



As your payroll provider, Top2Bottom Business Solutions is committed to convenient, accurate state-of-the-art service. Your Employee Portal has been designed entirely for your convenient access to all your payroll information.

## Employee Portal Access

By now you should have received an email from [noreply@accountantsworld.com](mailto:noreply@accountantsworld.com) inviting you to set up your Employee Portal password. This email expires in 24 hours, so please respond right away to get your portal set up. (Contact us if you missed it!) You can also download a mobile app from Apple or Android to access information even more conveniently. After setting up your portal be sure to bookmark the page and keep your password safe.

## Employee Portal Features

- Paystub Access on Pay Day
- W-2 Electronically Delivered (Give permission at bottom of profile page by selecting "YES")
- Federal and State Withholding Status
- Editable Personal Information such as address, phone, email
- Direct Deposit Information

Contact us at [payroll@t2bbsolutions.com](mailto:payroll@t2bbsolutions.com)