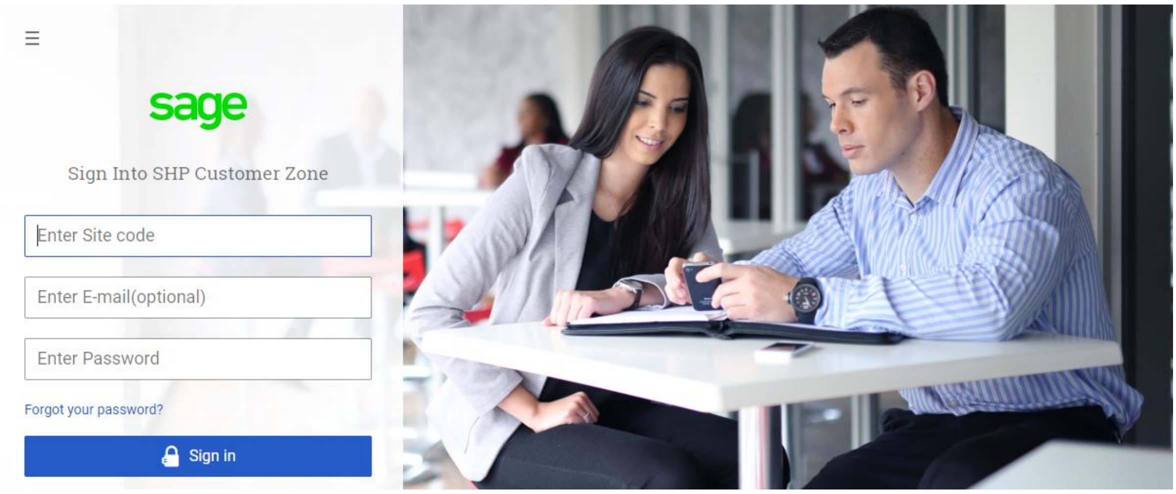
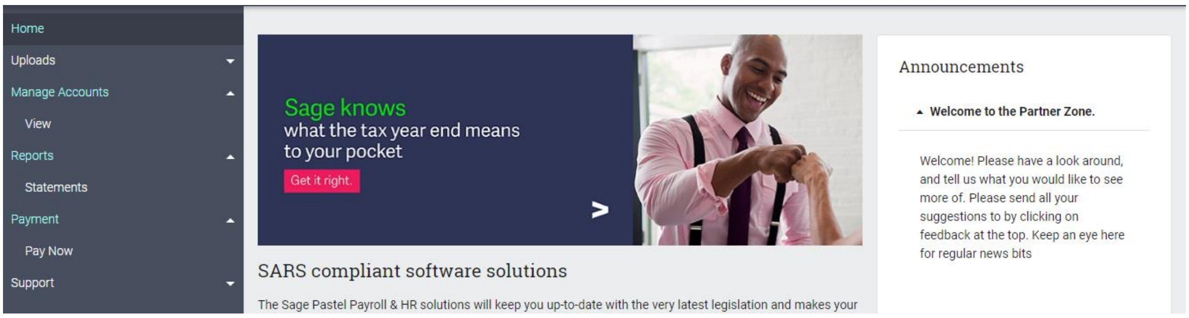
Customer Zone
Account Information

This guide has been designed to assist with navigating the customer zone for customer statements, updating company information and user information.

1. Navigate to https://zones.sagehrandpayroll.com/ from your internet browser.
   This will direct you to the customer zone logon screen.
   Enter the following details to login into your account:
   - Valid Site Code.
   - Email address for the user the is logging in.
   - Password for the user that is logging in.
     (Should you not remember your password, you can click on forgot password, enter your username and a password will be emailed to you).
   - Click on Sign in.



2. Once logged in the below screen will be displayed



Statements

- Select Reports > Statements.
  (This is located on the right-side navigation panel, as shown above)
- Once selected, you will need to enter the date range required and select View All.

Updating Company Information

- Select Manage Accounts > View.
  (This is located on the right-side navigation panel, as shown above)
- Once selected, click on Company Info on the page that is displayed. Update all company information on this screen as required.

Updating User Information

- On the top right of the screen, click on the user name that is logged in and select My Profile.
- Update the user profile information as required and click Update.
- To Update the password, enter the current password, the new password and click on Reset.
  (Please take note of the password requirements on this screen)