

QBES and Quickbooks Payroll Service

(866)240-4009

This article is designed to assist in activating your Payroll Service (866)240-4009 within QB Enterprise.

Thank you for purchasing QuickBooks Enterprise and a Payroll Subscription. Once you have installed the QuickBooks Enterprise edition and set up the company file, please follow the steps below to activate the payroll service which is included with QuickBooks Enterprise edition. If you need any assistance with these steps at any time, please contact Intuit's Payroll Support team by calling (866)240-4009.

If you are a first time Intuit Payroll subscriber:

1. Open your company file.
2. Press "**CTRL**" + "**K**" to enter in your new Service Key number. QuickBooks will then download your tax table updates and forms, and you will then be taken to a Payroll Set Up Wizard so you can finish your payroll set up, and begin processing payroll right away.

If you are an existing Intuit Payroll subscriber:

1. Open your company file.
2. From the menu line, click "**Employees**".
3. Click "**My Payroll Service**".
4. Click "**Manage Service Key**".
5. Click the "**Edit**" button.
6. Type in your new payroll Service Key.
7. Click "**Next**" and then click "**Finish**". Please note - If you already have an existing payroll service with us, please uncheck "**Launch Payroll Set up Wizard**" before selecting "**Finish**". QuickBooks will then download your tax table updates and forms, and your existing payroll information will be ready for you to use.