

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 create your account

1	Register in myResource	 Have your payroll contact for your company look for an email from myResource to complete the registration. Additional users or contact information changes, email <u>billing@icwgroup.com</u>.
2	Access EZ-Report	 Select 'Report your payroll with EZ-Report' button in <u>myResource</u>. Select your company name.
3	Select 'self-reporting' or payroll provider	 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. An interim payroll reporting service is available for an annual fee. Contact SPRSsetup@smartpayllc.com (877.905.0786) for additional information.
4	Select payroll reporting schedule	 Select payroll frequency (monthly recommended for self-reporting). Select first reporting date: 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	 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	You will receive an email with your reporting preferences.
7	Sign up for automatic payments	 The primary Accounts Payable contact can follow 'set up automatic payment' section in the <u>EZ-Pay Quick Start Guide</u>. Return completed <u>Automatic Payment</u> form to <u>ar@icwgroup.com</u>.

Additional Resources:

EZ-Report Quick Start Guide Interim Payroll Reporting Guide

System access/updates contacts	billing@icwgroup.com	858.350.7399	
Interim payroll reporting	support@smartpayllc.com	877.204.0489	Chat is available in EZ-Report (upper right corner)
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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