



OFFICE OF THE
TREASURER-COLLECTOR
TOWN OF MAYNARD
MUNICIPAL BUILDING
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Welcome to Employeeforward.com

As a partner with Harpers Payroll Service, The Town of Maynard has elected to provide you with the ability to view your payroll data anytime you wish, without the need for paper. This will guide you through the use of your new employee portal.

To access employeeforward.com:

You will first receive an email from no-reply@employeeforward.com with the following instructions: Click on the link below, then follow the instructions there. You'll be up and running in no time. If the link doesn't work for some reason, copy and paste it into your browser's address bar and hit Enter.

Please do not reply to this message. If you need assistance, please contact Jenn Welch at jwelch@townofmaynard.net or (978)-897-1305, or someone else in your company's payroll or Human Resources Department.

When you click on the link, you will be brought to a page asking you for the last 3 digits of your social security number, as well as your home zip code (this is how you are initially identified). You will next be instructed to create a user name, password (as well as confirm that password), and then a security question and answer. Once you have successfully completed this step, you will be able to log in to employeeforward.com using the credentials you just created. Should you lose or forget your User Name or Password, you will have the ability to access this data based on your personal information. From the logon screen, simply click on the ***Forgot username?*** or ***Forgot password?*** Links.

Should you have any questions, please let me know.

Thank you,

Jenn Welch
Treasurer/Collector