



Introducing our New, Secure Client Portal secure.landrumcompanies.com



What is it?

This site was designed to meet our compliancy regulations and requirements to allow our **clients' managers and supervisors** to securely report, message and upload documentation to Landrum, and in turn, allow us to do the same back. Our goal over time is to consolidate access to our online services through the portal to provide simplicity and convenience.

Advantages of using the portal:

- Secure transactions
- Immediate verification of delivery
- Faster response times
- Avoid email and faxing issues

How do I get signed up to use it?

Let your payroll coordinator know of your interest, and they will email you a registration link. **PLEASE DO NOT FORWARD THE EMAIL YOU RECEIVE TO ANYONE ELSE**, as this is specific to you, and your unique, individual login. Once you receive the email, please follow the instructions for registering,

What happens after I register?

You will receive another email when you are setup to login. You may then upload documents, reports and/or send secure messages to any of Landrum's Payroll, Documents Management, Human Resources, Online Services, Benefits, Sales, Unemployment, and/or Risk Management departments. You will receive email notifications every time a Landrum representative uploads reports and/or documents and/or messages to you via the portal.

[Home]

Provides menus to the below options; links to our other websites, Access Landrum, XactTime, Landrum Companies, and Employer Forms; request for feedback; ESAC information; and our HR Blog

[My Messages]

Allows you to send/receive messages to/from Landrum

[My Files]

Allows you to retrieve your files (i.e. sent items, documents, reports, invoices) sent by you/to Landrum

[Secure Uploads]

Allows you to upload request forms or submit payroll to Landrum. If you have been zipping your payroll files and emailing them to us, you will no longer need to zip them before uploading them to submit to us for processing via the portal

[History]

Provides an audit trail of all of your activity in the portal and/or other managers and supervisors

If you need support with the portal after logging in, please contact access@landrumhr.com.