PayPro At-A-Glance: Reporting Your Payroll

For complete illustrated instructions, see our comprehensive PayPro Policyholder User's Guide.

Using the Online Entry Tool

1. Log in to your account

Go to paypro.icwgroup.com.

2. Click "Enter Payroll" from the shortcuts

This is located directly under the main bullets on the landing page. For multiple payrolls, enter the oldest first.

3. Confirm dates

Check the payroll dates populated into the page correctly.

4. Enter payroll total and click "Continue"

Add the total gross payroll for the pay period. This will be the report total if you're entering from a payroll reigster.

5. Click "Enter Payroll" for each employee or class code

Use this link for each that you have payroll to report.

6. Enter the amounts by wage type and click "Save"

If reporting by class code and your payroll summary includes work comp adjusted wages, enter that amount for "Wages" and ignore colums to the right.

7. Confirm entries, then click "Process Payroll"

Double-check the total and entered payroll. If you have ACH, this amount will be drafted from your account 1-2 business days after payroll is reported.

Uploading from a file*

1. Click "Payroll Upload" from the shortcuts (for multiple payrolls, select the correct one and "Confirm").

2. Click "Browse" to find and "Select" your payroll file.

3. Click "Process" to upload the file.

* Use an acceptable format that is registered or a provided PayPro template.

For complete instructions, please see the PayPro Help page.
For assistance, email paypro@icwgroup.com or call 858.350.7399 (M-F 6am to 5pm PT).

PayPro is offered by ICW Group as part of Premium Customer Services, and is powered by InsureLinx.

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