

Information Qualification Sheet

(Please forward to your IT department)

**** Complete and fax to (574) 206-0072****

Payroll Division Numbers _____ Salesperson _____

Company Name _____

Address _____ City _____ State _____ Zip Code _____

Internet Access Information:

1. What is your Internet connection?
DSL/Cable ISDN TI T3 Other _____
2. How are you connected to the Internet?
Local Modem Network Modem LAN/WAN
3. What version of **Internet Explorer** do you use? _____
4. Who is your Internet Service Provider? _____
5. Does your Internet connection go through a firewall or proxy?
 No Firewall Proxy _____

Application Access Information:

6. When is payroll submitted? Mon Tue Wed Th Fri - Days Prior to Check Date
7. What is your pay cycle? Weekly Bi-weekly Semi-monthly Monthly Quarterly
8. What date will you begin keying payroll on *IOIPay*? ____/____/____
9. Will you be importing pay transactions from another system (i.e. time clocks)? Yes No
Vendor Name? _____ No _____
Software Name? _____ Version? _____
Location of payroll import file (*local* drive and path) _____
10. Current Clients: Are you using a custom accrual program? Yes No

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Internet Access Requirements Instructions (cont'd)

- **Operating System**

- Microsoft Windows 98 or higher
- Linux, Macintosh and other OS's are not supported

- **Internet Connection**

- To be provided/maintained by the client
- Microsoft Internet Explorer v.5.5 or higher (other browsers and lesser versions of IE are *not* supported)
- Broadband (DSL or Cable) connection minimum
- T1 / T3 (including fractional T1 / T3) preferred
- AOL USERS: AOL dial-up is not recommended due to unacceptable response times with our applications.
- Free ISP Users: Please note, most free ISP services place time restrictions and use less bandwidth than premium/pay services. Your connection will be less efficient. You will also be unable to turn off the advertising banners.
- Dial-Up Modem/Wireless Connection Users: Please note, use of dial-up modems (56k or less) and wireless Internet connections generally provide unacceptable response times with our applications. It is possible to use these connections, but it is not recommended.

- **Screen Resolution**

- Minimum of 800x600, small fonts, 256 colors
- Suggested 1024x768, small fonts, 256 colors or higher

- **Browser Configuration**

- Cookies must be allowed.
- Java Scripts must be enabled.
- Page caching must be turned off. Pages must be refreshed at each visit.
 1. Go to the Tools Menu in Internet Explorer and choose the Internet Options item.
 2. You should be under the General tab, if not, please select it now.
 3. Go to the Temporary Internet Files Options area and click the "Settings" button.
 4. Under the "Check for newer versions of stored pages" area, confirm that the current selection is "Every visit to the page". The default is "Automatically", so you may have to change it as instructed.
 5. Now, click the "OK" button, and let the Settings pop-up window close. Then, click the "OK" button to close the Internet Options window.
 6. You should be ready to go. Please note you may have to close the browser and re-start the browser before the options are set correctly. In some cases, you may have to re-boot your computer.

- **A PDF viewer** is required to view the reports.

- Adobe products are recommended.
- Adobe Acrobat Reader v5 or higher (links to Adobe.com are provided).
- Windows 98SE is required for Adobe Reader v5.

Questions may be directed to PC Support at (888) 697-0021