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 that one Super User.

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

On the Company Listing Screen, select Access Control.

	VERSION 5.2A SITE CODE 200003	REGISTRATION EXPIRES 2018/02/28
Manage Companies Company Status Options Global Functions Access Control Renewal Help *		
Company Listing Please select a company from the list		REQUEST QUOTE

All users must be logged out of the system.



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

ADD	PRINT USERS	PRINT ACCESS	PRINT AUDIT	SYNCHRONISE ACCESS CONTROL	INVITE SELE	CTED INVITE CONSULTANT
						CANCEL

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.

Consultant Details					
Consultant Email Consultation End Date	26/02/2019				
DELE	CANCEL CONTINUE				

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.