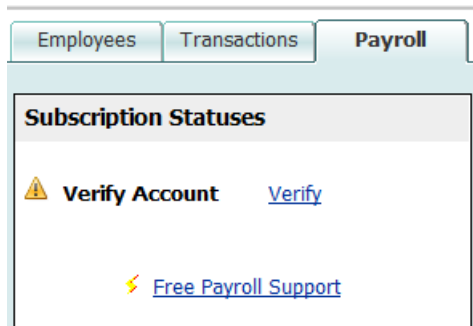
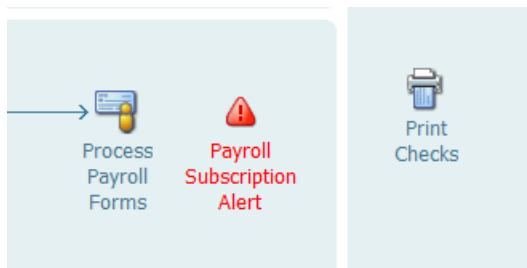


Verify and Confirm your QuickBooks Payroll Plan Subscription Status

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



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



5. **Confirm your Subscription Status**
 - Select **Employees** from menu bar
 - Select **Employee Center**
 - Select the **Payroll** tab
6. After **Verifying** your Subscription Plan, under the **Payroll** button, your subscription status should display either **Basic Payroll** or **Enhanced Payroll**.

