How to sign up for your employee portal

You will receive an email from "Do-Not-Reply@patriotsoftware.com." Here is what the email will look like:

Dear James Madison,

As an employee of Boston Tea, you now have access to your new employee portal. This is a secure website where you can view your pay details and update your personal information.

Click the button below to continue your sign-up process to use the portal.

This invitation is valid for 7 days.

Register Now

This is an automated email. If you have any questions, please contact your employer.

The employee registration to the portal is only valid for 7 days. After seven days, you will have to request a new one be sent.

If you do not see it in your inbox, please check your spam/junk folder.

The site to login to the portal is very important to keep up with as this is how you will be receiving your W2's for federal taxes.

www.payrolltime.com