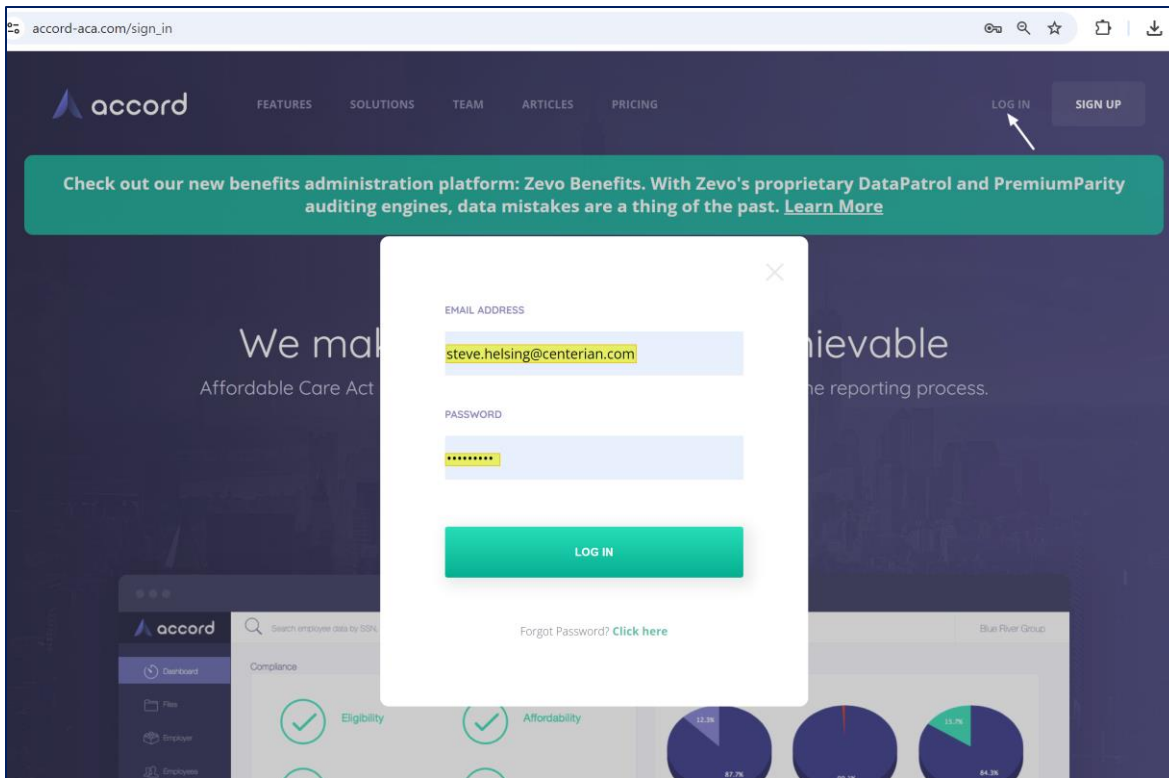




Administrative User Set-Up – BambooHR Payroll API

Step 1: Login to Accord




Step 2: Go To Employer Set-Up

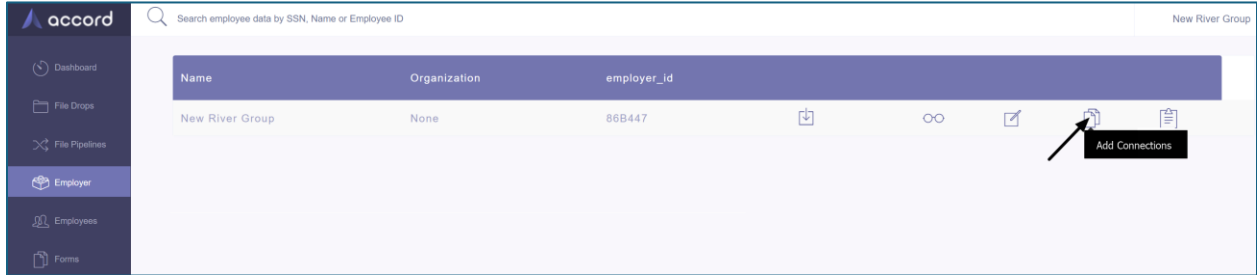
Click on the 'Employer' icon – the fourth one down on the left navigation





