MORNING SUN

Web Based Timesheet Portal Enrollment Form

To be completed by Employer

I want to enroll myself and my employees in Morning Sun Financial of Ohio's Web Based Timesheet Portal. I have provided both my email address and the email addresses of each employee below.

Employer Name/Client

Employer Signature

Date

Employer Email Address: ***This is the person responsible to sign the employee's timesheets.***

Email

Employee Email Addresses:

Name:		Email Address:	
Name:		Email Address:	
Name:		Email Address:	
Name:		Email Address:	

Please print and verify your email address before submitting. Incorrect addresses will delay setup.