

Authenticating With Gusto

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The process to link your Teamwork account with your Gusto account is completed in two steps. We will

1. **Authenticate**

- Simply put, this step just means logging in to your Gusto account from Teamwork, and allowing the two systems to speak to one another

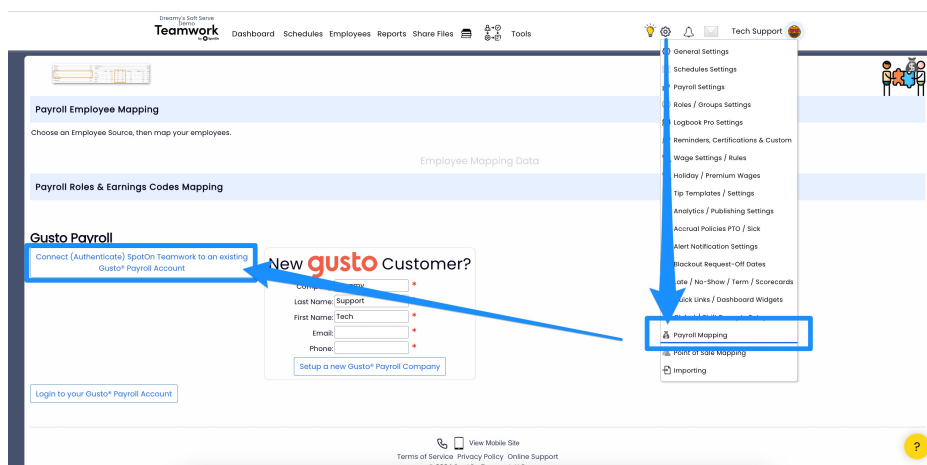
2. **Assigning the Gusto account to the Paygroup .**

- Paygroup is Teamwork terminology. In short, we allow multiple locations to coexist within the same Teamwork account. Even if you only have one restaurant, you will need to assign that restaurant to the Gusto account.

Let's get started!

Authenticate

1. From the Gearwheel Menu, go to **Payroll Mapping**
2. Scroll to **Gusto Payroll** at the bottom of the page
3. Click **Connect Teamwork to an Existing Gusto Account**.



Follow the prompt to login to Gusto, and upon completion, you'll see a message that you've successfully connected to your Gusto account.

GREAT WORK! Now you're ready to map employees and earnings codes. Exciting, right?