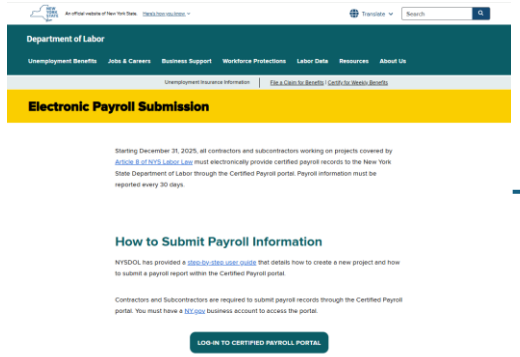
CERTIFIED PAYROLL
QUICK START GUIDE

Submitting your first payroll

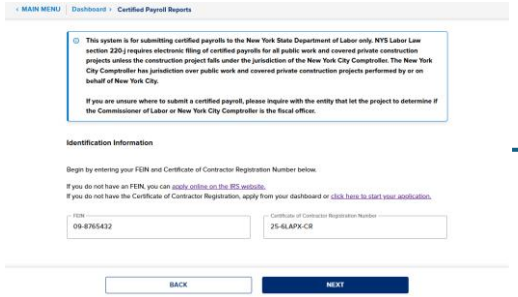
For contractors, subcontractors, payroll managers, and authorized users

STEP 1: Set up your project

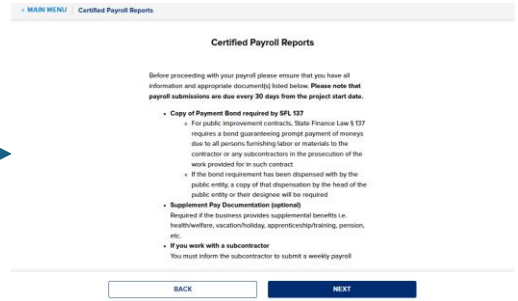


Go to dol.ny.gov/Electronic-Payroll and click LOG-IN TO CERTIFIED PAYROLL PORTAL to log in with your NY.gov account.

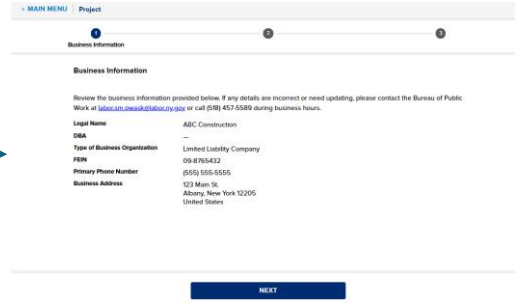
Click the **Certified Payroll Reports** tile from your personalized dashboard.



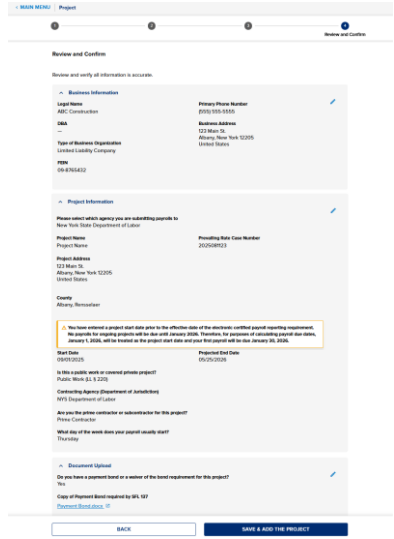
Enter your **FEIN** and **Contractor Registry Number** and click **Next**.



Read the pre-qualification information and click **Next**.



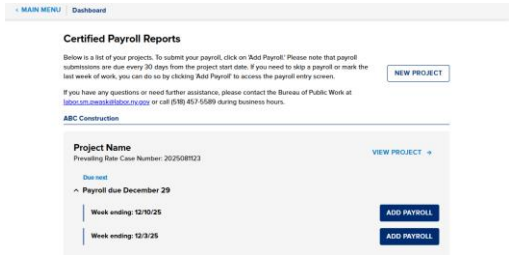
Follow the instructions on the page to complete each step in your project setup.



