



## Product Guide

### What is 5LINX Payroll?

Save money on your business' payroll processing needs with our cost effective, customized and integrated solution for all any business type.

### Selling 5LINX Payroll:

Selling 5LINX Payroll is a very simple and easy process, as long as you are willing to approach businesses. To sell payroll, start at a local business and ask what how they are currently processing their payroll for their business. Then let them know how 5LINX offers a service that will help them process their business' payroll with ease and at affordable rate. There is no catch to this process, just the opportunity to save money. We even offer a FREE PROPOSAL with a \$500 gift card to any business when we cannot beat the price that they are currently paying.

### Ask the customer...

- "How much are you paying your payroll processor for each transaction?"
- "Would you like a FREE PROPOSAL on how much you can save by switching to 5LINX Payroll?"

### Features and Benefits:

- Online/CLOUD-based
- Tax & Compliance Services
- Full Service Direct Deposit
- Tax Payments
- Paperless Payroll Options
- Time Off Accrual & Reporting
- Pay-as-you-go Worker's Compensation Insurance
- Plus many more benefits for your business

### How does it work?

5LINX Payroll is a full service payroll company delivering the most resourceful and insightful solutions to help business define success. We are delivering integrated, customized, and cost-



effective business solutions that will address the needs and demands of payroll, human resource compliance, benefits administration and outsourcing, as well as time and attendance solutions to businesses across the United States.

### **Sign-up:**

Signing up is easy.

Have the business complete the online lead form and include a copy of their current payroll statement. They can also fill in the lead form found in your Virtual Office and send the completed form along with their current payroll statement to 585-348-2119 or scan and email to, [payroll@5linx.com](mailto:payroll@5linx.com). Once you fax the business' payroll statement, a Payroll Consultant will be in contact with the business owner within 1-2 business days.\*

\* It is key that all fields are filled in on the fax cover form as this is all very important information needed by the Payroll Consultant to process the request as well as the payroll statement from their current provider. Without this information we will not be able to process the lead and submit this into our records.

### **Contact Information:**

[payroll@5linx.com](mailto:payroll@5linx.com)

### **FAQ:**

#### **Q: How long does it take to get setup?**

Getting setup is very simple and can take as little as three (3) business days.

#### **Q: What are the percentages of businesses that process their payroll monthly, bi-weekly and weekly?**

The average business falls within the weekly category at 65%, while 30% of businesses process their payroll bi-weekly and only 5% of businesses will process their payroll monthly.

#### **Q: Who is the target market?**

We can handle all business sizes. Our best success though falls with those businesses that employ 5-20 employees.



**Q: Why choose 5LINX Payroll over the competition?**

We know small business owners want an easy setup, a customized solution and a self-service platform at an affordable price. That's exactly what we offer.

**Q: How do I find out the status of a business' order?**

A: You can track the status of an account in your Virtual Office.

**Q: What is considered a "finished deal (completed order)?"**

A: When the business processes their first full payroll cycle.

**Q: When will I see my points?**

You will see your points ONLY after the business has processed their first payroll billing cycle. If this has occurred and you still do NOT see your points, you will need to contact your 5LINX Representative Services line at 585-359-2922 for assistance.

**Q: What are the business requirements that a business must meet in order to use 5LINX Payroll?**

A: The business must have a US or Puerto Rico address.

**For any other questions that are not addressed here,  
please feel free to contact us at [payroll@5linx.com](mailto:payroll@5linx.com)**