

# MIZE Connect User Guide

## FAQ

### New User Registration

Locate "Mize Connect" on your smart phone in the App Store or scan this QR code.

How do I get the app?



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How do I register?

Launch the app and click "Please Register". Fill the requested information fields and click "Sign Up" to continue. Information should match what you provided your employer. Refer to the "New Employee Portal account has been created" email from [noreply@mizecpas.com](mailto:noreply@mizecpas.com).

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What email/phone number do I use to register?

The email and phone number you use to register should be what you provided your employer. Refer to the "New Employee Portal account has been created for Mize Connect" email from [noreply@mizecpas.com](mailto:noreply@mizecpas.com) or contact your manager/payroll administrator.

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What is a verification code?

A verification code is an authentication method used to verify your identity. A code will be sent to both your email and phone from the app that were used to register.

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Email verification code never received?

If you did not receive the "Your verification code" email from [noreply@mizeconnect.com](mailto:noreply@mizeconnect.com) email in your inbox or spam folder, please click "Resend Code". If you are still having issues with this after resending the code please go back to registration and ensure you typed the email correctly.

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Phone verification code never sent?

If your verification code did not send please click "Resend Code" which will send another code to the phone number used for registration. If you are still having issues with this after resending the code please go back to registration and ensure you typed the phone number correctly.

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## Why does it say "No Company found?"

If you receive this message, the app could not validate the information when compared to the payroll database. Click "OK" and correct the requested information. If the issue persists please contact your manager/payroll administrator to verify your information in the payroll system.

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## Existing User Login

### How do I login?

Launch Mize Connect to get the main login screen. If you have already registered enter the email you registered with and then enter the password created during registration and click the "Login" button. If you are having difficulties logging in please ensure you are entering the proper credentials.

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### How do I log out?

Once in the app, on the main page, click the question mark icon and look for the option "Log Out". The system will also automatically log you out after inactivity.

### How do I change my password?

Once in the app, on the main page, click the question mark icon and select the option "Change Password". Type the current password for the account, and in the next two fields type the new password. Keep in mind the "New Password" field needs to be the same as the "Repeat New Password" field.

### Can I change my email?

You cannot change the email for the account through the app. Please contact your manager/payroll administrator with your employer, to make email changes.

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### Forgot email?

Locate the email that was used for the "New Employee Portal account has been created for Mize Connect" from noreply@mizecpas.com. This is the email on file with your employer. If you cannot locate the email, contact your manager/payroll administrator with your employer.

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### Forgot Password?

If you forgot your password, locate the "Forgot Password" text under the login button and click it. From there you will be prompted to enter the email for the app and the verification code. Once done you will be able to set a new password.

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## Payroll

### What is Payroll?

The app allows employees to review and download pay statements, W-2s, and 1095s, as well as update key information like address, phone number, and direct deposit details.

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### My information is not correct, how do I change it?

In the main payroll section, look for the button labeled "Update" under the profile information box and select it. Enter your password. Edit to correct address and phone number information. Once complete click the "Save Edit's" button.

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### Why can't I change my name/email?

To prevent issues during registration and managing your account/payroll information the email, first name, and last name fields have been disabled. Please contact your manager/payroll administrator with your employer for these changes.

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## How do I create a direct deposit account?

Account". Enter your password and proceed. You will be prompted to enter the appropriate direct deposit information for your new account. Once completed, click the "Save New Account" button. Any payroll changes or additions may take up to 48 hours to reflect on the account, with this in mind please ensure you have the proper information added before any processing deadlines.

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## What is the difference between calculation methods for a direct deposit account?

Flat Amount: A fixed sum deposited into a designated account each pay period from your net paycheck.

% of Gross Earnings: A percentage of your gross income (before taxes and deductions) deposited into a designated account.

% of Net Pay: A percentage of your net income (after taxes and deductions) deposited into a designated account.

% of Remaining Net: A percentage of your remaining net income, after other direct deposits have been made, deposited into a designated account.

Entire/Remainder: The entire net income, or the remainder after other deposits, deposited into a designated account. Only one of these types of accounts can be active at a time.

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## How do I adjust/remove a direct deposit account?

Under the profile section, click the small teal ball or "gear" icon within the shown direct deposit on the right hand side. Enter your password and proceed. From here you are able to adjust the calculation method and/or amount to your liking and remove the direct deposit account by clicking the "Remove Account" button.

Any payroll changes or additions may take up to 48 hours to reflect on the account.

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## I'm not seeing a change I made to the account, what do I do?

It is important to note, any change done to payroll information can take up to 48 hours to reflect on the account. Check back to verify the update. Any payroll changes or additions may take up to 48 hours to reflect on the account, with this in mind please ensure you have the proper information added before any processing deadlines.

## How do I add multiple companies?

Once logged in click the question mark icon at the top right and click the "Add Company" button. Enter your date of birth, the last 4 digits of your ssn and click the "Verify" button.

## Pay Statements

## How do I select a pay statement?

To select a pay statement of a specific date scroll down past the summary box. Tap this field and the pay statement summary box will update with its information.

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## How do I download a pay statement?

In the summary box and click "Download Pay Statement". From the screen with the pay stub in full view, click icon box with an upward arrow and in the drop list, click "Save to files". Once in the next screen click save and the file should save to your phones "downloads" folder.

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**I can select a pay statement but not download it, what do I do?**

If you are able to select a pay statement (most likely the most recent pay statement) but are unable to download it, please note that pay statements may take up to 24 hours to display.

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**Why do I have multiple pay statements for the same date?**

If you worked at more than one business entity for your employer you may receive multiple pay statements with the same check date due to the company structure.

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## Tax Documents

**What is a W2?**

A W-2 form is an official tax document that U.S. employers provide to employees, summarizing the employee's annual wages and the taxes withheld from their paycheck. It includes federal, state, and other taxes, and is used by employees to file their tax returns.

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**What is a 1095?**

A 1095 form is a tax document that reports information about health insurance coverage. If you did not have Health coverage offered from your employer, you will not have a form

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**How do I download a W2 or a 1095?**

Click the field labeled "Year" and select the year in the drop down you want to download. Once selected click either the "Download W2" button or the "Download 1095" button depending on which form you intend to download. The W2 or 1095 will display. Scroll or swipe to the side to see more than one business entity document.

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**Where are my documents from before 2021?**

Currently we will only display the previous 3 years of tax documents in the app.

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**I work for multiple companies, where do I get the documents for each?**

From the Download W2 or Download 1095 screen, scroll through the document from left to right, any other business entities you are a part of will appear as a separate document that appears on the right of the first document.

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## ZayZoon

**What is ZayZoon?**

If your employer participates in ZayZoon employees can access Early Wage Access (EWA) directly through ZayZoon, if your employer has signed up for this service. ZayZoon is integrated with Mize for automatic payroll deductions.

Employers who prefer a different EWA vendor have the option to opt out of the ZayZoon service.

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**Does this come out of my pay check?**

Yes, when using the service the amount specified will be pulled from your paycheck for the hours already worked as a direct deposit.

**Where do I get the FAQ for ZayZoon?**

On the main screen after a successful login, locate the "Advance Pay" button and click it. On the next screen click the button "ZayZoon". Once in this page scroll all the way to the bottom until you get to the "Frequently Asked Questions" portion. From here you can select each question to reveal the answers for ZayZoon.

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## Benalign

### What is Benalign?

If your employer participates in Benalign, employees will be offered access to additional insurance and perks, including discounts through a Consumer Perks Program, a marketplace with over 20 non-traditional benefits tailored to lifestyle needs, and affordable telehealth options. Including the My Pocket Storage solution provides easy access to benefit summaries, ID cards, and loyalty cards.

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### Does this come out of my pay check?

No, the service does not come out of your paycheck though you will be asked to set up a payment option when you start using Benalign's services.

### Where do I get the FAQ for Benalign?

In the main Benalign Hub screen, click the box labeled "Resources & Support". From here you will be taken to a chat room where you can get answers for any questions regarding Benalign and their services.

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### Do I keep my benefits if I leave my employer?

Yes, Benalign benefits should remain after leaving your employer.

### Is there a waiting period for benefits?

Yes, there is a 24 hour waiting period after you receive the initial registration email.

## App Requirements

For IOS Devices	For Android/Samsung Devices
<p><b>Compatibility: The MIZE Connect app requires the device to be iOS 12.0 or later and visionOS 1.0 or later.</b></p> <p><b>Compatible with iPad, iPhone, iPod touch, and Apple Vision. Requires macOS 11.0 or later and a Mac with Apple Silicon chip.</b></p>	<p><b>Compatibility: The MIZE Connect app requires the device to be Android 7.0 or later.</b></p>

**If the above boxes do not apply to your device, we apologize but your device is not currently supported at this time.**

## How to get the app

### Step #1

Locate "Mize Connect" on your smart phone in the App Store for iPhone and the Google Play Store for Android. You can also use the QR Code below to download the app.



## Account Support

### Registration

#### Step #1

On the main login screen click the "Please Register." text.

#### Step #2

Fill each field in the registration screen with the appropriate information.

### What email/phone number do I use to register?

The email and phone number you use to register should be what you provided your employer. Refer to the "New Employee Portal account has been created for Mize Connect" email from [noreply@mizecpas.com](mailto:noreply@mizecpas.com) or contact your manager/payroll administrator.

### Password Guidelines

**Last Name**

**Phone Number**

I agree to receive SMS messages for the purposes of authenticating my account. Message & data rates may apply.

**Birthday**

**Last 4 of SSN or Tax ID Number**

[View Terms of Use](#)

I agree to the Terms of Use.

**Sign up**

To best protect your account the password should adhere to the following guidelines. The password must be 15 characters long, contain at least one capital letter, one lowercase letter, one number, and one special character.

