

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.

## ACCOUNT SET-UP

[EZ-Report Setup PDF](#)

### ACCESSING EZ-REPORT THROUGH myRESOURCE

- Select **EZ-Report** in [myResource](#).
- Click on Your Company Name.

### NOT YET REGISTERED FOR myRESOURCE

- Automatic access to Payroll contact
  - To change your Payroll contact, email [billing@icwgroup.com](mailto:billing@icwgroup.com).
- Look for an email from myResource to complete registration.
- Create a Password.
- Click Submit.
- Check email for authentication.

### EZ-REPORT SETUP

- Select self report or payroll provider.
- Select payroll frequency.
- Select first report date.
- List officers/owners and 6-digit class codes.

### REPORT DATE

- Select first report date (determines checks included):
  - **Monthly** – use last day of the month of your policy effective date unless policy is effective 21<sup>st</sup> – 31<sup>st</sup>, use last day of following month.
  - **Weekly/bi-weekly/semi-monthly** - select the first payroll check date on or after the policy effective date.

## ENTER YOUR PAYROLL

- Select policy number under “Matching Policies” section (if multiple policies).
- Select **payroll reporting** (by employee, class code or upload file).
- Enter **period date range** dates (begin and end date).
  - Monthly – first and last day of calendar month
  - Pay period – first and last day of pay cycle
- Enter **Report date**:
  - Monthly – last day of the calendar month
  - Pay period – Check date
- Enter **total wages** for all employees or class codes. [Calculating WC Wages](#)
- Use “**Fill Zeros**” to fill in all unused payroll fields.
- Once the difference is zero, select “**Continue**”.
- Confirm payroll totals and premium totals.
- Select “**Submit**” at the bottom of the page.
- Report summary email sent once completed

## OR UPLOAD PAYROLL FILE

- Select “Upload Payroll Reporting File” option.
- Choose a Reporting template to download.
- Complete payroll (follow instructions on template).
- Select File and Upload payroll.
- Use 6 – digit class codes

## MAKING PAYMENTS

- You can make online payments in **EZ-Pay** also within [myResource](#).
  - Refer to the [EZ-Pay Quickstart Guide](#) for payment information.
- Your company’s AP contact (once enrolled in EZ-Pay) will get invoice notification within 2 business days.
- ‘**pre-payment**’ can be made using report summary email
- Sign up for automatic payments.
  - Payments will be deducted on the due date.

## ADDITIONAL ASSISTANCE

- Contact updates/ System access: [billing@icwgroup.com](mailto:billing@icwgroup.com) or 858-350-7399
- Interim Payroll Reporting: [support@smartpayllc.com](mailto:support@smartpayllc.com) or 877-204-0489  
Chat is available in EZ-Report (upper right corner)
- Payments: [ar@icwgroup.com](mailto:ar@icwgroup.com) or 858-350-7262
- [Interim Payroll User Guide](#)