Step 3: Select 'Add Connections'

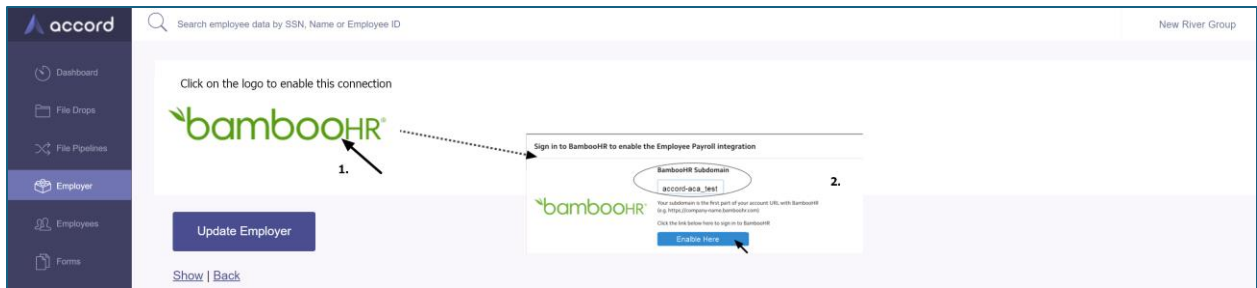
Next click on this Icon () that is the second one from the right



Step 4: Enable the Bamboo API Connection

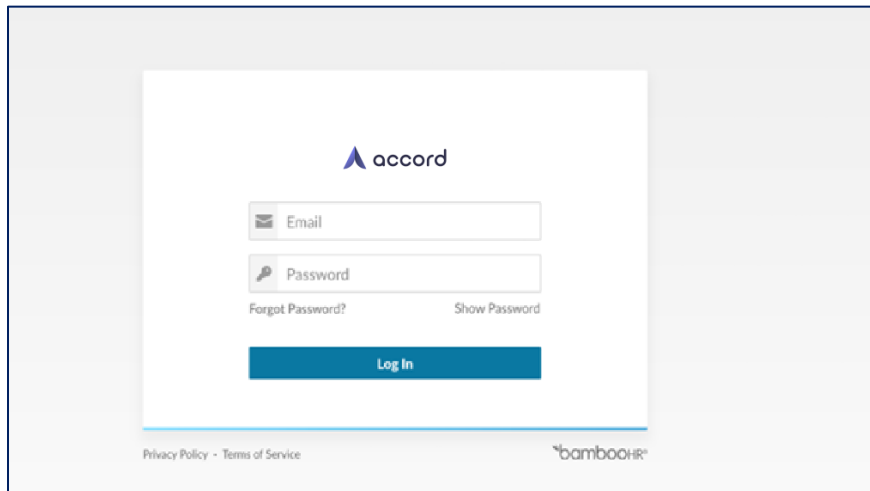
Task 1: Click on the logo

Task 2: Login to your BambooHR sub-domain and click 'Enable Here'



Step 5: Enter your Bamboo HR Credentials

Task 3: Enter your BambooHR credentials and click Log In





Step 6: Returned To Accord with a Success Message

Task 4: Click Update Employer

The screenshot displays the Accord HR system interface. On the left is a dark sidebar with navigation options: Dashboard, File Drops, File Pipelines, Employer (highlighted), Employees, and Forms. The main content area has a search bar at the top with the text "Search employee data by SSN, Name or Employee ID" and the user name "New River Group" on the right. Below the search bar, there is a section titled "Click on the logo to enable this connection" featuring the BambooHR logo. An arrow labeled "1." points to the logo. To the right of the logo is a white box titled "Sign in to BambooHR to enable the Employee Payroll Integration". Inside this box, there is a "BambooHR Subdomain" field containing "ACCORD-ACA_TEST" and an "Enable Here" button. An arrow labeled "2." points to the "Enable Here" button. Below the main content area, there is a blue "Update Employer" button with an arrow pointing to it labeled "Final Step". At the bottom left of the main content area, there are "Show" and "Back" links.