### Common Issues

If you missed a required field you'll be prompted an error stating something was entered incorrectly or missing, often with red text under it. Please locate the field your missing (if any) and enter the correct information. Below are various examples of the error text that appears when a field is missing when clicking the "Sign Up" button.

### Step #3

Once ready click the "Sign Up" Button.

I agree to receive SMS messages for the purposes of authenticating my account. Message & data rates may apply.

**Birthday**

**Last 4 of SSN or Tax ID Number**

[View Terms of Use](#)

I agree to the Terms of Use.

**Sign up**

### Step #4

For the next two steps you will be sent verification codes, the first will be sent to your email, click "OK" on the prompt below and enter the code in the corresponding field.

### What is a verification code

In most instances the email verification code should go to your designated email. If the email with the subject "Your Verification Code" is not in your inbox please check your spam folder.

MIZE CONNECT

### Verify Account

**A verification code has been sent to your email address. Please enter it here to verify your account.**

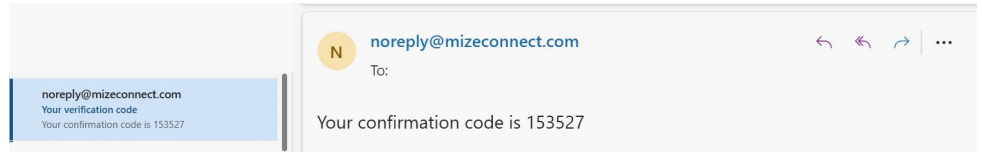
**Verification Code**

**Verify Account**

Now we need to verify the email address and the phone number that you entered. The next screen will ask you for a code that will be sent to your email address.

**OK**

The Email should look something like this.



Once you have this code enter it in the box below and click the "Verify Account" button.

The screenshot shows the MIZE CONNECT logo at the top. Below it is the heading "Verify Account". The main text reads: "A verification code has been sent to your email address. Please enter it here to verify your account." There is a text input field labeled "Verification Code". Below the input field are two buttons: a teal "Verify Account" button and a teal "Resend Code" button.

### Email verification code never sent?

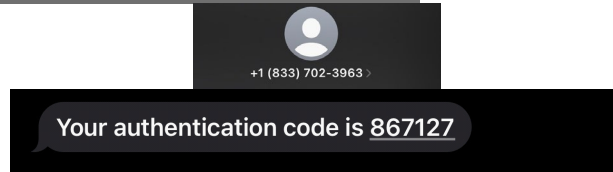
If your verification code did not send to your inbox, or spam folder please click the text labeled "Resend Code" this will send another code to the email used for registration. If you are still having issues with this after resending the code please go back to registration and ensure you typed the email correctly.

### Step #5

Just like the previous step you will get another verification code but this one will be sent to your phone.

The screenshot shows the MIZE CONNECT logo at the top. Below it is the heading "Verify Account". The main text reads: "A verification code has been sent to your phone number. Please enter it here access your account." There is a text input field labeled "Verification Code". A white modal box is overlaid on the screen with the heading "Verify Account" and the text: "Now you should receive a text message with an additional code. Please enter that on this screen." Below the modal box is an "OK" button.

The text message should look something like this.



Once you have this code enter it in the box below and click the "Verify Account" button.

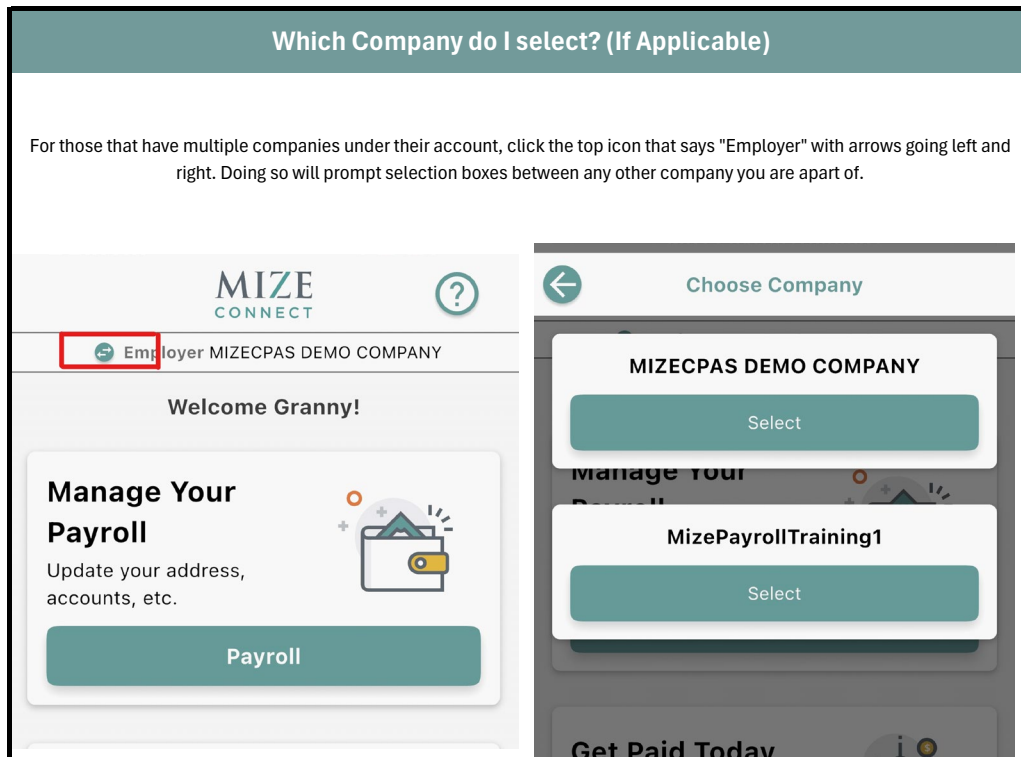
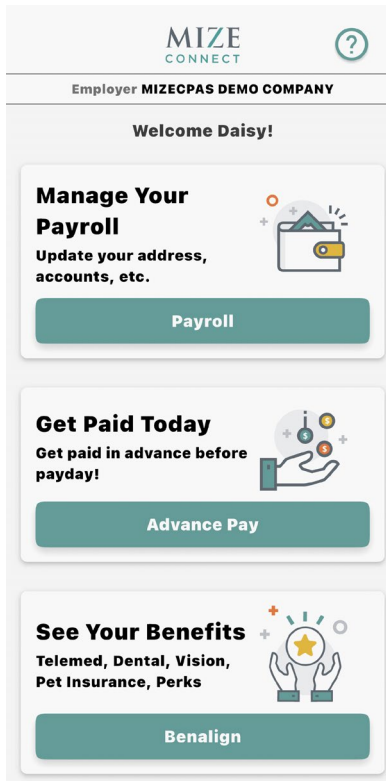
The screenshot shows the MIZE CONNECT logo at the top. Below it is the heading "Verify Account". The main text reads: "A verification code has been sent to your phone number. Please enter it here access your account." There is a text input field labeled "Verification Code". Below the input field are two buttons: a teal "Verify Account" button and a teal "Resend Code" button.

### Phone verification code never sent?

If your verification code did not send please click the text labeled "Resend Code" this will send another code to the email used for registration. If you are still having issues with this after resending the code please go back to registration and ensure you typed the phone number correctly.



At this point you should be sent to the main dashboard screen of the app, this is where you can access your payroll information. If your employer participates in ZayZoons services you will see the "Advance Pay" feature. If your employer participates in Benalign services you will see the "Benalign" feature.



### Step #7

If you did not get sent to the main dashboard screen then there was likely an issue with your account information. In this screen you will be able to adjust any incorrect information and retry registration.

#### Why does it say "No companies found"?

If you receive this screen it means we could not validate the information when compared to the payroll database. To address this click "OK" and adjust your information and retry registration. If the issue persists please contact your manager to verify your credentials in the payroll system.

Let's make sure your information is correct.

The following information should match what is on file with your employer.

Email

#### Registration

No companies found for this user.

Please verify that your information matches what your employer has on file.

If you feel this is in error, please contact support.

OK

## Logging in

### Step #1

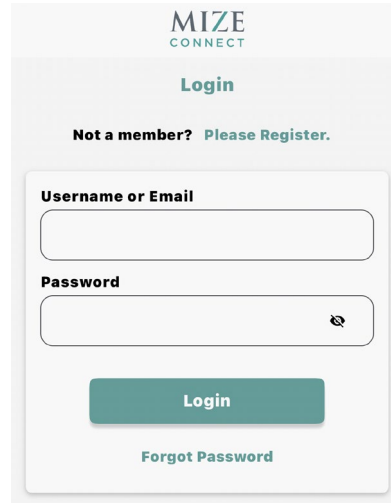
On the main login screen enter the email and password you entered during registration. Then click the "Log in" button.

#### Forgot Username/Email?

If you forgot your username you should still be able to login using the email for your account, please retry logging in using your email address. If this issue persists please consider contacting your manager/payroll administrator.

#### Forgot Password?

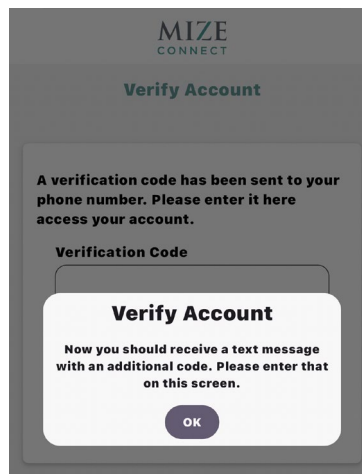
If you forgot your password don't worry, using the "Forgot Password" button at the bottom of the main login page. Please follow Step #1 under the "forgot password" section below to proceed



MIZE CONNECT  
Login  
Not a member? [Please Register.](#)  
Username or Email  
  
Password  
  
Login  
[Forgot Password](#)

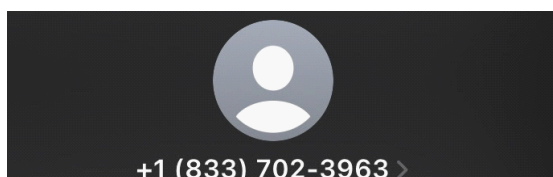
### Step #2

You will then be prompted to enter a verification code that will be sent to your phone.



