**TO ACTIVATE AN EMPLOYEE FOR VMR**

* Go to Employee > Employee and click on the address tab
* Enter email address into the E-mail field
* Enter a password into VMR Password field (we recommend last 4 digits of social security number). This is the password the employee will need to enter before the pay stub will open *<\*\*\*hint: the SSN is at the top of your screen>*
* Print voucher should be set to yes
* Click on the green check mark and green hamburger to save your changes

