# Welcome to Web Employee

## Activating your Web Employee portals:

You will be receiving an email from register@netclientcs.com
Subject: Register your Web Employee account

Dear Shannon Lyons,

Welcome to Web Employee. Please Register your account.

After you register your account, you can log in from the Web Employee Login page.

From here you can view your pay stubs, W2's and make changes to your W4 information and enter payroll information.

You can also access your NetClient CS (Web Employee) account through the mobile app:

**Apple devices:** Download the NetClient CS mobile app from the App Store

**Android devices:** Download the NetClient CS mobile app from Google Play

Thank you for using Web Employee.

Baldwin CPAs, PLLC
713 W Main St
Richmond, KY, 40475

This electronic mail message contains confidential and legally privileged information intended only for the recipient. If the

## After you receive the registration email, you can activate your account as follows:

1. Open the registration email and then click the "Register" link in the message.
2. In the NetClient CS page, enter a unique login and password. The password must be between 7 to 50 characters, one capital letter, and at least one character must be a number and one special character.
3. Click OK.
4. NetClient CS verifies your credentials and completes the activation.
5. The NetClient CS login page opens.
6. Enter your Web Employee by entering your login and password information and then clicking the 'Sign In'.
7. If login page does not open automatically, you can click the "Login" in the registration email to access.

Download the mobile app for convenience from your tablet or phone anytime!!

**Apple devices:** Download the NetClient CS mobile app from the App Store

**Android devices:** Download the NetClient CS mobile app from Google Play

NetClient CS
Tax & Accounting, a Thomson Reuters business
Designed for iPad

## Once registered, you can login and view your paystubs and W2's at any time.
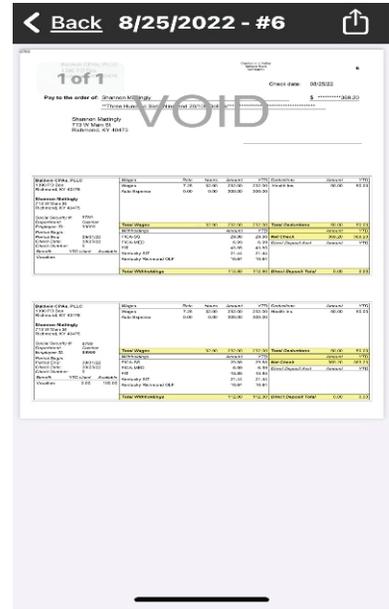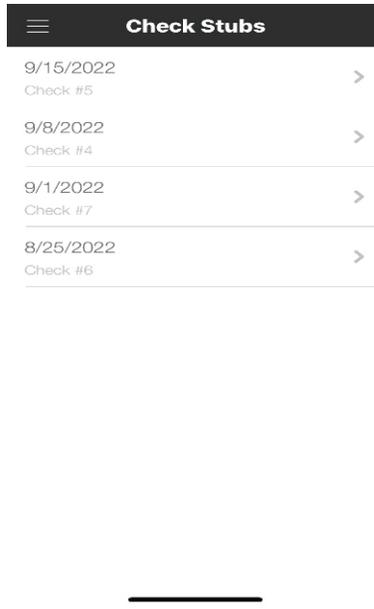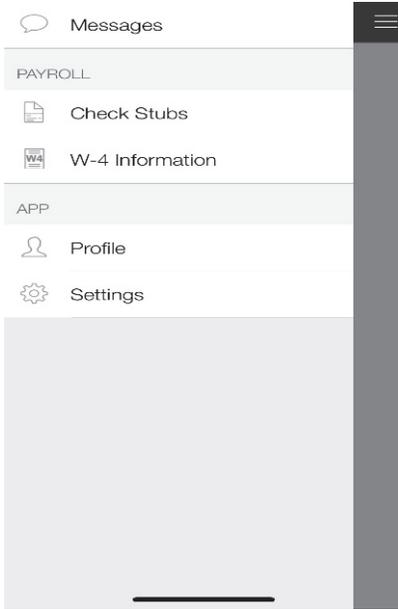


## You can view or edit your W4 information.

You can follow these steps to edit your W-4 information:

1. Log into your NetClient CS account
2. Click the **W4 Information** portlet to view and edit W-4 information.
3. Make any necessary changes, and then click the Enter button.

You can **view** the following information:

- Type (Standard, Agricultural, Household, Independent Contractor)
- Resident address (street address, city, ZIP code, county, country, etc.)
- EIN / SSN

You can **edit** the following information:

- Name (first, last, middle initial, suffix)
- Email address
- Federal W-4 information (filing status, # of allowances, additional or fixed amount/percentages withheld, etc.)
- State W-4 information for each applicable state (filing status, number of allowances, additional or fixed amount or percentage, etc.)
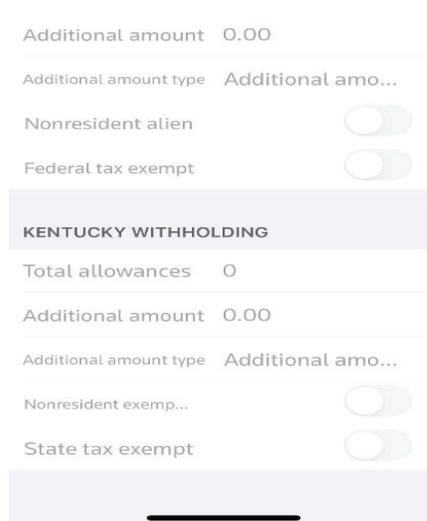
# Forgot Password?

Rest it directly from the app.
Go to NetClient CS app, click "Forgot Password" and enter new.

**Baldwin CPAs, PLLC**
866.287.9604

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Secure with Face ID

Sign In

Forgot Password?

Privacy Policy

I'm not a robot

reCAPTCHA
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