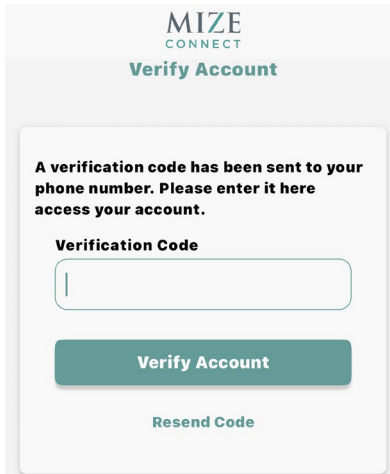
MIZE CONNECT  
Verify Account  
A verification code has been sent to your phone number. Please enter it here access your account.  
Verification Code  
  
Verify Account  
Now you should receive a text message with an additional code. Please enter that on this screen.  
OK

The text message should look something like this.



Your authentication code is 867127

Once you have this code enter it in the box below and click the "Verify Account" button.



MIZE CONNECT  
Verify Account

A verification code has been sent to your phone number. Please enter it here access your account.

Verification Code

Verify Account

Resend Code

Step #3

On successful login you should be sent to the main dashboard screen of the app.

### What is Payroll?

The app allows employees to review and download pay statements, W-2s, and 1095s, as well as update key information like address, phone number, and direct deposit details. It is app-based only, with no website access.

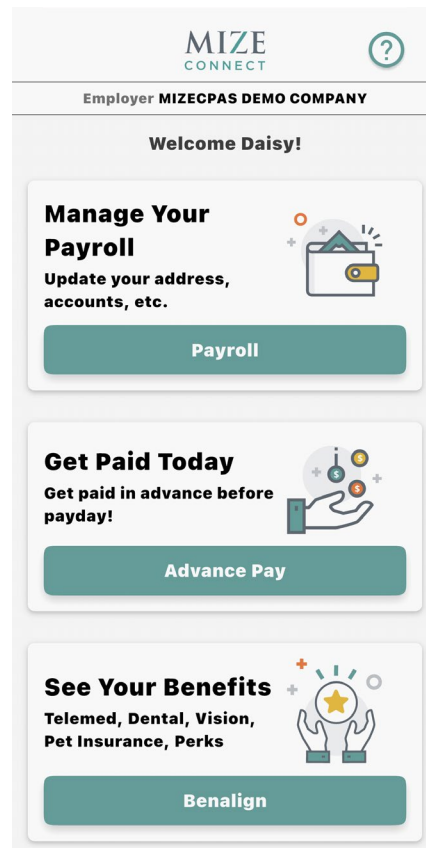
### What is Advance Pay? (if applicable)

If your employer participates in ZayZoon employees can access Early Wage Access (EWA) directly through ZayZoon, if your employer has signed up for this service. ZayZoon is integrated with Mize for automatic payroll deductions.

Employers who prefer a different EWA vendor have the option to opt out of the ZayZoon service.

### What is Benalign? (if applicable)

If your employer participates in Benalign, employees will be offered access to additional insurance and perks, including discounts through a Consumer Perks Program, a marketplace with over 20 non-traditional benefits tailored to lifestyle needs, and affordable telehealth options. Including the My Pocket Storage solution provides easy access to benefit summaries, ID cards, and loyalty cards.



MIZE CONNECT

Employer MIZECPAS DEMO COMPANY

Welcome Daisy!

**Manage Your Payroll**  
Update your address, accounts, etc.  
Payroll

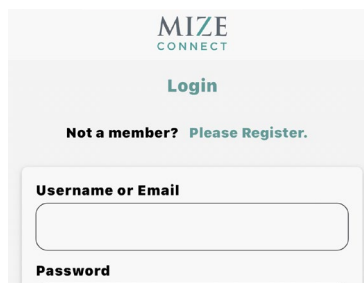
**Get Paid Today**  
Get paid in advance before payday!  
Advance Pay

**See Your Benefits**  
Telemed, Dental, Vision, Pet Insurance, Perks  
Benalign

### Forgot Password

Step #1

Click the "Forgot Password" label under login.



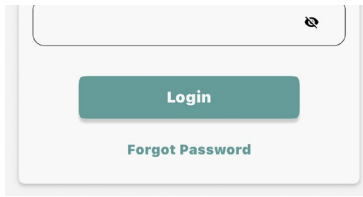
MIZE CONNECT

Login

Not a member? [Please Register.](#)

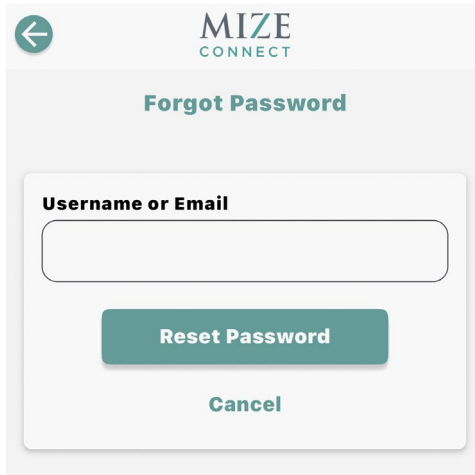
Username or Email

Password



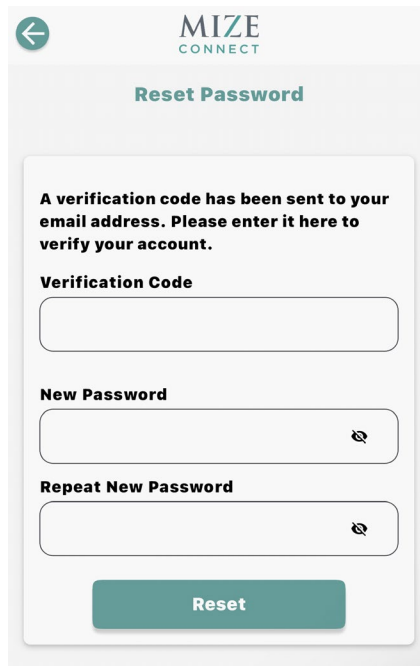
Step #2

In this screen enter the your accounts email that you registered with and click the "Reset Password" button.



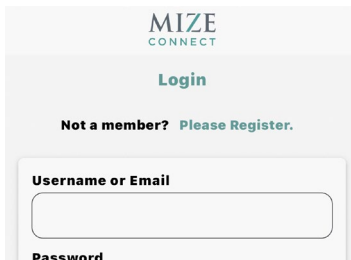
Step #3

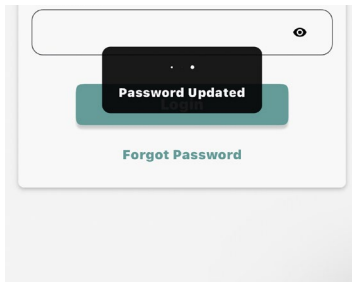
On this page you will be sent a verification code to your accounts email. Enter this verification code in the appropriate field below, then enter the new password you want for your account. Ensure the fields "New Password" and "Repeat New Password" are identical and once done click the button labelled "Reset".



Step #4

Once the screen proceeds to the main login page a black box should appear letting you know the password was updated, once the box disappears please retry logging in using Step #1 to Step #3 of the login section.



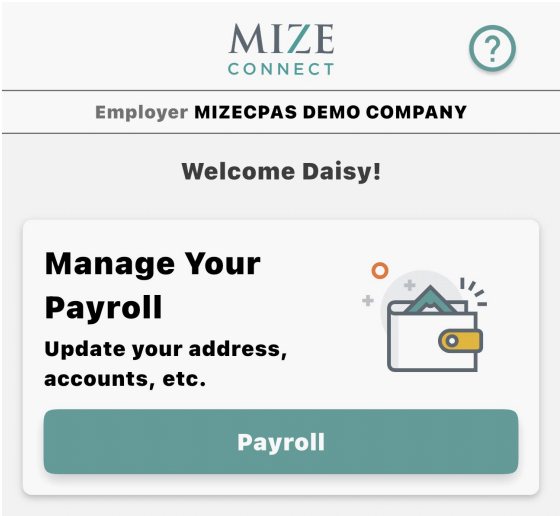


## Payroll

### Edit Account Details

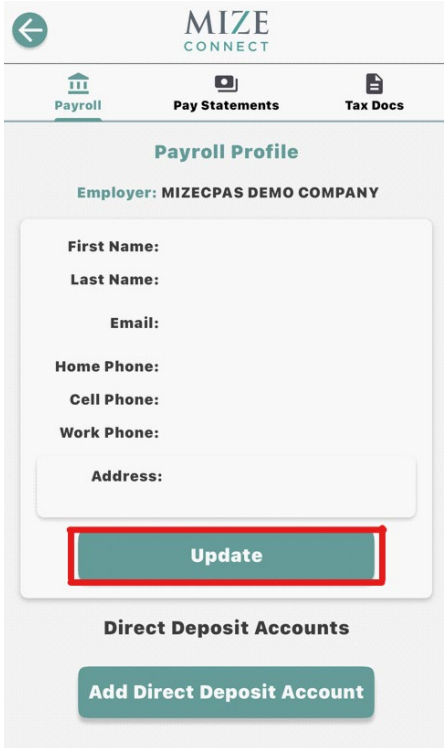
#### Step #1

Click the "Payroll" button on the main dashboard.



