

## SmartPay Solutions Self-Reporting Instructions

### Three Simple Steps!

- A. Log in to the SmartPay website (<https://smartpayllc.com/portal>) with your Username and Password
- B. Select your policy and payroll entry option; enter or upload your payroll
- C. Submit your payroll for processing

When your company and policy are set up in SmartPay, you will receive email instructions for completing your online registration. Please contact SmartPay Support at 877-905-0786, Option 1, or email us at [Support@smartpayllc.com](mailto:Support@smartpayllc.com) if you do not receive these instructions.

### Some Helpful Information

1. Your username is the email address provided to us. Set up your password when you register.
2. For your Workers Compensation policy reporting, **Exposure means Subject Wages**. Choose one of three ways to report wages under the **Exposure Reporting** tab.
  - Exposure Entry (Detail) – to report wages by employee
  - Exposure Entry (Summary) – to report wages in summary by class code
  - Upload Exposure File – to upload an Excel or CSV file
3. Report wages for check dates on or after the policy effective date and before the expiration date.
4. If you report wages by class code, don't include wages for exempt individuals (e.g., some owners and officers may be excluded under your policy).
5. If you report wages by employee, set up any exempt owners/officers during online registration. If you have questions about who should be excluded, please contact your agent or insurance company.
6. For overtime ("OT"), include wages based on the straight-time hourly rate. For OT paid as time and one-half, include only two-thirds of the wages. For example, if an employee is paid \$40 per regular hour and \$60 per overtime hour, include only \$40 per overtime hour in subject wages. For OT paid as double time, include only half of the wages.
7. The **Report Date** is not the day you enter your payroll. If you are reporting wages each pay cycle, it is the paycheck date. If you are reporting wages monthly, it is the last day of the calendar month, and you should total the payroll for all paycheck dates during the month.
8. You can find your expected Report Date Schedule under the Schedule tab. If the schedule doesn't match how you expect to report, please contact SmartPay Customer Support.
9. Payroll should be reported for each expected payroll Report Date. You may receive a reminder to report on the expected Report Date and additional reminders if wages are not reported within the grace period set by your insurance company.
10. If the Report Date you enter is within 3 days of the expected Report Date in SmartPay, no missing payroll reminders will be sent (SmartPay "matches" these dates).
11. Review your entries before submitting. Once submitted, you can't change them. If you made an error and the payment status is still pending, contact SmartPay Customer Support. We can delete the entry so that you can enter the correct information.
12. These instructions and a self-reporting video are available online under the Exposure Entry (Detail) and Exposure Entry (Summary) tabs.

**Subject Wages:**

Subject wages are used to calculate your workers’ compensation premium. Excess overtime pay and tips are items commonly excluded from subject wages. Rules vary by state for things like wages for owners/partners in a sole proprietorship or partnership and corporate officers. Over-reporting wages may result in overpayment of premiums. Ask your agent or insurance company about items to exclude.

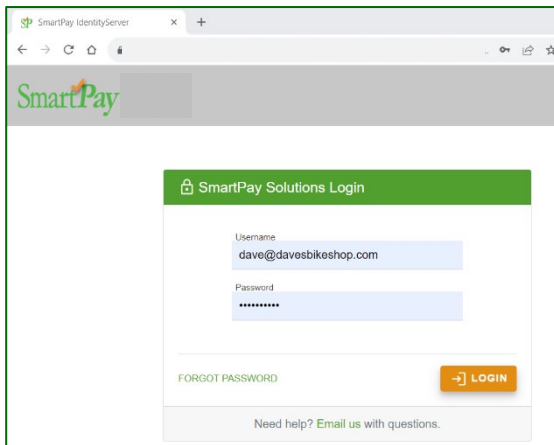
**You Will Need the Following Information When You Report Payroll:**

- Period Start, Period End and Report Dates
- State and Workers’ Compensation Class Code(s)
- Subject Wages or the components by class code or employee

