

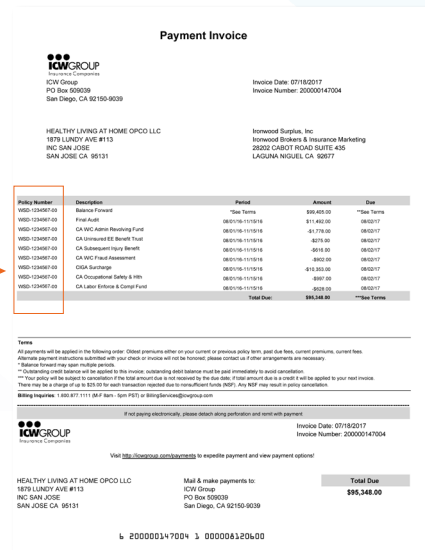
ONLINEPAY CHEAT SHEET

OnlinePay is our convenient and secure online premium payment service for Workers' Compensation, available at onlinepay.icwgroup.com. You can also check our [OnlinePay help](#) page!

Finding your enrollment policy number

1. Before you get started, refer to your Payment Invoice, as indicated.
2. Your policy number appears in the location shown. Use entire number, dashes and all CAPS: **WSD-1234567-00**

Policy Number	Description	Period
WSD-1234567-00	Installment	01/01/17-02/01/17



Which Zip do I use?

Use the Zip code of your Policy's Primary Address.

To enroll

1. Open ICW Group's OnlinePay: onlinepay.icwgroup.com.
2. Click **Enroll Now**.
3. **Accept** the Terms & Conditions.
4. Enter your **Policy number** (all CAPS).
5. Enter the first 5-digits of your **Zip code** of the policy's primary address.
6. **Continue** and enter the information and your funding account as directed.

Creating your login ID and password

1. **Login IDs** can be between 6 and 12 characters.
 - Use all letters or letters and numbers only.
2. **Passwords** can be between 8 and 32 characters.
 - Passwords can't match your login ID.
 - Use at least one Uppercase letter, one number, and one special character (@, #, !,*).
 - Please note, for your security, passwords expire every 90 days. Simply use **Forgot password** to reset it.

Setting up automatic payments

1. Click on **Manage AutoPay**.
2. Provide the appropriate information (funding source, account number, and payment option).
3. Click **Continue**.
4. Select **Confirm**.
5. Once confirmed, click **Print** for your records.

Making individual payments

1. If you have more than one, select the **policy number** to make the payment on.
2. Follow the steps to **Schedule a Payment**.
3. Provide the appropriate information (funding source, account number, and payment option).
4. Click **Continue**.
5. Select **Confirm**.
6. Once confirmed, click **Print** for your records.

Setting up funding accounts

1. Click **Payments** from Account Summary.
2. Click **Manage Funding Sources**.
3. Select **Add Bank Account** or **Add Card**.
4. Complete the appropriate information.
5. Click **Continue** then select **Confirm**.
6. Once confirmed, click **Print** for your records.

Password expired or forgot it?

Simply click on **Forgot Password** and follow the steps.

Forgot your login ID?

Simply click on **Forgot Login** and follow the steps.

Need additional assistance?

Email billingservices@icwgroup.com or call 858.350.7262 (M-F 5am to 5pm PT).