#### Step #2

To edit your employee details click the "Update" button.



You will be prompted to enter your apps current password. Enter the password in the field below and click "Ok".

On this screen you will be able to edit your personal information and make changes. Once you are done click the "Save Edit's" button. Please note that some changes can take up to 48 hours to reflect on the account.

#### Why can't I change my Name/Email?

To prevent issues during registration and managing your account/payroll information the email, first name, and last name fields have been disabled. In the event you are needing to adjust this information please contact your companies payroll administrator.

City

State Zip

Save Edits

Step #5

Once the changes are saved you will be returned to the main payroll screen to review your account information.

MIZE CONNECT

Payroll Pay Statements Tax Docs

Payroll Profile

Employer: MIZECPAS DEMO COMPANY

First Name:

Last Name:

Email:

Home Phone:

Cell Phone:

Work Phone:

Address:

Add Direct Deposit Accounts

Step #1

To add a direct deposit account, on the main payroll screen, scroll down and click the button labelled "Add Direct Deposit Account".

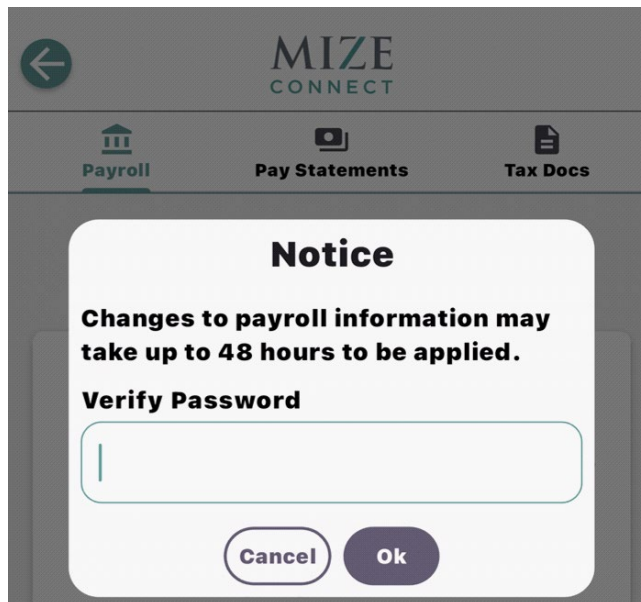
Update

Direct Deposit Accounts

Add Direct Deposit Account

Step #2

You will be prompted to enter your accounts current password. Enter the password in the field below and click "Ok".



Step #3

On the next screen you will be able to enter the information of the direct deposit account you intend to add. Fill out each field and click "Save New Account" once you are done.

**Add Direct Deposit Account**

**Name**

**Description**

**Bank Account Type**  
Savings

**Calculation Method**

**Account Number**

**Reenter Account Number**

**Differences between calculation methods**

**Name**

**Description**

**Bank Account Type**  
Checking

**Calculation Method**  
Entire/Remainder  
Flat Amount  
% of Gross Earnings  
% of Net Pay  
% of Remaining Net

**ARA # / Bank Routing #**

Save New Account

Flat Amount: A fixed sum deposited into a designated account each pay period from your net paycheck.

% of Gross Earnings: A percentage of your gross income (before taxes and deductions) deposited into a designated account.



% of Net Pay: A percentage of your net income (after taxes and deductions) deposited into a designated account.

% of Remaining Net: A percentage of your remaining net income, after other direct deposits have been made, deposited into a designated account.

Entire/Remainder: The entire net income, or the remainder after other deposits, deposited into a designated account. Only one of these types of accounts can be active at a time.

#### Step #4

Once complete the new account should display under the "Direct Deposit Accounts" section. Please note that some changes can take up to 48 hours to reflect on the account.

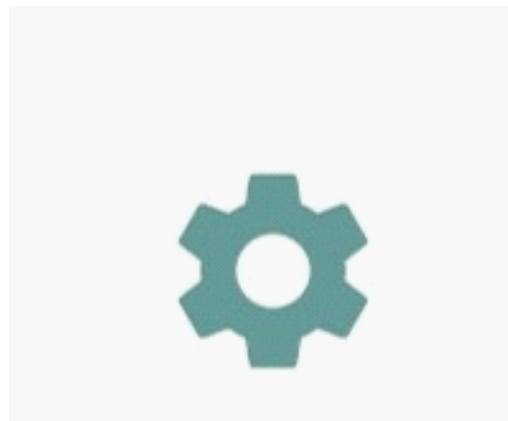
The screenshot shows the MIZE CONNECT mobile application interface. At the top, there is a navigation bar with a back arrow, the MIZE CONNECT logo, and three menu items: Payroll, Pay Statements, and Tax Docs. Below this is the 'Payroll Profile' section for 'MIZECPAS DEMO COMPANY'. It contains a form with fields for First Name, Last Name, Email, Home Phone, Cell Phone, Work Phone, and Address, followed by an 'Update' button. Below the profile section is the 'Direct Deposit Accounts' section, which lists 'Direct Deposit #1' as a 'Checking \*\*\*1111' account with an 'Entire/Remainder' type. A gear icon is visible to the right of the account name. At the bottom of this section is an 'Add Direct Deposit Account' button.

#### Edit Direct Deposit Accounts

#### Step #1

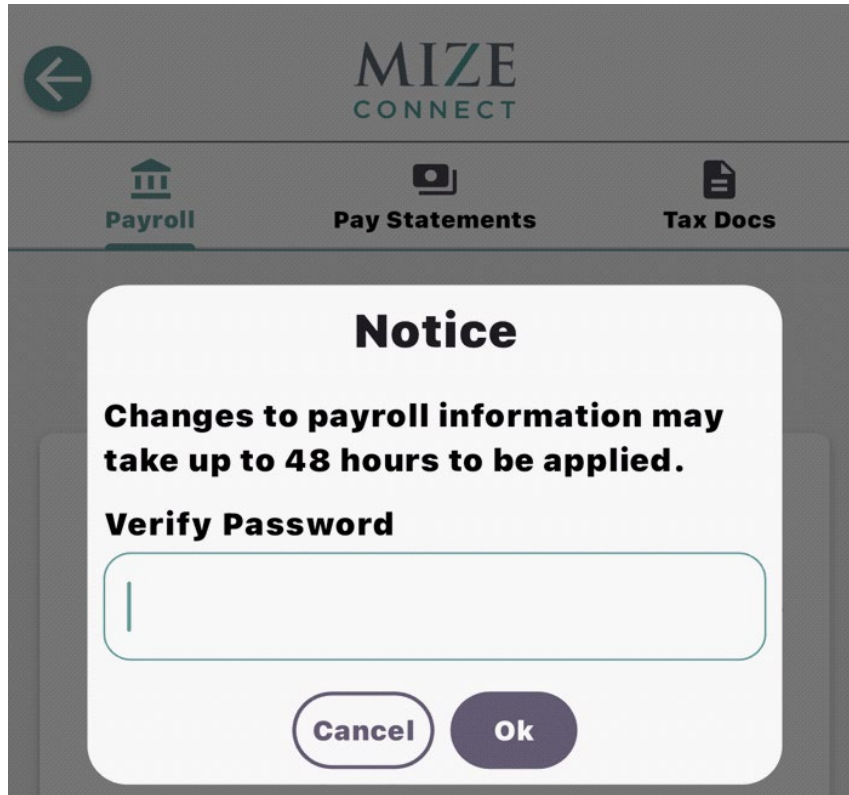
To adjust any existing direct deposit accounts please click the gear icon on the right hand side of the account field.

This screenshot is identical to the one above, showing the 'Direct Deposit Accounts' section. A red square highlights the gear icon next to 'Direct Deposit #1', indicating that clicking it will lead to the edit screen.



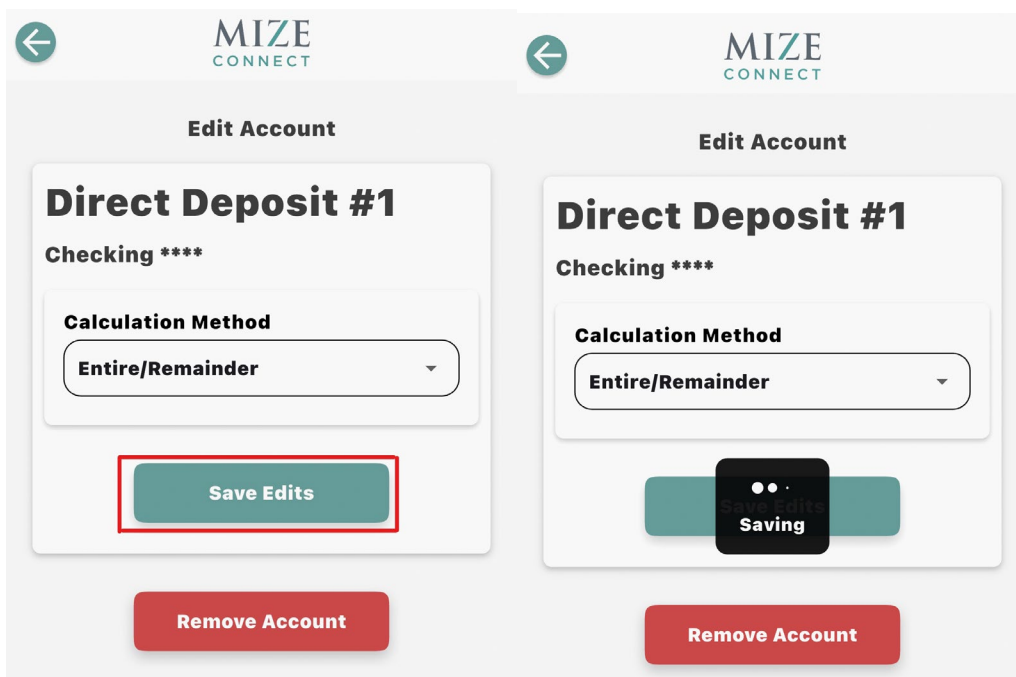
Step #2

You will be prompted to enter your accounts current password. Enter the password in the field below and click "Ok".