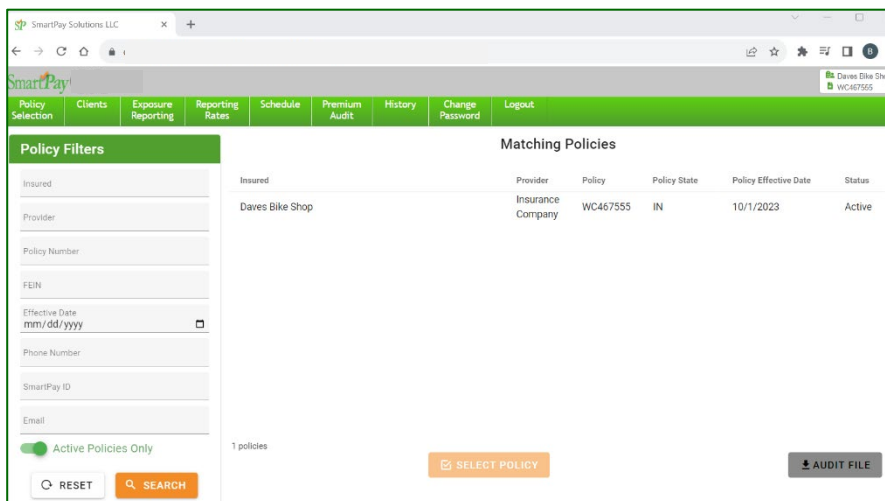
**Reporting Your Payroll**

1. Visit SmartPay Solutions at <https://smartpayllc.com/portal> and select Client Login *(For purposes of these instructions, please note all website references are to our QA environment. When you report payroll in SmartPay, you will use <https://smartpayllc.com/portal>).*

2. Login using your Username and Password.



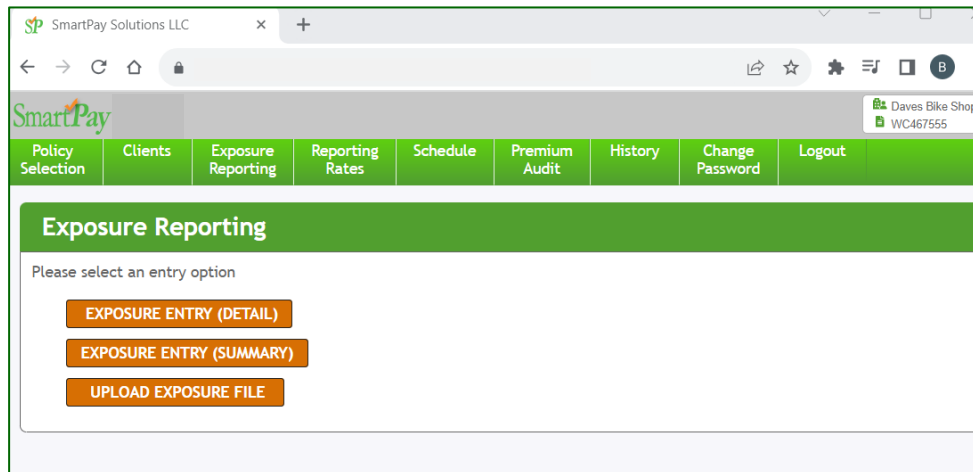
3. Click the Policy Selection tab and choose the policy for entering payroll. If you have more than one active policy (e.g., current and renewal policies), click the dropdown arrow to see all policies and select the applicable policy. Then click Select Policy.



4. Click the Exposure Reporting tab and Select an Entry Option. Exposure is generic terminology for the type of data you are reporting. Your Workers Compensation policy uses payroll as the exposure type.

**Exposure = Payroll.**

- a. To report payrolls by employee, choose Exposure Entry (Detail)
- b. To report payrolls in summary by Class Code, choose Exposure Entry (Summary)
- c. To report by uploading a file, choose Upload Exposure File



5. **Exposure Entry (Summary) - reporting Payroll by Class Code** *(let's start with this one. It is the preferred time saving method):*

