

Signing up & signing in to view your paychecks and W-2's

Before you sign up:

Make sure you have your Social Security number (SSN) handy and the net amount of your last paycheck issued by the company. The net amount is your take-home pay. We'll need this info to verify who you are and match you with the correct company and paycheck info.



To sign up:

1. Go to [QuickBooks Workforce](#).
2. Select **Sign Up**.
3. **Sign up for an Intuit account.** An Intuit account allows you to access multiple sites and products with one user ID and password.

You'll be asked to provide an email address, a password, and a security question and answer, in case you need to recover your password.

Note: If you already use an Intuit product, such as TurboTax, then you may already have an Intuit account. If you already have one, we'll prompt you to use that account to sign up for QuickBooks Workforce.

4. Enter your SSN and the net pay amount from your last paycheck issued by the company, then **All Done!**