Step #3

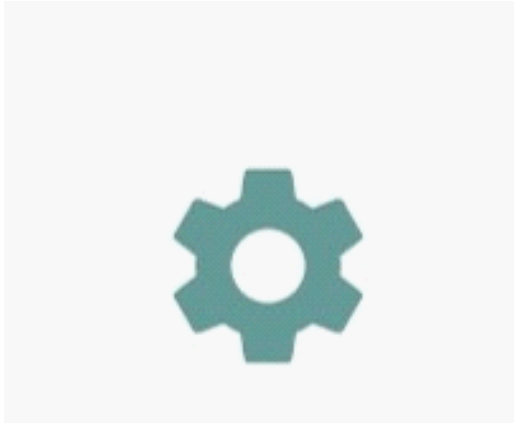
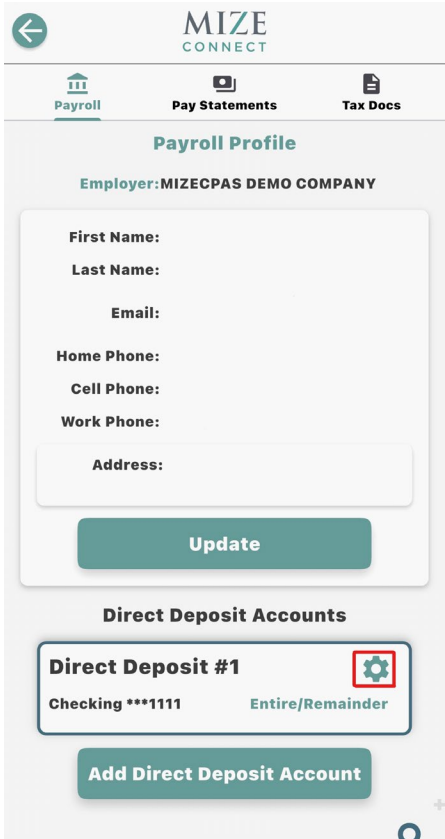
In this screen you will be able to edit the calculation method and the percent (when applicable), once the fields are adjusted to your liking click "Save Edit's". You will be returned to the main payroll screen and the account should reflect the changes. Please note it can take up to 48 hours for any changes to reflect on the screen.



# Remove a Direct Deposit Account

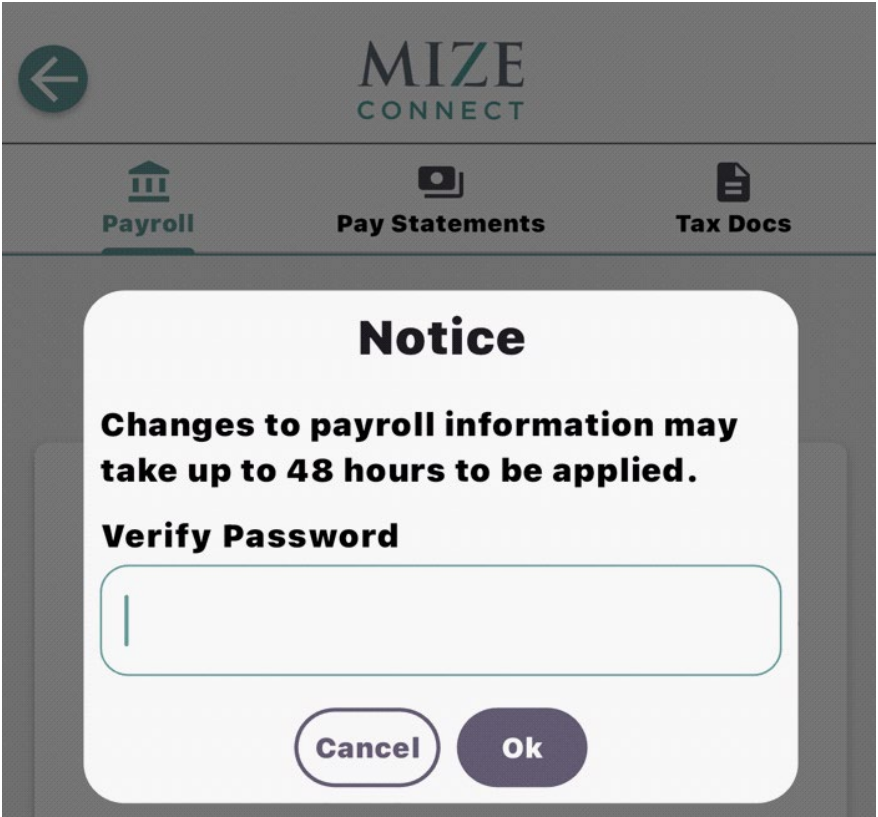
## Step #1

To remove any existing direct deposit accounts please click the gear icon on the right hand side of the account field.



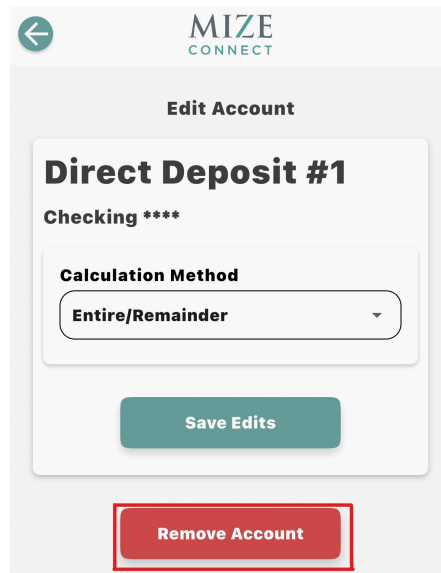
## Step #2

You will be prompted to enter your apps current password. Enter the password in the field below and click "Ok".



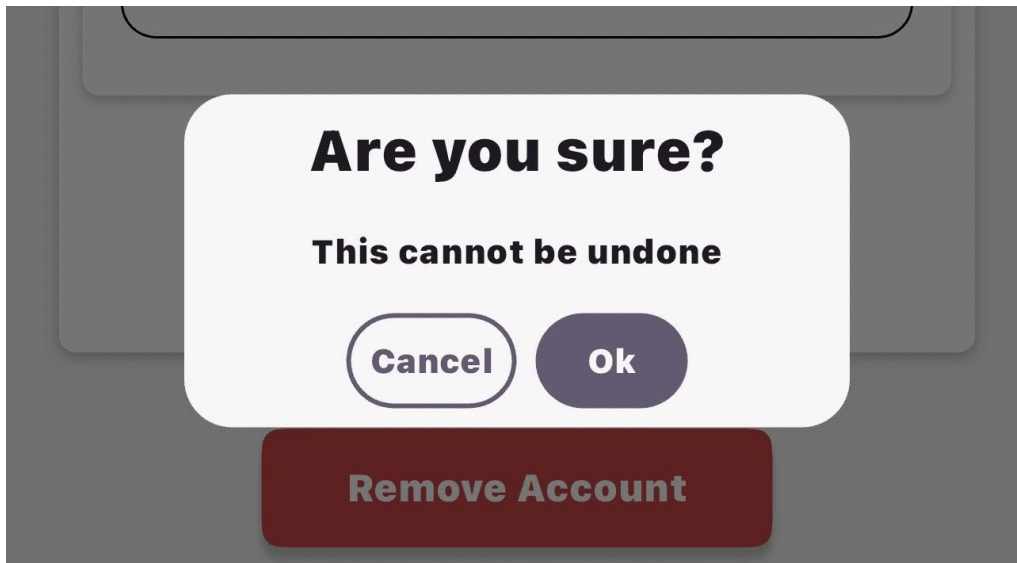
Step #3

In this screen click the button labeled "Remove Account".



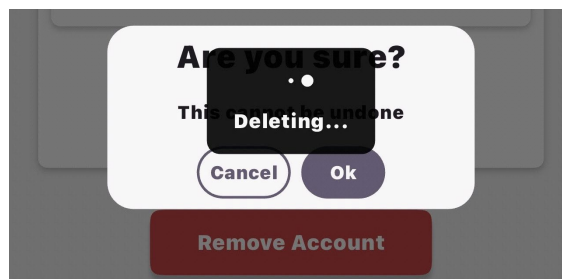
Step #4

You will be prompted to determine if you are sure you intend to remove the account. Click the "Ok" button to proceed.



Step #5

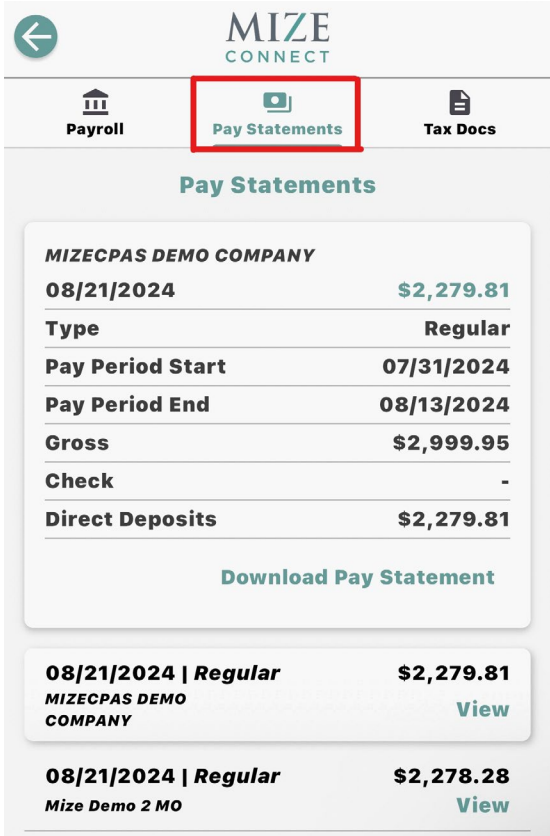
Once done you should be returned to the main payroll screen and the account should be removed. Please note it may take 48 hours for a change to reflect on the account.



