Enter Credentials

Setup paiyroll® · https://paiyroll.com/kb/enter-credentials/

Follow this guide to enter credentials for various Reports Defintions. The process will differ depending on whether you want to enter per-company credentials or use shared **agent bureau** credentials.

Per company credentials

- **Setup > Report Definitions**
- Select the **Group** or ------ for all
- Select the **Company** if there are multiple companies
- Update the relevant report definition, e.g. **GB HMRC DPS**, **GB RTI FPS/ EPS**, etc.
- Enter the **Name** and **Password** twice
- **Update**

Ensure you enter the credentials for all the reports, for example, EPS, FPS and GB HMRC DPS are not shared and will need to be entered separately i.e. 3 times.

Accountant/Bureau shared agent credentials

- Setup > Credentials
- Add...
- Select the credentials required in **Report Templates**
- Enter the **Name** and **Password** twice
- **Update**

Ensure you enter the credentials for all the reports, for example, DPS, separate from FPS/EPS and will need to be entered twice.

Tip: when you are evaluating, just enter DPS, which only collects data, versus FPS/EPS, which is used for submission