

# Sage Business Cloud Payroll Professional

## Invite Consultant



Only the Super User will be able to invite a consultant to access your payroll data. You can have more than one Super User.

In order to allow your consultant to access your company, follow these steps:

On the Company Listing Screen, select Access Control.

All users must be logged out of the system.

On the bottom right-hand side, click on the Invite Consultant option.

On the pop-up screen that will display, enter your Consultant's email address (must be a Sage email address) and the date when his/her access must expire.

Your consultant will now receive an email, with a link to your system in the cloud and they will be able to assist you.

How do I know what changes have been made by my consultant?

You can print your Audit Trail to view when your consultant accessed your payroll and what exactly was changed.