

## mypayrollreports.com Authorization

Client Name \_\_\_\_\_ Client No \_\_\_\_\_

This Authorization serves as your request to access R&L DataCenters, Inc.'s (R&L) website [www.mypayrollreports.com](http://www.mypayrollreports.com) (MYPAYROLLREPORTS.COM). By signing below, you represent that you are the principal, legal, or authorized representative of the above-named client (Client) of R&L DataCenters, Inc. Further, you certify that you have authority to view, access or otherwise possess data, information, images, reports, checks, and otherwise similar (Reports) of any format or form now existing or to be developed that may pertain to the above named client. You additionally affirm that you have read, understand and agree to be bound by the MYPAYROLLREPORTS.COM TERMS AND CONDITIONS OF WEBSITE USE (contained in the login page of MYPAYROLLREPORTS.COM)

At your request, R&L will provide a temporary password that will be changed by the Client upon first access to MYPAYROLLREPORTS.COM (see TERMS AND CONDITIONS OF WEBSITE USE for additional information). R&L will not have access to nor will it maintain a record your password. Subsequently, any and all user names and passwords that allow access to MYPAYROLLREPORTS.COM are to be maintained securely and confidentially by the Client (see TERMS AND CONDITIONS OF WEBSITE USE for additional information).

The user named below will be considered to be an authorized user of MYPAYROLLREPORTS.COM until such time his/her authorization is revoked by execution of the Revocation of Authority/Access to MYPAYROLLREPORTS.COM provided below or by termination as described in TERMS AND CONDITIONS OF WEBSITE USE (USE OF WEBSITE).

### Adding Access for

Name: \_\_\_\_\_

Email: \_\_\_\_\_

### Revoking Access for

Name: \_\_\_\_\_

Email: \_\_\_\_\_

### Authorized By

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



R&L DataCenters, Inc., ph. 908.479.1995 *EXPRESSOPAY.com*