



EMPLOYEE SELF SERVICE CLIENT REFERENCE

Web Employee Portal

This is an overview on accessing your payroll information on your secure web employee portal.

Logging In via the Client Center

Access our website www.ockeraccounting.com.

1. Select the *Client Login* option located in the *Client Center* area of the screen.
2. Enter your *Username* and *Password*.
3. Click **Login**.

Note: Refer to page 4 for new authentication requirements

Client Login

Username

Password

Login

[Forgot Your Password?](#)

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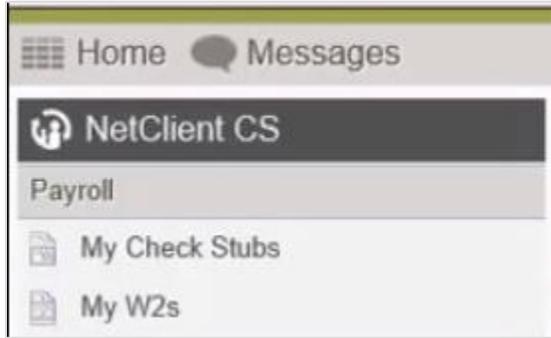
Ph/Fx 717.556.0007



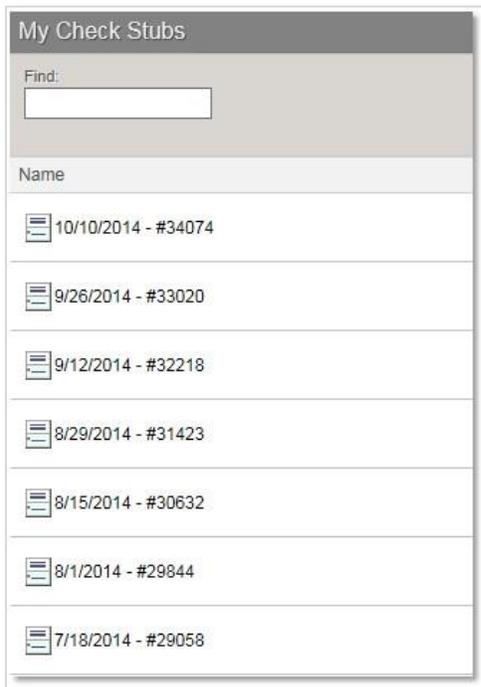


Reviewing Documents on Your Web Employee Portal

Once you have successfully logged in to your web employee portal you will be able to review your payroll information.



1. In the top left corner click **My Check Stubs** to open and review/print the check stubs currently on file.



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2. In the top left corner click **My W2s** to open and review/print the W2s currently on file.



Logging out of Web Employee

1. Click your *name* in the top right corner.
2. Select **Log Out**.

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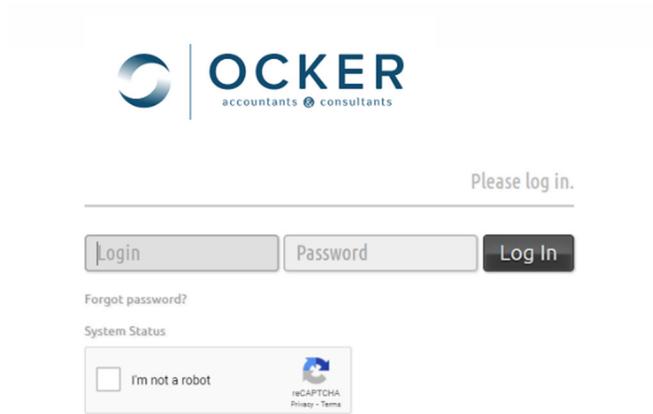
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Employee Online Portal Security Update

We are reaching out to share details about changes coming to your Employee Online Portal, also called NetClient CS. Our firm partners with Thomson Reuters to provide the platform for these portals, and they are updating the sign-in process to make it more secure.

What you need to know:

- You will continue using your current username and password to access your NetClient CS account.
- If you do not already have multi-factor authentication (MFA) enabled, you will be prompted to add it.
- These changes are being phased in as soon as possible. In the meantime, feel free to reach out to us with any questions.

You will need to download the Thomson Reuters Authenticator App on your phone and it is available for both [Android](#) and [iOS](#). You will need to initially set this up through a web browser. You will be unable to set up MFA through the NetClient CS mobile app.

For detailed instructions, keep reading below:

Steps for Apple iOS Devices

1. Tap the App Store icon.
2. Tap the Search button and enter "Thomson Reuters Authenticator" in the search bar.
3. Tap the Get button and follow the prompts to install it on your device.

4. Tap Open to launch the Authenticator app.
5. Tap Allow to enable notifications, which allows the Authenticator app to display sign-in requests on your device.
6. Proceed to the **Pair your MFA device to your account** section in this article and pair your mobile device with your login credentials.

Steps for Android Devices

1. Tap the Play Store icon in your app list.
2. Tap the search button and enter "Thomson Reuters Authenticator" in the search field.
3. Tap the Install button and follow the prompts to install it on your device.
4. Tap Open to launch the Authenticator app.
5. Proceed to the **Pair your MFA device to your account** section in this article and pair your mobile device with your login credentials.

The Authenticator app needs the following permissions to send login confirmation requests so you can verify your account when you have MFA enabled.

- **Camera:** This permission grants access to your device's camera, which the mobile app uses to scan the QR code during MFA setup. Once you've completed the MFA setup wizard, you can disable this permission.
- **Network:** This permission grants access to send and receive network traffic, so the mobile app can receive sign-in requests and send your approval, enabling you to log in to your software or website account.
- **Notifications:** This permission grants access to your mobile device's notifications, which enables the Authenticator app to display sign-in requests on your device.
- **Prevent device from sleeping:** On Android devices, this permission enables the mobile app to illuminate your device's screen and display push notifications and does not prevent your device from entering a low-power standby mode.

Pair Your MFA Device to Your Account

1. When prompted to choose an MFA method, select either **Use Thomson Reuters Authenticator** or **Use a third-party multi-factor app** and click Next.

2. On the Download and install screen, click Next if you have already installed an MFA app. If not, return to the **Choose your MFA device** section in this article.
3. On the Scan Code screen, open your mobile app and tap Settings > Add Account (or the plus sign) to open your device's camera to scan the QR code. If you need to enter a code instead, the Setup Wizard will time-out and give the option to do this.
4. After pairing via QR code or entering a code, your computer will say the pairing is successful and you will be able to name your now-paired device. This is helpful if you pair multiple devices to your account.

Getting a New Device

When the time comes for you to get a new phone, you will need to go through this process to pair your new device. Upon setting up MFA, NetClient CS will provide you with lock-out codes which will allow you into your account if you do not have access to the paired device. Please write these down and keep them in a safe place.
