

# CPA and Client Access to New Web Quarterlies

Go to [www.usapayroll.com](http://www.usapayroll.com), scroll down to Quick Links and click on Electronic Quarterlies.



Type in your user name and password and click **Secure Login**. USA Payroll will provide you with your initial user name and password. The user name is not case sensitive, but the password is.



### Sign In

Username

Password

**SIGN IN**

The first time you log in, it will walk you through setting up security questions. Once you are in, you will be on this screen (it may differ somewhat depending on how much access you have):

**Dashboard**

**Company**

**Employees**

**Payrolls**

**Reports**

### Payroll Today

Regular Payroll 12/02/2016  
 Regular Payroll 12/08/2016  
 Regular Payroll 12/15/2016

**Requires Mgr Approval**  
**Not Started**  
**Not Due**

04/29/2016 - 1	04/21/2016		
04/29/2016 - 1	04/21/2016	04/21/2016	04/21/2016
04/29/2016 - 1	04/21/2016	04/21/2016	04/21/2016
04/01/2016 - 2	03/24/2016		

### Agenda

Today Monday, December 05, 2016 - Monday, December 12, 2016

Date	Time	Event

### Published Reports

- NY NYS-45 Magmedia Client Copy-Ztrain (S1305)
- 941-Ztrain (S3162)
- NY NYS-45 Magmedia Client Copy-Ztrain (S1305)
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- 941-Ztrain (S3162)
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- 941-Ztrain (S3162)

### Analysis

Tax Report For Payroll (S247)

Check Date: 05/06/2016-1, Period Range: 04/24/2016 TO 04/30/2016 Week #19

SUI Taxes: \$290.85 = 3.46 %  
 State Taxes: \$415.21 = 4.89 %  
 Local Taxes: \$0.00 = 0.00 %

You should see your most recent tax returns in the **Published Reports** area. Click on the name of the report and you will be on this screen:

**Published Reports**    [Defined Reports](#)    [Ad Hoc Reports](#)

Search for Report...

Export to Excel

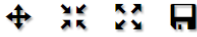
Preview Report →

☐	Check Date	Run #	Check Period	Report #	Report Name	Type
<input checked="" type="checkbox"/>	06/30/2016	0		S1305	NY NYS-45 Magmedia Client Copy-Ztrain	TaxReturn
<input type="checkbox"/>	06/30/2016	0		S3162	941-Ztrain	TaxReturn
<input type="checkbox"/>	03/31/2016	0		S1305	NY NYS-45 Magmedia Client Copy-Ztrain	TaxReturn
<input type="checkbox"/>	03/31/2016	0		S1305	NY NYS-45 Magmedia Client Copy-Ztrain	TaxReturn
<input type="checkbox"/>	03/31/2016	0		S3162	941-Ztrain	TaxReturn
<input type="checkbox"/>	03/31/2016	0		S3162	941-Ztrain	TaxReturn
<input type="checkbox"/>	03/31/2016	0		S3162	941-Ztrain	TaxReturn
<input type="checkbox"/>	03/31/2016	0		S3162	941-Ztrain	TaxReturn

Page 1 of 1

1 - 8 of 8 items

From here you can pick a different report or multiple reports if you wish by clicking the box to the far left. Then click the **Preview Report** button, which will bring up the report(s):



**NYS-45** (12/15)

**Quarterly Combined Withholding, Wage Reporting,  
And Unemployment Insurance Return**

**RECORD COPY  
ONLY**

**DO NOT SEND  
TO THE AGENCY**

Reference these numbers in all correspondence:

Mark an X in only one box to indicate the quarter (a separate return must be completed for each quarter) and enter the year.

UI Employer registration number 0000000 0

Withholding identification number 121234567 6

Employer legal name:  
USA TRAINING CO

1 2 3 4 Y Y  
Jan 1 - Apr 1 - July 1 - Oct 1 -  
Mar 31 Jun 30 Sep 30 Dec 31 Year 16

Are dependent health insurance benefits available to any employee? . . . . . Yes No X

**Number of employees**  
Enter the number of full-time and part-time covered employees who worked during or received pay for the week that includes the 12th day of each month.

If seasonal employer, mark an X in the box

a. First month 4      b. Second month 7      c. Third month 0


**Part A -- Unemployment insurance (UI) information**

**Part B -- Withholding tax (WT) information**

1. Total remuneration paid this quarter . 59702.00  
2. Remuneration paid this quarter in excess of the UI wage base since January 1 (see instr.) . . . . . 15500.00

12. New York State tax withheld . . . . . 3197.23  
13. New York City tax withheld . . . . .



Click on , which will bring up a .pdf version of the report and from there you can either print or save the report.

When you are finished, click on [Logout](#) in the upper right corner of the screen.