# Pay Statements

## Step #1

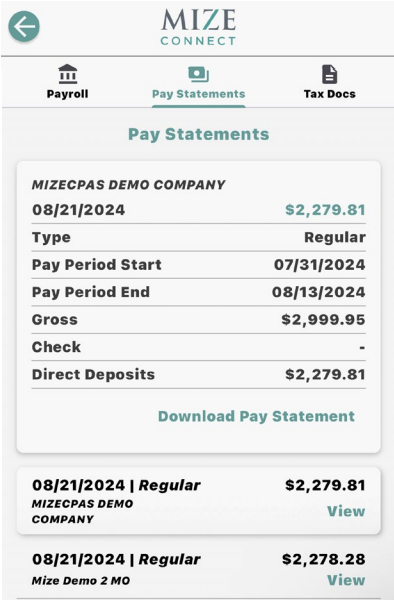
At the top of the screen under the Mize Connect logo, select the "Pay Statements" tab.



# Select a Pay Statement

## Step #1

To select a pay statement, click the fields under the pay statement summary, each pay statement is represented by the check date, the amount, and the company name. By default the most recent pay statement will be selected displaying the details in the summary highlighted in yellow below.



**Why are there two pay statements from the same date?**

If you worked in more than one business entity for your employer you may receive multiple pay statements with the same check date due to the company structure.

**Step #2**

Once a pay statement is selected the details of the previous statement will be updated with the information of the one selected. Highlighted portion shows the data being displayed.

**MIZE CONNECT**

Payroll | **Pay Statements** | Tax Docs

**Pay Statements**

*Mize Demo 2 MO*  
**08/07/2024** **\$2,278.27**

Type	Regular
Pay Period Start	07/17/2024
Pay Period End	07/30/2024
Gross	\$2,999.95
Check	-
Direct Deposits	\$2,278.27

[Download Pay Statement](#)

<b>08/21/2024   Regular</b>	<b>\$2,279.81</b>
<i>MIZECPAS DEMO COMPANY</i>	<a href="#">View</a>
<b>08/21/2024   Regular</b>	<b>\$2,278.28</b>
<i>Mize Demo 2 MO</i>	<a href="#">View</a>
<b>08/07/2024   Regular</b>	<b>\$2,278.27</b>
<i>Mize Demo 2 MO</i>	<a href="#">View</a>
<b>08/07/2024   Regular</b>	<b>\$2,344.16</b>
<i>MIZECPAS DEMO COMPANY</i>	<a href="#">View</a>

**MIZE CONNECT**

Payroll | **Pay Statements** | Tax Docs

**Pay Statements**

*Mize Demo 2 MO*  
**08/07/2024** **\$2,278.27**

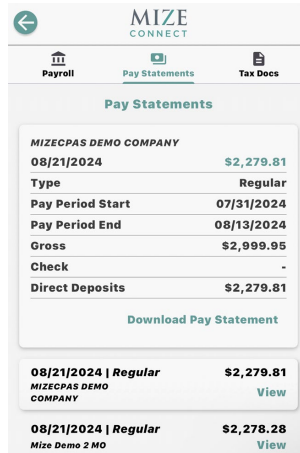
Type	Regular
Pay Period Start	07/17/2024
Pay Period End	07/30/2024
Gross	\$2,999.95
Check	-
Direct Deposits	\$2,278.27

[Download Pay Statement](#)

<b>08/21/2024   Regular</b>	<b>\$2,279.81</b>
<i>MIZECPAS DEMO COMPANY</i>	<a href="#">View</a>
<b>08/21/2024   Regular</b>	<b>\$2,278.28</b>
<i>Mize Demo 2 MO</i>	<a href="#">View</a>
<b>08/07/2024   Regular</b>	<b>\$2,278.27</b>
<i>Mize Demo 2 MO</i>	<a href="#">View</a>
<b>08/07/2024   Regular</b>	<b>\$2,344.16</b>
<i>MIZECPAS DEMO COMPANY</i>	<a href="#">View</a>

Step #1

To download a pay statement, once you have the statement selected, click the text labelled "Download Pay Statement" in the pay statements summary box.



Step #2

You will then be sent to a screen with the full pay statement. To save the document click the icon of a box that has an arrow coming out from the top, this is located in the top right corner of the screen. From there proceed with how you would save documents to your device as normal.

←

## Paystub - 08/21/2...

**MIZECPAS DEMO COMPANY**  
534 S KANSAS AVE  
Topeka, KS 66603

US BANK  
89-111  
1010

Pay To The **JACK ROWBOT**  
Order Of  
Amount: One Thousand One Hundred Ninety Five Dollars and 26/100 Cents\*\*\*\*\*

33333/200 0358 08/21/2024 43987

**JACK ROWBOT**  
1254 Willow Road  
Topeka, KS 66614

---

#0358 - JACK ROWBOT - 0123  
33333/200
Check43987

Earnings					
	Rate	Hours	YTD	Current	YTD
Regular	17.25	80.00	1520.00	1,380.00	26,220.00
<b>Gross Pay</b>				<b>1,380.00</b>	<b>26,220.00</b>
Hours Worked		80.00	1520.00		
Hours Paid		80.00	1520.00		

Taxes Withheld				
	Taxable	Taxable YTD	Current	YTD
FIT	1,380.00	26,220.00	12.37	235.03
FICA	1,380.00	26,220.00	85.56	1,625.64
MEDI	1,380.00	26,220.00	20.01	380.19
SIT:KS	1,380.00	26,220.00	21.00	399.00
SIT:MO	1,380.00	26,220.00	32.00	608.00
CITY:Kansas Cit	1,380.00	26,220.00	13.80	262.20
<b>Total</b>			<b>184.74</b>	<b>3,510.06</b>

Net Pay			
	Current	YTD	
<b>Net Pay</b>	<b>1,195.26</b>	<b>22,709.94</b>	
Check	1,195.26	22,709.94	

**Tax Allowance Settings**

Federal: Single/Married F  
Form W4 2020 /  
Two Jobs: No  
Claim Dependent  
Deduction: \$0.0  
Other Income: \$

Kansas: Allowances: 0  
Filing Status: S

Missouri: Allowances: 0  
Filing Status: S  
Non-Resident Pe  
Resident Percen

**Company Paid Benefits**

	Current	YTD
FUTA		42.00
FICA	85.56	1,625.64
MEDI	20.01	380.19
SUTA:MO		75.00
<b>Total</b>	<b>105.57</b>	<b>2,122.83</b>

**Accruals**

	Accrued	Taken	Bal.	Available	CO
Paid Sick Leave (Mand Hrs)	0.00	0.00	0.00	0.00	0.00

<sup>1</sup> For information purposes only  
<sup>2</sup> CO = Carry Over

MIZECPAS DEMO COMPANY 534 S KANSAS AVE, Topeka, KS 66603 70001MIZ

## I can select a pay statement but not download it, what do I do?

If you are able to select a pay statement (most likely the most recent pay stub) but are unable to download it, please know you have been paid though to download the pay stub it may take at least 20 to 24 hours.)

## Tax Documents

### Step #1

To enter the tax documents section, at the top of the screen under the Mize Connect logo, select the "Tax Docs" tab.

The screenshot shows the Mize Connect app interface. At the top, there is a back arrow and the Mize Connect logo. Below the logo are three tabs: 'Payroll', 'Pay Statements', and 'Tax Docs', with 'Tax Docs' being the active tab. The main heading is 'Tax Documents'. Underneath, there is a 'Year' dropdown menu currently showing '2023'. Below the dropdown are two large teal buttons: 'Download W2' and 'Download 1095'.

## Download a W2

### Step #1

To select a tax document to download locate the year you intend to select by taping the year tab and selected the appropriate year.

This screenshot shows the same Mize Connect app interface as the previous one, but with the 'Year' dropdown menu open. The dropdown menu lists the years '2023', '2022', and '2021'. Below the dropdown menu is a large teal button labeled 'Download 1095'.

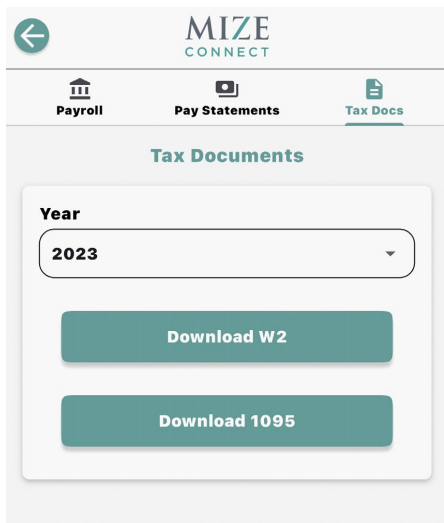
## What is a W2?

A W-2 form is an official tax document that U.S. employers provide to employees, summarizing the employee's annual wages and the taxes withheld from their paycheck. It includes federal, state, and other taxes, and is used by employees to file their tax returns.



Step #2

To download the W2 for that year click the button labeled "Download W2".

