

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.

## Steps to creating your account

<b>1</b>	<b>Register in myResource</b>	<ul style="list-style-type: none"> <li>The payroll contact for your company will receive an email to register for myResource. Look for an email from myResource to complete registration. Additional users or contact information changes, email <a href="mailto:billing@icwgroup.com">billing@icwgroup.com</a>.</li> </ul>
<b>2</b>	<b>Access EZ-Report</b>	<ul style="list-style-type: none"> <li>Select "Report payroll with EZ-Report" button from within myResource.</li> <li>Select your company name.</li> </ul>
<b>3</b>	<b>Select payroll provider/self reporting</b>	<ul style="list-style-type: none"> <li>The first option in the payroll vendor drop down is 'self-reporting'.</li> <li>If your payroll provider is not on the list, contact <a href="mailto:support@smartpayllc.com">support@smartpayllc.com</a>.</li> </ul>
<b>4</b>	<b>Select payroll reporting schedule</b>	<ul style="list-style-type: none"> <li>Select payroll frequency (monthly recommended for self-reporting).</li> <li>Select first reporting date:               <ul style="list-style-type: none"> <li><b>Monthly</b> – 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</li> <li><b>Weekly/bi-weekly/semi-monthly</b> - select the first payroll check date on or after the policy effective date.</li> </ul> </li> </ul>
<b>5</b>	<b>Set up owners/officers and employees</b>	<ul style="list-style-type: none"> <li>If you expect to report by class-code (recommended) you do not need to add employees. Officers do not need to be added if you exclude from reporting.</li> <li>If you plan to report by employee, enter all employees and class codes.</li> </ul>
<b>6</b>	<b>Confirmation email</b>	<ul style="list-style-type: none"> <li>Once your account setup is complete, you will receive an email summarizing your reporting preferences including reporter, frequency and first report date.</li> </ul>
<b>7</b>	<b>Sign up for automatic payments</b>	<ul style="list-style-type: none"> <li>The primary Accounts Payable contact can follow 'set up automatic payment' section in the <a href="#">EZ-Pay Quick Start Guide</a>.</li> <li><b>or</b></li> <li>Return completed <a href="#">Automatic Payment</a> form to <a href="mailto:ar@icwgroup.com">ar@icwgroup.com</a>.</li> </ul>

For assistance, contact the following:

System access/updates contacts	<a href="mailto:billing@icwgroup.com">billing@icwgroup.com</a>	858.350.7399	
Interim payroll reporting	<a href="mailto:support@smartpayllc.com">support@smartpayllc.com</a>	877.204.0489	Chat available in EZ-Report
Payment assistance	<a href="mailto:ar@icwgroup.com">ar@icwgroup.com</a>	858.350.7262	

*EZ-Report is offered by ICW Group as part of Premium Customer Services and is powered by SmartPayLLC.*

[icwgroup.com](http://icwgroup.com)

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