Heartland
Online User Access Authorization

Effective Date

Client Number

Client Name & DBA (if applicable)

Authorized Client Contact #1

Authorized Client Contact #2
(if applicable)

The mentioned authorized Client contact(s) grants individuals specific access to their organization's payroll account at Heartland Payroll Solutions.

New Online User #1

First & Last Name

Email Address

Phone Number

Authorization PIN

Authorization PIN Requirements
PIN's must be four digits (no letters allowed).
Cannot be repeating (1, 1, 1, 1) or sequential (1, 2, 3, 4) numbers.
Don't use: FEIN, zip code, address, phone number, email or a year.
Each contact on an account must have their own unique PIN code.

Type of Access (Select One)

- ☐ Admin (No Printback)
- ☐ Admin (With Printback)
- ☐ Include HCM Services
- ☐ HCM Services Only
- ☐ Payroll Entry Only
- ☐ Reports (With Printback)
- ☐ Reports Only
- ☐ *No Online* - Email Only
- ☐ *No Online* - Phone Only
- ☐ *Sales Rep* - Reports Only

Access Type Details
Admin: full administrator access. Restrictions can still be applied.
Printback: you are printing your payroll checks in-house.
HCM: may include Heartland Hire/Onboarding, HR, or Timeclock.
Entry Only: not authorized to make updates or view reports.
No Online: no online access; you must contact Heartland directly.

Multi-Client Users, list all accounts the user can access

Does the user have any access restrictions?

Examples include masking SSN, direct deposits, salary/pay rates, or viewing certain pay groups, divisions, and departments.

New Online User #2

First & Last Name

Email Address

Phone Number

Authorization PIN

Authorization PIN Requirements
PIN's must be four digits (no letters allowed).
Cannot be repeating (1, 1, 1, 1) or sequential (1, 2, 3, 4) numbers.
Don't use: FEIN, zip code, address, phone number, email or a year.
Each contact on an account must have their own unique PIN code.

Type of Access (Select One)

- ☐ Admin (No Printback)
- ☐ Admin (With Printback)
- ☐ Include HCM Services
- ☐ HCM Services Only
- ☐ Payroll Entry Only
- ☐ Reports (With Printback)
- ☐ Reports Only
- ☐ *No Online* - Email Only
- ☐ *No Online* - Phone Only
- ☐ *Sales Rep* - Reports Only

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Client Authorized Signature #1

Client #1 Print Name

Date

Client Signature #2 *(if applicable)*

Client #2 Print Name

Date

Internal Use Only
Entered by:
Date:
Verified by:
Date: