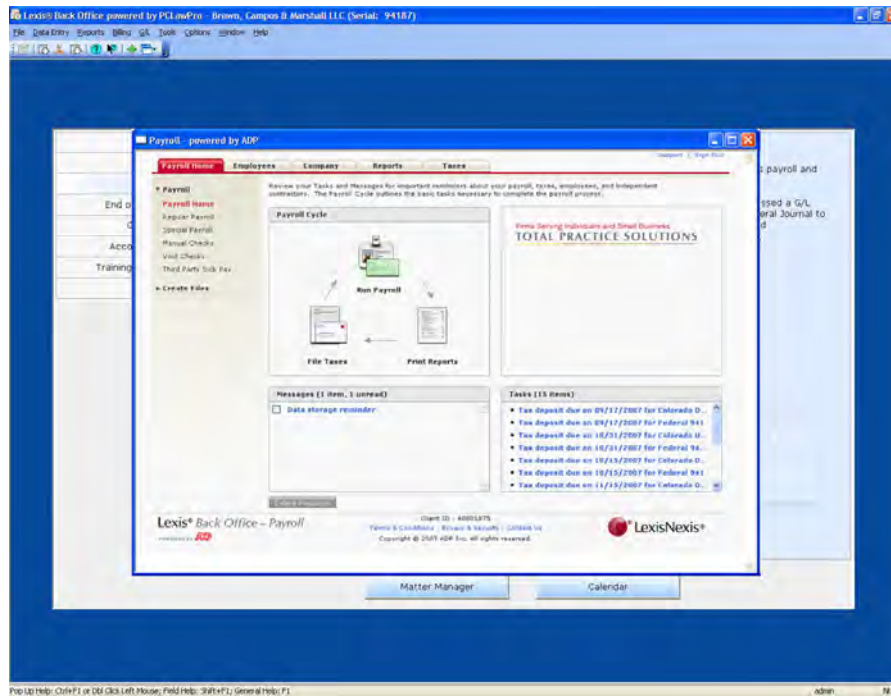
1. To access ADP Payroll, from the Quick Step menu, click the Payroll icon.



On the ADP sign on screen, enter your user ID and password and click **Sign In**.



2. Lexis Back Office launches the ADP Payroll solution as displayed below:



To begin, click the Employee tab and add staff members.

For detailed procedures on this application, consult Lexis® Back Office – Payroll *Getting Started* guide.