

PAYPRO AT-A-GLANCE

PayPro makes it easier than ever to report your payrolls. The chart below details the main emails you'll receive, notifying you of account-related activity. We hope you find this useful!

PayPro

2. Registration/enrollment email for payroll reporting

This contains your personal PayPro link and instructions. Register today!

4. It's time to report your payroll email

Sent on your reporting period end "Check Date" (usually the end of the month if reporting monthly). Now is a great time to get in and report your payroll!

Note: If a payroll company submits for you, you'll only get this if they're late!

6. Work comp policy late notice email

You'll only receive this email if you miss your due date. Please hurry - we don't want your coverage to be cancelled!



14 DAYS

2 DAYS

1. Introducing PayPro email

It all starts here! You'll get this email after your policy becomes effective.

3. Your account is now active email

This confirmation explains that your account is all set up and ready to use. You can now set up access for others at your company!

5. Don't forget to report your payroll email

Your due date is here and time is ticking! Hurry, there are only 2 days to spare! If using ACH/EFT payments, you're all done! Or, use our easy online payment or "check by fax" options.







Typical Payroll Reporting Time Table

This example shows the "check date" set to the last day of the month.*

To report go to: PayPro.icwgroup.com

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
27	28	29	Your Check Date ** Email Subject: It's time to report your payrol!!	1	2	3
4	5	6	7	8	9	10
		Ideal week to report & pay your payroll				
11 Remin	12 oder Week	Email Subject: Don't forget to report your payroll!	Your report and payment are due!	If you missed your due date, hurry - you are now late! Email Subject: Work comp policy late notice	Don't let your coverage get cancelled!	17
18	19	20	21	22	23	24
25	26	27	28	29	Your Check Date ** Email Subject: It's time to report your payroll!	

^{*} If your "check date" is different than the above, calculate your "due date" as 14 calendar days later.

Helpful References:

- Contact us: 858.350.7399 (M-F 6am to 5pm PT) or email us at: paypro@icwgroup.com
- Find resources and FAQs: icwgroup.com/paypro
- See our payment options: icwgroup.com/payments
- Login at <u>PayPro.icwgroup.com</u>

^{**} If using ACH (Electronic Funds Transfer), when you report payroll, your payment will be automatically applied within 2 days.