

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

1	Register in myResource	<ul style="list-style-type: none"> 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 billing@icwgroup.com.
2	Access EZ-Report	<ul style="list-style-type: none"> Select "Report your payroll" button from within myResource. Select your company name.
3	Select payroll provider/self reporting	<ul style="list-style-type: none"> The first option in the payroll vendor drop down is 'self-reporting'. If your payroll provider is not on the list, contact support@smartpayllc.com.
4	Select payroll reporting schedule	<ul style="list-style-type: none"> Select payroll frequency (monthly recommended for self-reporting). Select first reporting date: <ul style="list-style-type: none"> 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.
5	Set up owners/officers and employees	<ul style="list-style-type: none"> 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. If you plan to report by employee, enter all employees and class codes.
6	Confirmation email	<ul style="list-style-type: none"> You will receive an email with your reporting preference.
7	Sign up for automatic payments	<ul style="list-style-type: none"> The primary Accounts Payable contact can follow 'set up automatic payment' section in the EZ-Pay Quick Start Guide. Return completed Automatic Payment form to ar@icwgroup.com.

For assistance, contact the following:

System access/updates contacts	billing@icwgroup.com	858.350.7399
Interim payroll reporting	support@smartpayllc.com	877.204.0489
Payment assistance	ar@icwgroup.com	858.350.7262

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

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