



# Online Account Access Agreement

Company Name : \_\_\_\_\_ Federal Id #: \_\_\_\_\_

**Terms of Use:**

You authorize Payrite to provide you with online access to payroll records. Payroll information is updated periodically as payrolls are produced. Payroll reports contain sensitive information such as company, employee and tax liability information. Online access may be immediately suspended or permanently revoked due to misuse, late or non-payment of regular payroll processing fees, account termination, or other reasons as determined solely by Payrite. Non-sensitive information (forms, links, etc.) are always available to you by visiting our website at www.Payrite.com. Any other information (company, employee, payroll, tax information, etc.) is accessible using your login credentials as provided by Payrite and a password you select. You may allow your accountant or others to have online access to your account as well by advising Payrite of your desire in writing by email or other means. Employees will also have access to their paystubs and W-2s using their own login credentials. Maintenance of employee access is the sole responsibility of Company. Employees are provided an activation email that permits them to create and modify their own accounts.

**Security Policy & Limitation of Liability:**

Payrite maintains high levels of security for your protection. Online sessions are protected using SSL (secure socket layer) encryption, secured servers behind firewalls, and secured database structures. Your use of the internet is solely at your own risk and you agree to hold Payrite, it's officers and assigns, completely and totally harmless from any and all liabilities as a result of such usage. Payrite makes no warranties, express or implied, including, but not limited to, those of merchantability or fitness for a particular purpose. This includes delays, non-deliveries, mis-deliveries or service interruptions however caused. This Agreement contains the entire agreement, written or verbal, of the parties hereto and supercedes any other prior or simultaneous agreement.

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization:**

As Authorized Agent of the Company, I authorize Payrite to create online access to our payroll account. I have read, understand, and agree to the 'Online Account Access Agreement' as written above.

**X** \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized Signature*



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