

Medical Temporaries

Quickbooks Workforce Instructions: Required to view paystubs and W-2's

You will be sent an email invite to the email address provided on file:

- Look for an email from Intuit Services (QBOPayrollNoReply@intuit.com) with a subject "**Finish setting up with Medical Temporaries**" Note: Don't see the invite? Check your spam folder. Or let your employer know about it. It's possible we used an incorrect email. **Your invite is valid for up to 30 days from when it was sent.**
- Open the email, then select the **Get access for paychecks** link to accept the invite. Remember that you can only use this link once.
- Create an Intuit account, or sign in with your existing one, from the previous View my paycheck site. 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, and W-2's from multiple employers. Just make sure to provide them the same email address you use for your existing Workforce account.

How to sign into QuickBooks Workforce:

- Open a browser on your computer or mobile device. QuickBooks Workforce runs smoothly on latest versions of Chrome, Firefox, and Safari (for Mac).
- 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:

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

Advantages of receiving your W-2 electronically:

Access from anywhere at any convenient time. Access to the W-2 statement earlier than the traditional mail process. Eliminates the chance that your W-2 will get lost, misdirected or delayed during delivery or after receipt. More secure than delivery by U.S. mail, protecting your sensitive information from loss or theft. Green and convenient: print only what you need, when you need it.