

# Welcome to



As a co-employee of **FOURTH**, you can access your payroll information online any time you want, anywhere you want! All you need is an active email address. To use our system, please follow the simple steps below and enjoy the benefits of being a **FOURTH** co-employee!

1. Go to our website at [www.fourth.com/peo](http://www.fourth.com/peo)
2. Click on the “Cloud Employee Login” icon.
3. You will be directed to the Employee Login screen. For first time use, you will click the register button towards the bottom right corner of the login icon.
4. Once on the registration screen, please enter in the required information and create your User ID and Password.
5. You can now return to the login screen and log into your own account.

## **SIGN UP FOR ELECTRONIC TAX STATEMENTS**

*Faster access to your tax form....*

*Faster access to your refund!*

6. It's quick and easy once registered click on the payroll tab and then click on the early W-2 Election tab. Please store your sign-on information below and keep this form for future reference.

<b>User Name:</b>	
<b>Password:</b>	

Should you have questions regarding your access, you can call **FOURTH** at 813-643-4000.