

# How to Start a QuickBooks Time Trial in the ADP<sup>®</sup> Marketplace

## Here are the steps to start a QuickBooks Time Trial in the ADP Marketplace for a client:

1. Log in to apps.adp.com
2. In the middle of the page, search for QuickBooks Time
3. Click on "Learn More" where it says trial available
4. Click "Start Trial"
5. Go to the admin's email and click on the email from QuickBooks Time
6. Click on "Start Setup"
7. Fill out the form and hit continue (If they have QuickBooks Online or QuickBooks Desktop, scroll to the bottom and click on "Already have an Intuit account? Click Here")
8. Click on "Open QuickBooks Time"
9. Fill out the form with the company information
10. Click "Continue"
11. Choose how the employees are going to clock in, and if they have access to add, edit, or delete their own time
12. Click "Continue"
13. Go to the admin's email, where they will receive a connection request email from ADP
14. Click on "View Request"
15. Click "Allow", then Sign the consent and hit continue. You'll see the QuickBooks Time box. Underneath the box you will click "Upgrade to paid edition". Then, follow the steps to activate the account.

Once this is done, please have the admin send an email to [TERRI\\_DEMINICO@intuit.com](mailto:TERRI_DEMINICO@intuit.com), to indicate that they have started their trial and would like their employees to convert from ADP into QuickBooks Time.

The admin can then share their availability for a one-hour setup appointment and provide their contact phone number to our onboarding team. Terri will schedule their appointment and send them an invite for the onboarding call. Once the employees are loaded in the system, they can invite them to start using QuickBooks Time.

**To do so, go to: "My team" > Add team members > Add manually.  
Check if the employees they would like to send the invite to use QuickBooks Time.**



Emplomint helps your business maximize its investment in technology by offering comprehensive Implementation as a Service. We work with you to custom configure and implement QuickBooks Time software from its standard settings to meet your company's specific time-tracking needs--ensuring effective use and full value from your QuickBooks Time account.

Implementation as a Service Includes:

- Dedicated implementation specialist to help you with everything you need.
- Direct access via email and mobile phone for support
- 60 days of assistance with extension available after implementation is complete.
- Access to the same implementation specialist each time you call
- A positive, friendly, five-star experience with each interaction or request
- Peace of mind and confidence that your issue or question will be handled immediately

### **"Mint" Ongoing Monthly Support**

Due to popular demand and client requests, Emplomint is now offering ongoing, monthly continued concierge support services once implementation is complete. Pricing is based on your individual needs.

You'll get:

- Exclusive direct concierge access with dedicated exclusive email inbox
- Unlimited support for ongoing assistance with payroll and time tracking
- White-glove service
- 100% satisfaction guaranteed, cancel at anytime

### **Package Options:**

- \* MINT Moments - \$200 per hour for one-off support requests.
- \* MINT Premium Monthly - \$250/month includes unlimited email and text support for QuickBooks Time. Plus, 2 live meetings per month.
- \* MINT Elite Monthly - \$500/month includes unlimited email and text support for QuickBooks Time. Plus, 4 live meetings as needed.

**For more information on which MINT package is right for you,  
contact [juli@emplomint.com](mailto:juli@emplomint.com)**