PAYDAY FILING VIA PAYROLL WIZARD

1. Run your pay as normal. For help on this, please view the *Processing a Pay Run* help document

2. When you get to Step 5, download the *Bank File, view the Report, Print the Payslips, and/or Email the Payslips* if desired:

3. Click *Done*:

4. Click *File with IRD:*

5. Click *OK*:
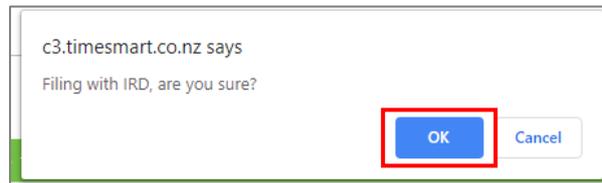
6. Check over the File Return:
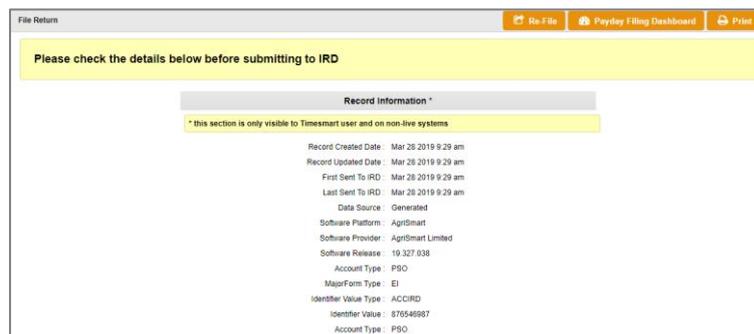
7. When you are happy with how everything looks, scroll down to the bottom and click *File:*

NB: The download button is there for your purposes only, this doesn't need to be clicked to complete your Payday Filing

8. Once you have clicked *File*, the following pop-up will appear notifying you that the filing process will take several minutes:
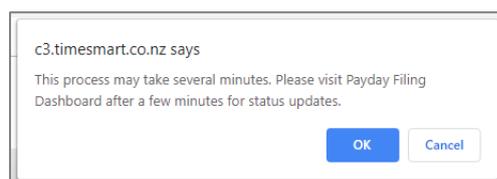
9. Click *OK*

The following screen will appear notifying you again that the filing process will take several minutes:

10. Click on the *Payday Filing Dashboard* link to take you to the Dashboard:

The following screen will appear:

Here you can track the status of your File:

After a few minutes, the Response would have changed from Filing to either Success or Failed: