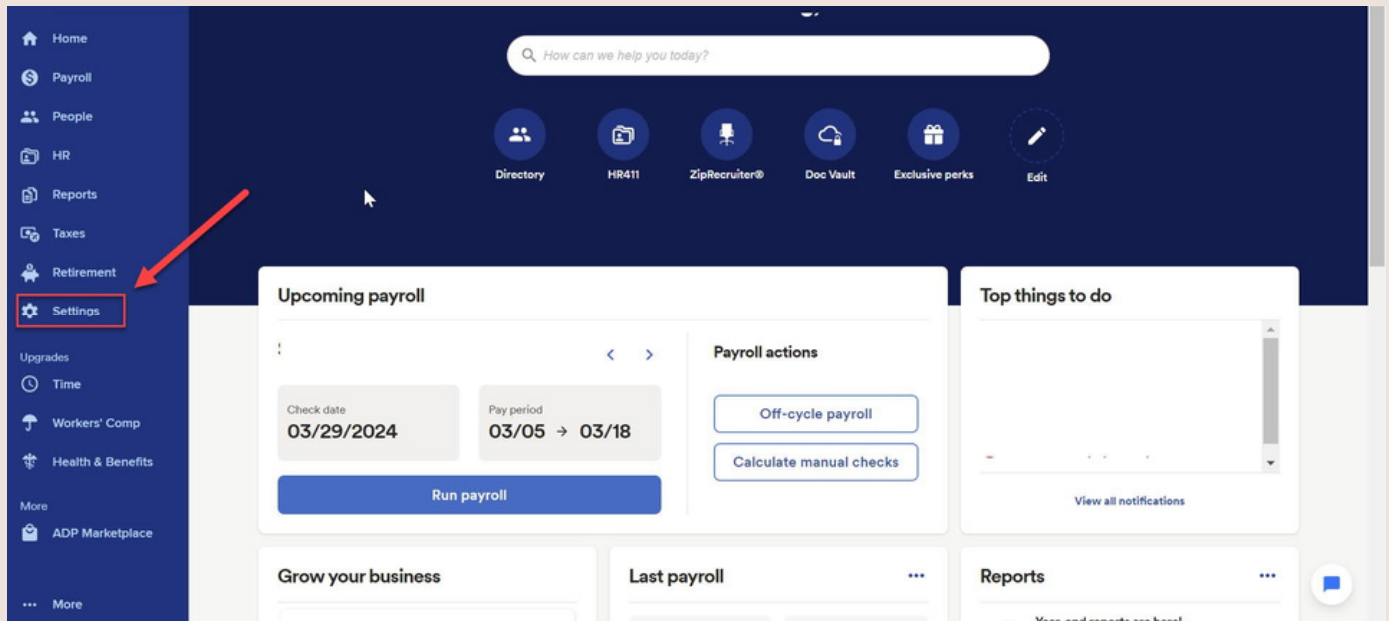


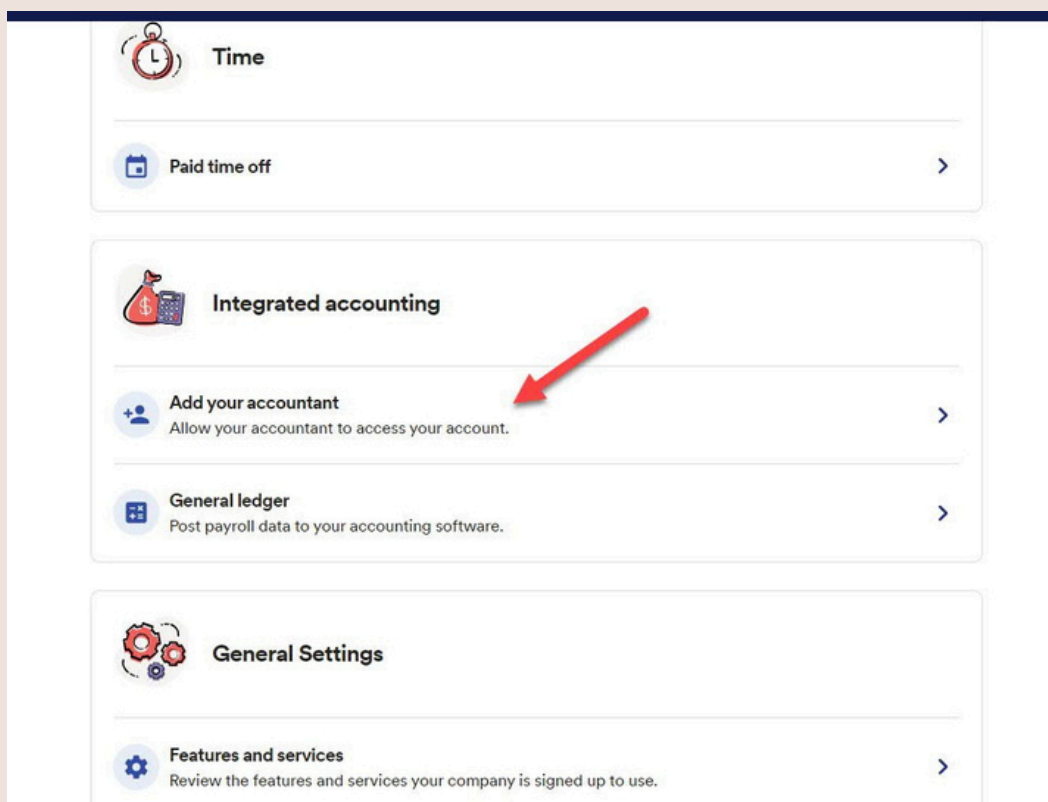
ELEVATE

How To Connect ADP to Elevate Bookkeeping

1 Select **Settings** on the home screen



2 Scroll down to Integrated Accounting and select **Add Your Accountant**



3 Select add accounting firm

Accountant ConnectSM Authorization ?

Accountant Connect authorization lets you share your payroll information with your accountant, whenever the access.

[+ Add accounting firm](#)

4 Select ID Number and type 27731811 (Elevates ID)

Let's find your accounting firm

☐ Email ☒ ID Number

Accounting Firm 8 digit ID Number*

27731811

[Search](#)

5 Select That's my Accounting Firm

We have a match

☒ Elevate Financial Services

Firm ID	Phone Number	Address
27731811	484-535-0060	29 S Trooper Rd, Norristown, PA, 19403

[Search Again](#) [That's my Accounting Firm](#)

6 Select Access Levels

Tell us what you want your accountant to access

☒ Reports and tax forms
View and print reports and tax forms.

☒ General Ledger