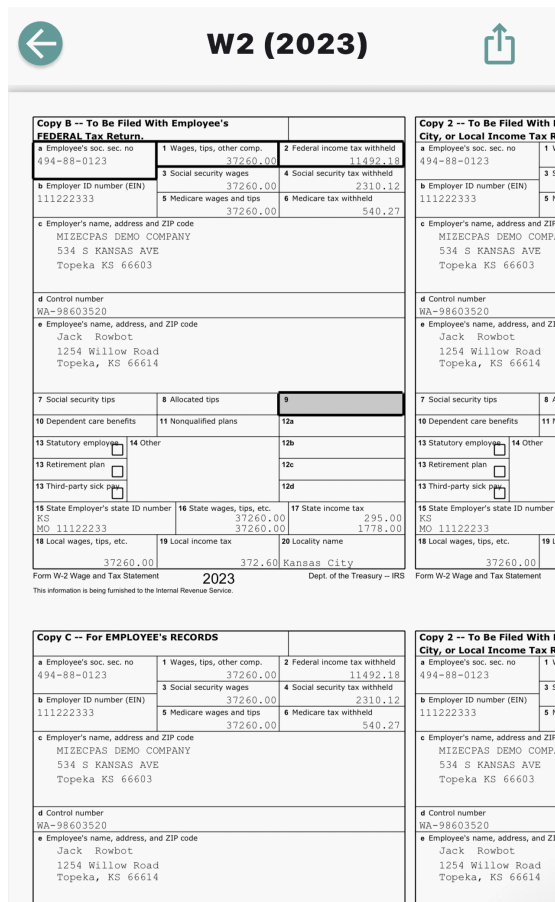


**Where are my documents from before 2021?**

Currently we will only display the previous 6 months of tax documents in the app.

Step #3

The screen should open up to the W2 of that year. To save the document click the icon of a box that has an arrow coming out from the top, this is located in the top right corner of the screen. From there proceed with how you would save documents to your device as normal.



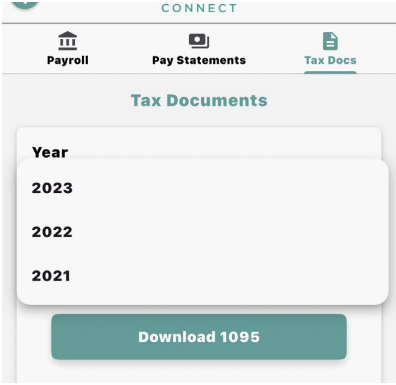
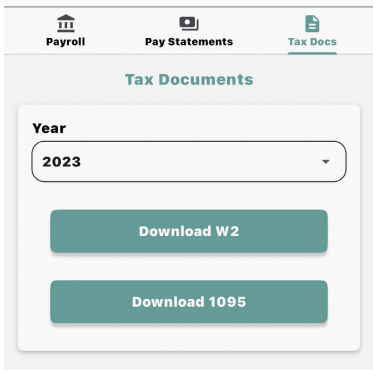
**I work for multiple locations, I don't see the documents for them, what do I do?**

In the event you work for multiple business entities, the tax document should still be present, when clicking download ensure you scroll to the far right portion of the document. From there you will note there are multiple documents with different business entities listed.

# Download a 1095

## Step #1

To select a tax document to download locate the year you intend to select by tapping the year tab and selected the appropriate year.

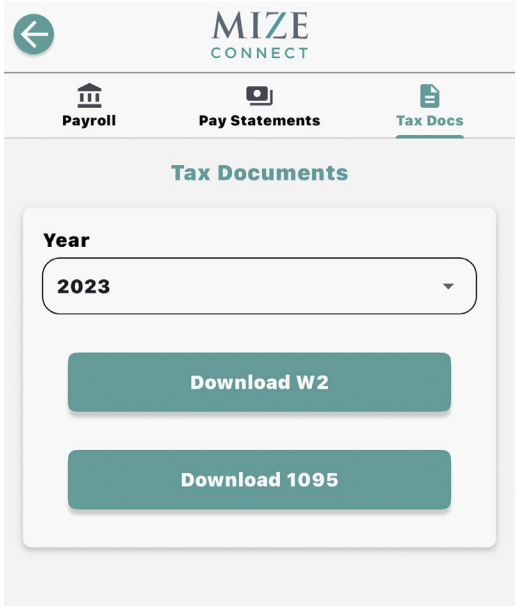


## Step #2

To download the 1095 for that year click the button labeled "Download 1095" .

### What is a 1095?

A 1095 form is a tax document that reports information about health insurance coverage. It comes in different versions (1095-A, 1095-B, 1095-C) depending on the source of the coverage.



## Step #3

The screen should open up to the 1095 of that year (if applicable). To save the document click the icon of a box that has an arrow coming out from the top, this is located in the top right corner of the screen. From there proceed with how you would save documents to your device as normal.

←
1095 (2023)
📄

OMB No. 1545-2251

VOID  CORRECTED

APPLICABLE LARGE EMPLOYER'S name, street address, city or town, state or province, country, ZIP or design postal code, and telephone no.  
**MIZECPAS DEMO COMPANY**  
 534 S KANSAS AVE  
 Topeka, KS 66603

APPLICABLE LARGE EMPLOYER'S identification number (EIN)  
111222333

EMPLOYEE'S name, address, ZIP/postal code & country  
**Jack Rowbot**  
 1254 Willow Road  
 Topeka, KS 66614

EMPLOYEE'S social security number (SSN)  
494-88-0123

Employee Offer of Coverage	14 Plan Start Month (enter 2-digit no.)	14 Offer of Coverage (enter required code)	15 Employee Required Contribution (see instructions)
	01	All 12 Months	1E \$ 294.81
	Jan		\$
	Feb		\$
	Mar		\$
	Apr		\$
	May		\$
	Jun		\$
	Jul		\$
	Aug		\$
	Sep		\$
	Oct		\$
	Nov		\$
	Dec		\$

Do not attach to your tax return. Keep for your records. Go to [www.irs.gov/Form1095C](http://www.irs.gov/Form1095C) for instructions and the latest information.

(a) Name of covered individual(s) First name, middle initial, last name	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 mos.	Jan	Feb
18					
19					
20					
21					
22					
23					

CAA NTF 2586067 3 1095CIPS
15. You are NOT a full-time employee for any month if you are not covered for one or more months of the 12 calendar months or in the separate monthly boxes for all 12 calendar months.

Instructions for Recipient: You are receiving this Form 1095-C because your employer is an Applicable Large Employer subject to the employer shared responsibility provisions of Section 501(c)(21) of the Internal Revenue Code.

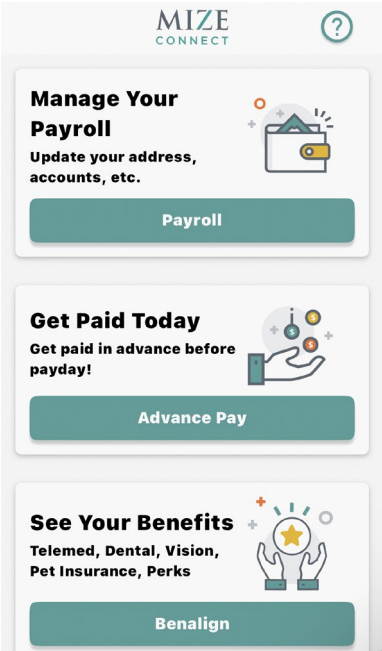
# Advance Pay

## ZayZoon

(If Employer participates in ZayZoon Services)

### Step #1

To begin using the Advance Pay feature click the button on the main dashboard labeled "Advance Pay".



### Step #2

Click the button labeled "Get Started".

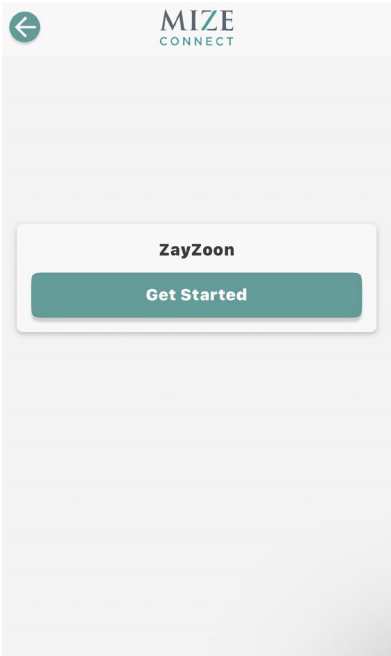
### What is ZayZoon?

If your employer participates in ZayZoon employees can access "Early Wage Access (EWA)" directly through ZayZoon, if your employer has signed up for this service. ZayZoon is integrated with Mize for automatic payroll deductions.

