petco
Petco Benefits Payment Portal

# Petco Payment Portal - Administrators

## Login

When you login, you'll land on a page that looks similar to what regular employees see, but with 2 extra options at the bottom of the page:

- **Admin Panel**
    - Load employee files
    - View collection information such as credit card, payments due, and employee information
- **Explorer**
    - Run pre-loaded reports
    - Create new reports

## Add Employees

Employees are added by uploading .csv files containing employee information.

1. Click **Hr employee files**
2. Click the **ADD HR EMPLOYEE FILE +** button (top right)
3. **Browse** to a pre-populated file on your computer and click **Open**
4. Click **Save and continue editing**

## Change Employee Information

1. Click **Users** (under AUTHENTICATION AND AUTHORIZATION)
2. Click the **username** (number) of the user you want to edit
    a. **Actions:**
        i. Change first or last name
        ii. Change or add email address
        iii. Make a user Active or Inactive
        iv. Change permissions
3. Click **Save and continue editing** when done

## Changing Help Files

1. On the main administration screen, click **Cms files**
2. Click the name of the file you want to replace
3. Browse to a new file on your computer, being sure not to change the Internal name
4. Click the **SAVE** button

## To view the help files

- Employee help link can be seen near the top of the account page, it says "Need Help?"
- Admin help link can be seen near the top of every admin page, it says "Need Help?"