

Quick Start to EPRLive

Congratulations, you have received a username and password from the site sponsor and are now ready to start filing your payroll reports online!

Step 1: Login

By utilizing any browser navigate to the website: <https://eprlive.com>

Enter your username and password

Step 2: Create Employees

Create your employee roster through the Employee Roster menu or Quick Link

Click New and enter your employee's information

Step 3: File Payroll Reports

View a listing of your assigned reports through the Payroll Reporting menu or File Payroll Reports Quick Link on your EPRLive dashboard

Click any report to file

Add employees, choose their classification, enter hours, and any payroll deductions. (you may enter information manually or upload a file)

Click Checkout to review and see payment instructions

Click Submit Report to finalize

Step 4: Review Rates (optional)

Rates for agreements are available to view any time through the Payroll Reporting menu, then click Review Agreement Rates

Questions regarding rates and reporting should be directed to the Site sponsor. Their phone number is located on the payroll report listing and within each report.

For technical questions contact EPRLive support:

(844) 267-3542 Toll Free

support@corelliansoft.com