



Payroll Portal Quick Start Guide

Getting Started

1. Go to www.bgacct.com/payroll and click the Online Payroll Portal button.
2. Enter your User ID. (Your user ID is your email address.) 1
3. Enter your temporary password. 2
Your temporary password is the last 4 digits of your social security number. You will be required to change password upon your first log in.
4. Click the Log In button. 3
5. Enter your Old Password (last 4 digits of your SSN). 4
6. Create your New Password. 5
7. Click the Save Information button. 6

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is your Email Address.

User ID: 1

If this is your **first time** logging in, your temporary password is the last four digits of your SSN.

Otherwise, enter the password you created.

Password: 2 [Reset my password](#)

3

PLEASE CHANGE YOUR PASSWORD.

Enter Old Password: 4

Your password must be at least eight characters in length and contain at least one number, and one letter.

Enter New Password: 5

Confirm New Password: 5

6

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8. Once logged in, you will see the main screen which is organized by tabs. Click on the Pay Stubs tab **7** to see a list of all pay dates for which you have a pay stub. To open a pay stub, click the view icon in the Click To View column. **8**

Setting Up Notification Options

1. Click on the Pay Stubs tab. **7**
2. On the right side of the screen, click the appropriate button based on your desired notification method. **9**

The screenshot shows a web application interface with a navigation menu at the top. The 'Pay Stubs' tab is selected and highlighted with a red box labeled '7'. Below the navigation menu is a table with two columns: 'CLICK TO VIEW' and 'PAY DATE'. The first row in the table has a red box labeled '8' over a document icon in the 'CLICK TO VIEW' column. To the right of the table is a notification settings section. It contains a message: 'IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.' Below this is a section titled 'CURRENT NOTIFICATION OPTIONS' with a text input field containing 'Email me my new pay stub [myname@myemail.com] (as encrypted PDF)' and a 'Remove' button. At the bottom of the notification section, there are four buttons: 'Add Another Email Delivery Option', 'Add Email Notification' (highlighted with a red box labeled '9'), 'Add Text Message Notification', and 'Add Detailed Text Messaging'.

| CLICK TO VIEW | PAY DATE |
|---------------|------------|
| 8 | 11/6/2020 |
| | 10/30/2020 |
| | 10/23/2020 |
| | 10/16/2020 |
| | 10/9/2020 |
| | 10/2/2020 |
| | 9/25/2020 |
| | 9/11/2020 |
| | 9/4/2020 |
| | 8/28/2020 |
| | 8/21/2020 |
| | 8/7/2020 |
| | 7/31/2020 |
| | 7/24/2020 |
| | 7/3/2020 |
| | 6/19/2020 |

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7 Pay Stubs | Tax Forms | Messages | Manage Your Account | Help | Group Administration

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9 Add Email Notification

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

CURRENT NOTIFICATION OPTIONS

Email me my new pay stub [myname@myemail.com] (as encrypted PDF). [Remove](#)

Add Another Email Delivery Option

Add Email Notification

Add Text Message Notification

Add Detailed Text Messaging