

BDS FISCAL

Associated with Broadscope Disability Services

Why am I receiving this? You have just received your first pay stub from BDS Fiscal. All future pay stubs and W-2s will only be available by logging into QuickBooks Workforce.

You will not receive your W-2 or any further pay stubs in the mail.

How do I sign up for QuickBooks Workforce?

With QuickBooks Workforce, you can view your paychecks, W-2s, and other info. BDS Fiscal has sent you an email invite to Workforce and this info will help you get started.

If you have an existing Workforce account, you can still accept another invite from a new employer. Just make sure to provide them with the same email address you use for your existing Workforce account.

Accept Workforce invite from your employer

1. Look for an email from Intuit Services (do_not_reply@intuit.com) with the subject "Finish setting up with [child's name]". You will receive a separate email invite for each child you work for.

Don't see the invite? Check your spam folder first, then contact BDS Fiscal Agent to make sure the email address on file for you is correct.

2. Open the email, then select **Get access for paychecks** to accept the invitation. Remember that your **invite will expire after 30 days** and you can only use this link once.

3. Create an Intuit account with your email and a password, or sign in with your existing account.

Note: An Intuit account lets you access multiple Intuit services using a single login. If you have a Mint or TurboTax account, you can use the same login for your QuickBooks Workforce.

Sign in to QuickBooks Workforce

1. Open your browser on your computer or mobile device. QuickBooks Workforce runs smoothly on latest versions of Chrome, Firefox, and Safari (for Mac).
2. Go to workforce.intuit.com and sign in.

Note: If you forgot your password or user ID, select the **I forgot my user ID or password** link and follow the onscreen instructions.

View, download, or print your paychecks

1. Go to **Paychecks** (default screen after logging in)
2. View, download, or print your latest paycheck or past paychecks.

View, download, or print your W-2s

You can view your W-2 copies from the W-2 screen. For added security, you might have to verify your phone number or some of your personal info first.

1. On a computer: click **W-2** in the menu on the left.
On a cell phone or tablet: click the menu button at the top left (the three horizontal white lines) to open the menu, then select **W-2**.
2. Select the W-2 copy that you want to view or download (and then print).

Have multiple employers?

To switch between the different employers you work for, open the employer menu.

1. On a computer: click the **small arrow ▼** icon next to the name of the child you have open.
On a cell phone or tablet: click the name of the child you have open.
2. Then, select the name of a child/employer to switch to.

Turn on notifications for new paychecks

1. Go to **Settings** ⚙️.
2. Select **Email Notification**.
3. Select **Send me an email when new pay stubs are available**.

Update your email address or password

1. Go to **Settings** ⚙️.
2. Select **Account settings**.
3. Edit your login and personal info under **Sign In & Security** and **Personal Info**.

For additional information, visit <https://quickbooks.intuit.com/learn-support/en-us/payroll-information/view-your-paychecks-and-w-2s-online-in-quickbooks-workforce/00/306276>

If you have any questions, please contact Broadscope Disability Services.

Email: bdsfiscal@broadscope.org

Text: 262-373-9870

Call: Jessica Byrne 414-755-8016 or Sara Barron 414-329-4512