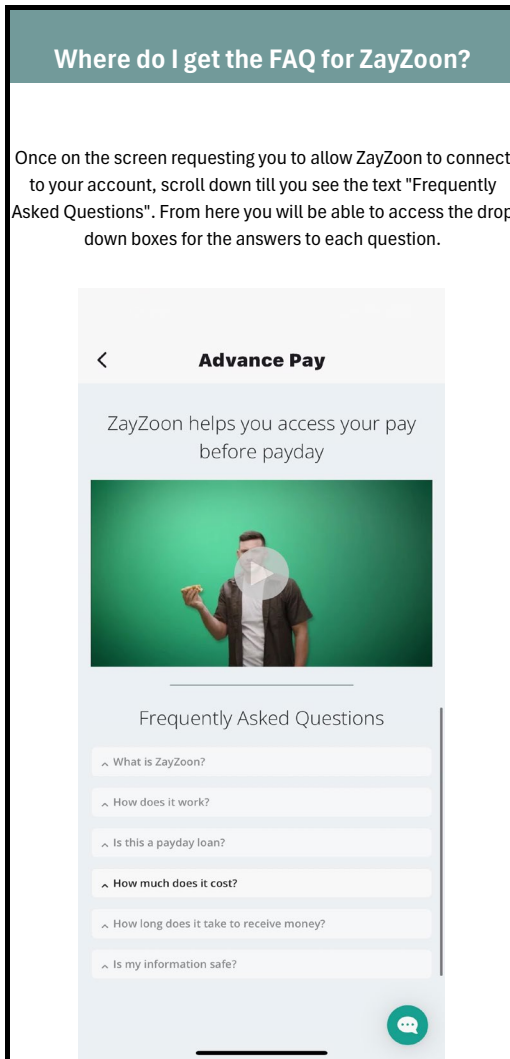
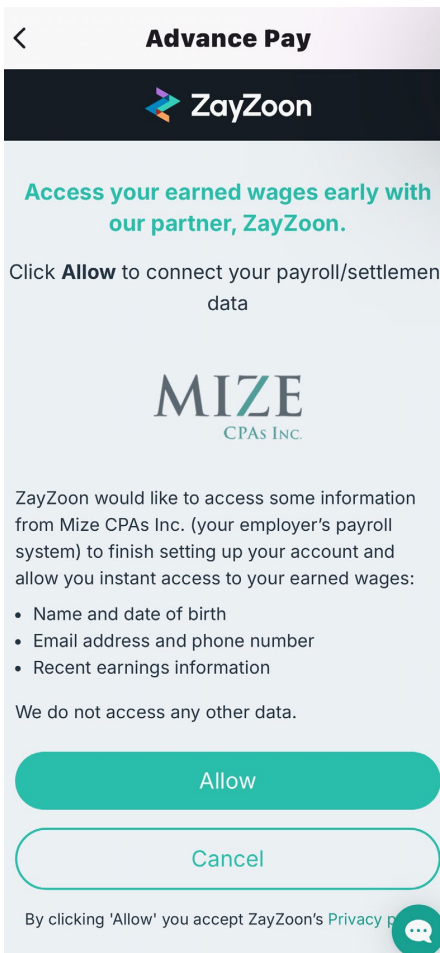
Employers who prefer a different EWA vendor have the option to opt out of the ZayZoon service.

### Does this come out of my pay check?

Yes, when using the service the amount specified will be pulled from your paycheck for the hours already worked as a direct deposit.



The screen will redirect to a ZayZoon screen requesting you to allow ZayZoon to access your employer's payroll data. Click Allow to proceed or Cancel to return to the dashboard.

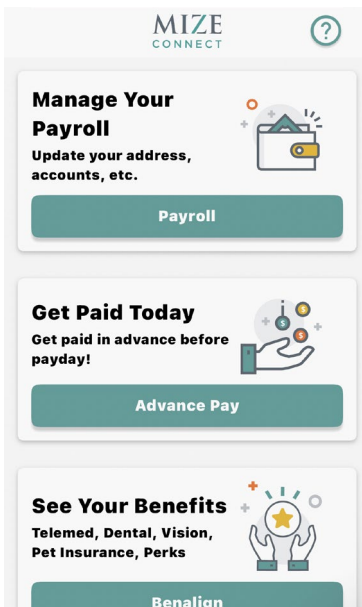


**Benalign** (If Employer participates in Benalign Services)

**Benalign Hub**

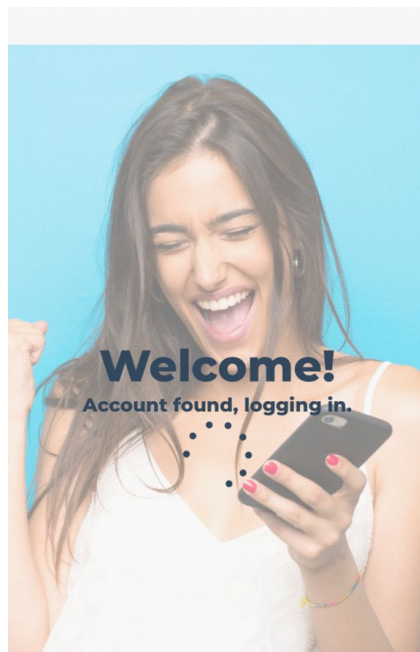
Step #1

To begin using the Benalign feature click the button on the main dashboard labeled "Benalign".



## Step #2

The screen should show a loading page where after a few moments the hub will be accessible.

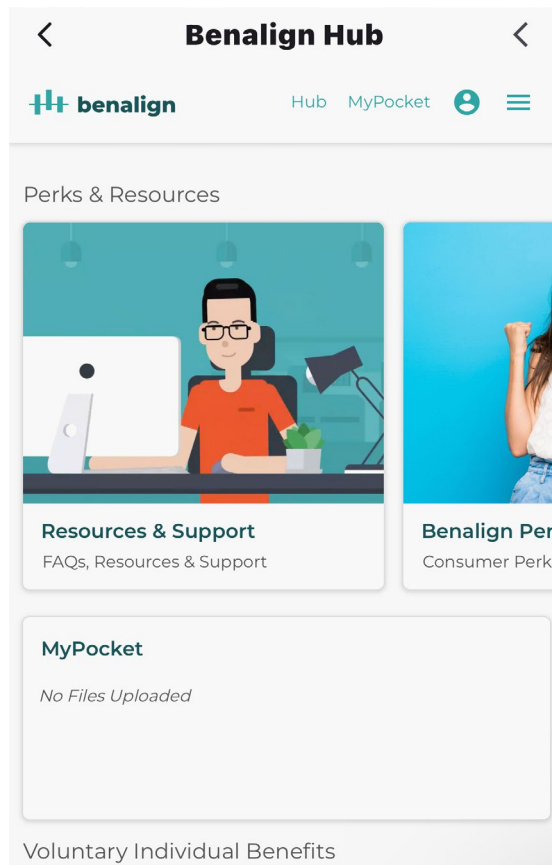


### Possible waiting time.

Benalign may take a few moments to load, depending on connection and other factors it may take up to 30 seconds to load. In most instances you will see the screen shown to the left. In other instances the screen will remain white but will still continue to load the screen in the background.

## Step #3

Once the page has loaded you should be able to access the Benalign Hub.

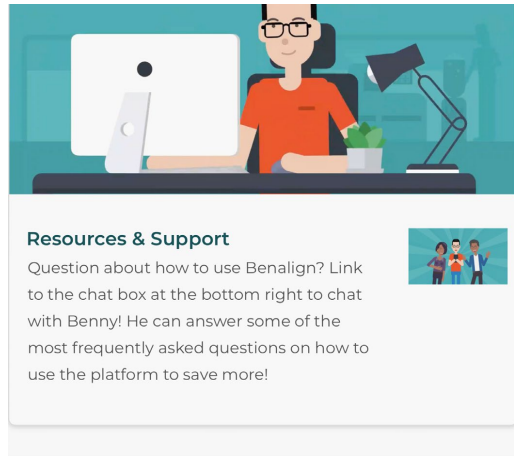


### Common issues.

When in Benalign, do not click the "<" arrow at the top left unless you intend to leave the Benalign hub entirely. To back out of a section click the arrow at the top right of the screen.

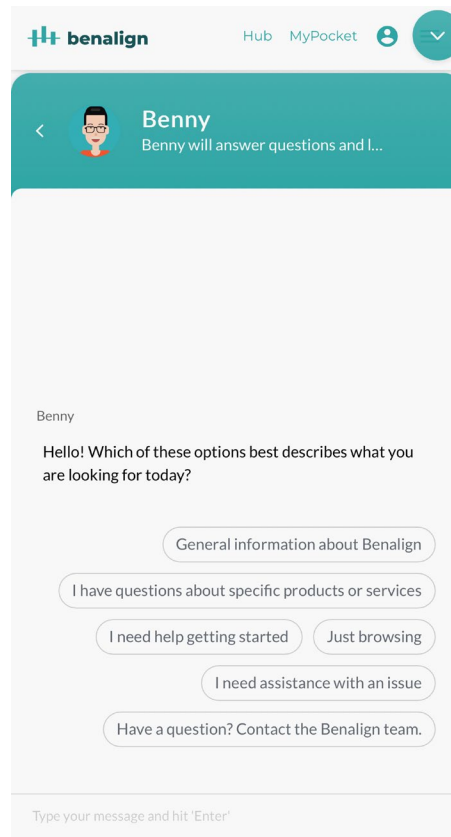
Step #4

To access the Benalign FAQ click the "Resources and Support" tab.



Step #5

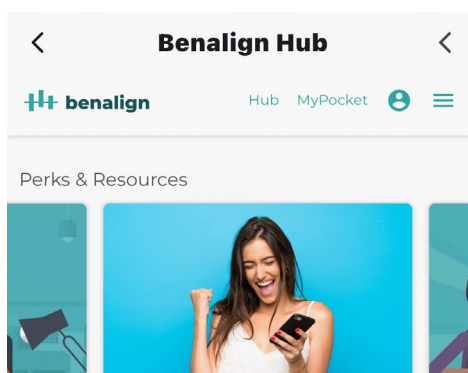
Once in the FAQ chat room you should be able to proceed with any questions you may have about Benalign.



Perks & Resources

Step #1

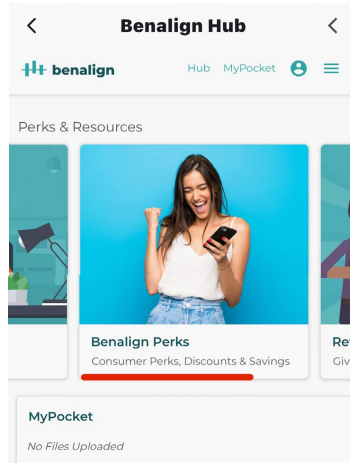
Once in the Benalign Hub click on the box for "Benalign Perks".



# Perks & Resources

## Step #1

Once in the Benalign Hub click on the box for "Benalign Perks".



## Step #2

The screen will open to the box clicked on with a brief description of how to continue. Click the Explore button to proceed.

