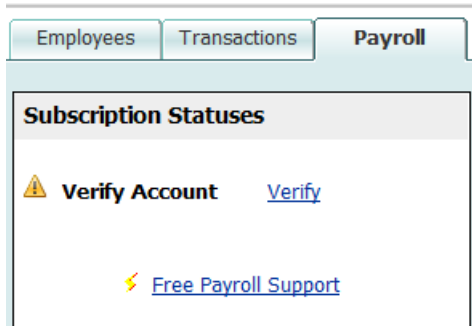
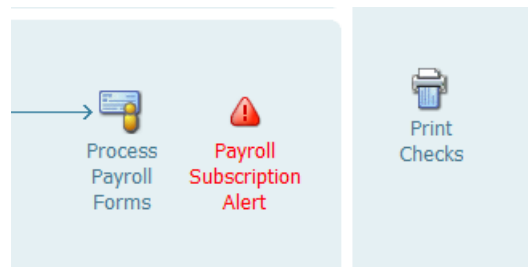


Verify and Confirm your QuickBooks Payroll Plan Subscription Status

- Open the **Employee Center** and Select the **Payroll Tab**.
- If the Subscription Status window displays "**Verify Account**," select the underlined **Verify**.
- If you **discontinued your payroll plan** and chose not to participate in a plan, there will be **no Payroll button**.
- If you **switched from one plan to another plan**, confirm that this was accomplished.

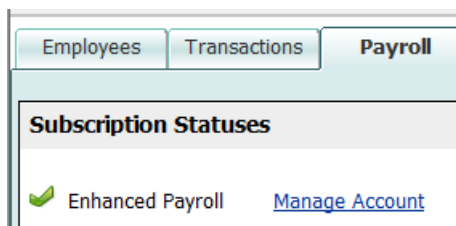


Or, in the **Home page**, select **Payroll Subscription Alert**.



Confirm your Subscription Status

- Select **Employees** from menu bar
- Select **My Payroll service**
- Select **Account/billing information**
- Under **Service Information**,
 - Subscription Status should be **ACTIVE**
 - Payroll Service should be the payroll plan you selected:
 - Basic
 - Enhanced Payroll for up to 3 employees
 - Enhanced Payroll for Unlimited or more than 3 employees
- Under **Billing Details**,
 - Next Bill date should be May 22, 2012.



After Verifying your Subscription Plan, under the Payroll button, your subscription status should display either Basic Payroll or Enhanced Payroll.