Getting your client information into Jirav

Before we can integrate your client's payroll data with Jirav, we need to have them complete the consent process via ADP Marketplace. This guide will explain the steps you'll need to take to ensure your client completes the consent process.

Follow these steps to integrate your client data with Jirav:

1. Login to **ADP Accountant Connect** with your credentials.

2. Once logged in, click on the **ADP Marketplace** tab in the top navigation menu.

3. Search for the **Jirav Connector for RUN Powered by ADP®** and click into the listing. Click the **Share** button, then copy and paste the link into an email.

4. Next, log into **Jirav** and navigate to the **Actuals** page to obtain the **Jirav ADP Integration Key**. Copy and paste this key into the email as well.

5. Send the email to your client **with the link, Consent Process guide and the Jirav ADP Integration Key** to allow your client to consent to sharing their data from RUN with Jirav. (Please remind your client to email you once this process is complete).

6. Once you receive an email back from your client, you should then have access to import their data to Jirav. Now, go to the **Import Your Data** area of Jirav.

7. Click the **Connect** button in the ADP tile to connect to Jirav.

8. Once the connection is made, click the **Import** button to pull in client data from RUN.

9. Navigate to the **Plan** section and click over to the **Staffing** tab to ensure your client data is populating here.

Jirav Support: Jirav is here to help you if you need assistance troubleshooting the Jirav Connector for Run Powered by ADP.

Simply click on the [Help Center](#) article or email us at support@jirav.com.

If you have any trouble finding the link to Jirav via ADP Accountant Connect, you can copy and paste the link below into an email to your client:

Jirav

https://apps.adp.com/en-US/apps/362211