Setup, view, print, and download your general ledger information.

☒ Payroll
Approve and change payrolls.
Create new payrolls.
Add, remove and change employees.

☐ Skip
You can change access at a later time

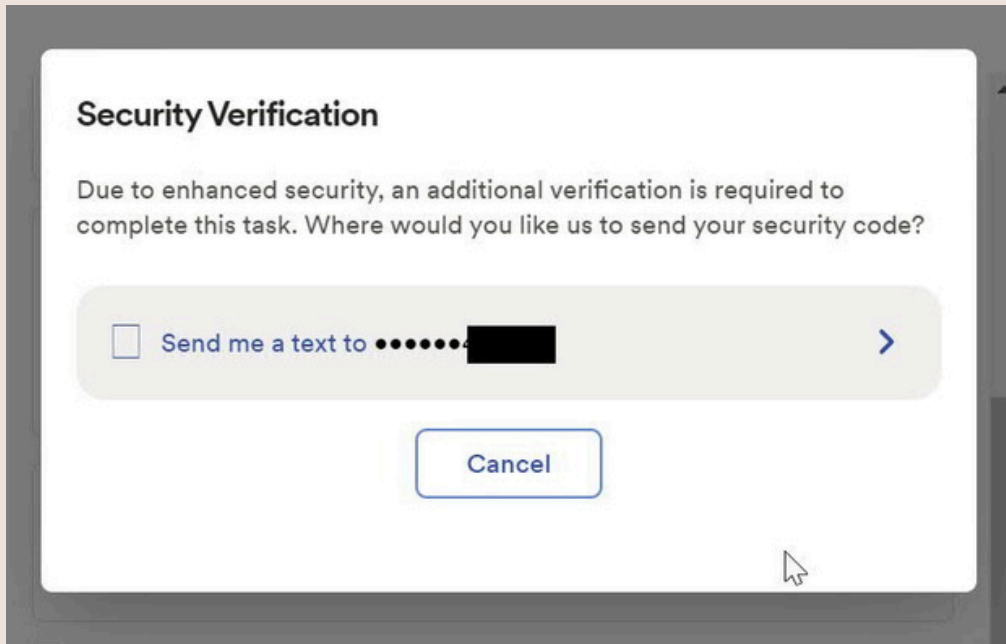
7 Select all check boxes and select **Connect**

☒ I acknowledge that ADP does not verify the identity of firms in Accountant ConnectSM.

☒ I have verified Elevate Financial Services is my accounting firm and I authorize the above access in accordance with the [terms and conditions](#) applicable to RUN Powered by ADP®.

☒ I have given my accountant permission to approve and change payrolls, create new payrolls, and change employee information with the [Payroll Access Authorization Terms](#).

8 Complete the **Security verification** via text message



Success!

If you have any trouble or need further assistance, please call ADP's Client Service Team at **866-989-0196**.

They can connect you to Elevate over the phone if you prefer. Please have Elevate's Firm ID handy. (27731811)