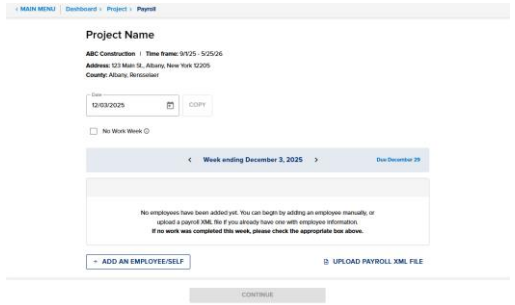
Verify the project information you just set up and click **Save & Add**.

GO TO STEP 2

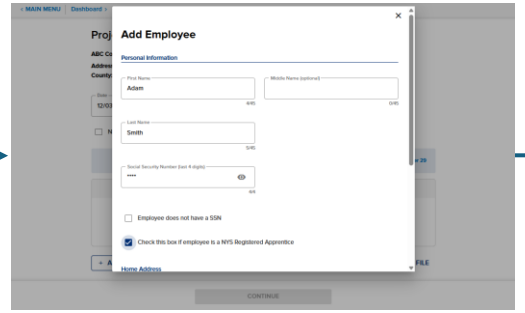
STEP 2: Enter payroll data and submit your report



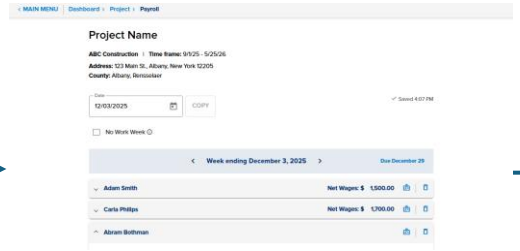
Click the **Add Payroll** button for your new project.



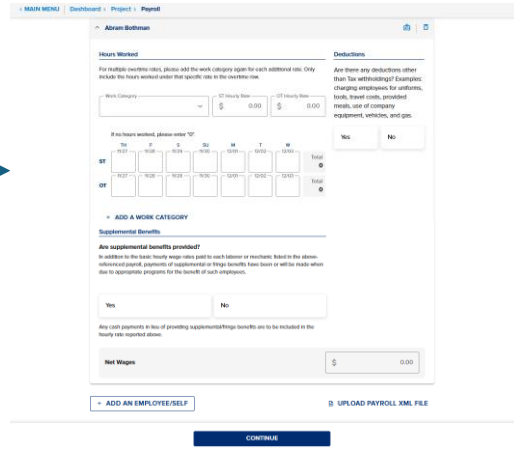
Select the payroll end date for the week you want to submit, and click **Add an Employee**.



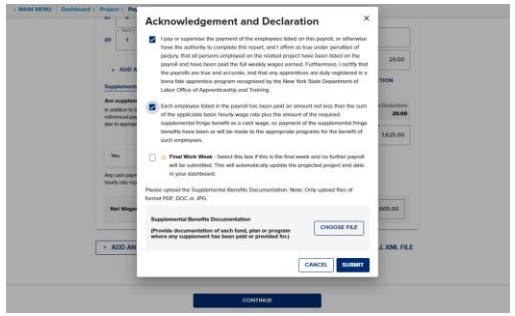
Create the first employee record, following the instructions on the page. Repeat for each employee.



Select an employee from the list.



Enter their work week details as prompted. Repeat for each employee, and click **Continue** when done.



Follow the instructions on the page to certify your payroll and click **Submit**. That's it!

Need help?

HELPFUL RESOURCES

1. Certified Payroll Contractor User Guide
2. Bulk Upload Formatting Guide

QUICK LINKS

Contractor Registry and Certified Payroll Portal:

- https://mpwr-public.labor.ny.gov/en/login

CONTACT US

Phone: (518) 457-5589
Email: ask.pwask@labor.ny.gov