

IPM WEBSITES

Please keep these websites in your favorite tab on your internet browser

Run ADP

To view & print IPM, LLC Payroll

Type into your browser: **myaccess.adp.com**

Your username is your IPM email address

Note: to make changes to payroll of any type contact Ellen Age

EZ Labor Manager

<https://workforceportal.elabor.com/ezlaborManagerNetRedirect/clientlogin.aspx>

Client name: IndpntMktPaperBoard

Your username is first initial, last name

To request paid time off and view available vacation time:

Select "New Time Off request" icon

Select dates from calendar, use drop down for type of request and submit

An email will be sent to supervisor for approval.

Once approved, you will receive email confirmation.

Zane Healthcare Reimbursement

This site allows you to upload receipts for premiums paid for health care.

<https://login.zanebenefits.com/>

Your username is first name, last name

Select tab "submit claims" fill out information and upload receipts

IPM will pay the percentage or the number to the right of it, whichever is less:

Employee Only	80% / \$450
Employee & Child	5% / \$700
Employee & Spouse	75% / \$800
Employee & Family	70% / \$1100

Easy Office Phone

To fax from any of our offices:

<http://www.easyofficephone.com/login>

Your username is IPM email address

Select tab labeled "Fax", enter in info and upload doc.

You will receive an email conformation.

Office 365 Email

To access your email from anywhere:

<http://office.microsoft.com/en-us/>

Your username is IPM email address

Insightly

This site stores customer contact information.

Allows for the assignment & follow up of tasks and projects.

<http://insightly.com>

Your username is IPM email address

MBM, Inc 401K

To log into your 401K

www.mbm-inc.com

Web login: Your SS# (No dashes)

Password: Of your choice (first time user enter last 4 of SS#)

Choose "Participant" and log in.

IPM Website

<http://independentpaperboard.com/>

To add new products, services, pictures to the website email shunt@ipmkt.net

Note: Keeping a list of your username & passwords is helpful, but be sure to keep that list in a safe & secure

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