

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

### 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](mailto: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 their class codes.

### REPORT DATE

- Select first reporting date:
  - Monthly – use last day of the month of your policy effective date unless policy is effective 21<sup>st</sup> – 31<sup>st</sup>, use last day of following month.
  - Weekly/bi-weekly/semi-monthly - select the first payroll check date on or after the policy effective date.

## ENTER YOUR PAYROLL

- Select policy number under “Matching Policies” section (if multiple policies).
- Select payroll reporting preference (by employee, class code or upload file).
- Enter period date range dates (begin and end date).
- Enter total payroll amount for all employees or class codes. [Calculating WC Wages](#)
- Hover over each class code to see the description.
- 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.

## OR

## 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.

## MAKING PAYMENTS

- You can make online payments 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.
- Sign up for automatic payments.
  - Payments will be deducted on the due date.

## ADDITIONAL ASSISTANCE

- Contact updates/ System access: [billing@icwgroup.com](mailto:billing@icwgroup.com) or 858-350-7399
- Interim Payroll Reporting: [support@smartpayllc.com](mailto:support@smartpayllc.com) or 877-204-0489
- Payments: [ar@icwgroup.com](mailto:ar@icwgroup.com) or 858-350-7262

*Note: If you would like to report separate locations, please work with your agent to endorse your policy to “Bill by location”.*