

EZ-Report is our convenient and secure online interim reporting payroll service accessed through your ICW Group policyholder portal ([myResource](#)). Access to EZ-Report is added at the beginning of your policy period to your Payroll contact, or upon request.

ACCOUNT SET-UP

[EZ-Report Setup PDF](#)

ACCESSING EZ-REPORT THROUGH myRESOURCE

- Select **EZ-Report** in [myResource](#).
- Click on Your Company Name.

NOT YET REGISTERED FOR myRESOURCE

- Automatic access to Payroll contact
 - To change your Payroll contact, email billing@icwgroup.com.
- Look for an email from myResource to complete registration.
- Create a Password.
- Click Submit.
- Check email for authentication.

EZ-REPORT SETUP

- Select self report or payroll provider.
- Select payroll frequency.
- Select first report date.
- List officers/owners and 6-digit class codes.

REPORT DATE

- Select first report date (determines check/pay dates):
 - **Monthly** – use last day of the month of your policy effective date unless policy is effective 21st – 31st, use last day of following month.
 - **Weekly/bi-weekly/semi-monthly** - select the first payroll check date on or after the policy effective date.

VIEW PREVIOUS REPORTS

- Select Payroll History tab
- Click on report to expand detail
- Export Report History to Excel (bottom right)

REVERSE/DELETE SUBMITTED REPORT

- Select Payroll History tab
- Select report to reverse/delete
- Select Red trash can on the right
- Select reason for reversal (previous) or delete (same day)

ENTER YOUR PAYROLL

- Select policy number under “Matching Policies” section (if multiple policies).
- Select **payroll reporting** (by employee, class code or upload file).
- Review **period date range** dates (begin and end date).
 - Monthly – first and last day of calendar month
 - Pay period – first and last day of pay cycle
- Review **Report date**:
 - Monthly – last day of the calendar month
 - Pay period – Check date
- Enter **total wages** for all employees or class codes. [Calculating WC Wages](#)
- Use “**Fill Zeros**” to fill in all unused payroll fields.
- Once the difference is zero, select “**Continue**”.
- Confirm payroll totals and premium totals.
- Select “**Submit**” at the bottom of the page.
- Report summary email sent once completed

UPLOAD PAYROLL FILE

- Select “Upload Payroll Reporting File” option.
- Choose a Reporting template to download.
- Complete payroll (follow instructions on template).
- Select File and Upload payroll.
- Use 6 – digit class codes

MAKING PAYMENTS

- Payments can be made online in EZ-Pay also within [myResource](#).
 - Refer to the [EZ-Pay Quickstart Guide](#) for payment information.
- Your company’s AP contact (once enrolled in EZ-Pay) will get invoice notification within 2 business days.
- “**pre-payment**” can be made using report summary email
- Sign up for automatic payments.
 - Payments will be deducted on the due date.

ADDITIONAL ASSISTANCE

- [Interim Payroll User Guide](#)
- Contact updates/ System access: billing@icwgroup.com or 858-350-7399
- Interim Payroll Reporting: support@smartpayllc.com or 877-204-0489
Chat is available in EZ-Report (upper right corner)
- Payments: ar@icwgroup.com or 858-350-7262