- a. ***If you report each pay cycle***, enter the Period Start and End Dates. Use the Check Date as the Report Date. The Report Date should be pre-filled with the next expected date on your reporting schedule. You can change this date as needed.
- b. ***If you report monthly***, enter the first day of the month as the Period Start Date and the last day of the month as the Period End Date and Report Date. The Report Date should be pre-filled with the next expected date on your reporting schedule. You can change this date as needed.
- c. If you enter a Report Date that is different from the Reporting Schedule, you might receive a missing payroll notification. If the Planned Payroll Schedule is incorrect, contact SmartPay ([Support@SmartPayllc.com](mailto:Support@SmartPayllc.com) or 877.905.0786, Option 1) to update the schedule.
- d. Enter wages for each state-class code combination, including zeros if no wages.
- e. If you are a monthly reporter, there are a few cutoff rules to follow:
  - i. ***First month:***
    - If the policy effective date is on or before the 20<sup>th</sup>, report at the end of the month.
    - If the policy effective date is after the 20<sup>th</sup>, report at the end of first full calendar month.
  - ii. ***Last month:*** use the day before expiration for Period End and Reporting dates.
- f. Once all payroll is entered, click outside of a payroll entry box to update the payment amount. After you review your entries for accuracy, click Continue to Payment Processing. You will see confirmation that the payroll has been submitted.

Policy Selection	Clients	Exposure Reporting	Reporting Rates	Schedule	Premium Audit	History	Change Password	Logout
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### Exposure Entry (Summary)

**Daves Bike Shop**  
1 Rockne Way  
South Bend, IN 46601

**Reporting Periods**  
52

**FEIN**  
356456778

**SmartPay ID**  
46221

**Provider**  
Insurance Company

**Policy Number**  
WC467555

**Policy Eff Date**  
10/1/2023

**Policy Exp Date**  
10/1/2024

**Policy Status** Active

**Cancellation Date**

**Policy Type** Standard

**Policy Active**

**Banking Entered**

#### REPORTING INSTRUCTIONS

If you are monthly reporter, use the last day of the month as the Report Date. ⓘ

If you report Exposure each pay cycle, please use your check date as the Report Date.

If you need further instructions, please see the SmartPay Self Reporting Instructions [Video](#) or [Printed Document](#).

**Period Start Date** 11/04/2023    **Period End Date** 11/10/2023    **Report Date** 11/10/2023

State	Code	Classification	Reporting Rate	Exposure	Premium Due	Exposure To Date	Paid to Date	
IA	8066	Stores - bicycles and bicycle ...	0.043600	5000	\$218.00	\$14,400.00	\$627.84	
IN	8066	Stores - bicycles and bicycle ...	0.034689	4000	\$138.76	\$9,800.00	\$386.04	
IN	8810	Clerical	0.002129	3500	\$7.45	\$8,800.00	\$21.89	
<b>TOTALS</b>					\$12,500.00	\$364.21	\$33,000.00	\$1,035.77

Expense Constant \$3.53  
Premium Total \$367.74  
GRAND TOTAL \$367.74

Have you changed your banking recently? Be sure to contact SmartPay to update your banking information and avoid delays in processing your payment and any bank return charges.

**Reporting Schedule**

**Report Date**  
10/13/2023

Policy Selection	Clients	Exposure Reporting	Reporting Rates	Schedule	Premium Audit	History	Change Password	Logout
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#### REPORTING INSTRUCTIONS

If you are monthly reporter, use the last day of the month as the Report Date. ⓘ

If you report Exposure each pay cycle, please use your check date as the Report Date.

If you need further instructions, please see the SmartPay Self Reporting Instructions [Video](#) or [Printed Document](#).

**Period Start Date**    **Period End Date**    **Report Date** 11/17/2023

State	Code	Classification	Reporting Rate	Exposure	Premium Due	Exposure To Date	Paid to Date
IA	8066	Stores - bicycles and bicycle ...	0.043600				
IN	8066	Stores - bicycles and bicycle ...	0.034689				
IN	8810	Clerical	0.002129				
<b>TOTALS</b>							

Expense Constant \$3.53  
Premium Total \$3.53  
GRAND TOTAL \$3.53

Have you changed your banking recently? Be sure to contact SmartPay to update your banking information and avoid delays in processing your payment and any bank return charges.

**Reporting Schedule**

**Report Date**  
10/13/2023

Your payroll has been submitted for payment processing.

**6. Exposure Entry (Detail) - reporting Payroll by Employee:**

- a. Follow steps 5.a-c above.
- b. If you need to add employees, follow the steps in the Employee Information tab under Clients.
- c. Enter Subject Wages for each employee, including zeros if no wages. Click outside of a payroll entry box to update the payment amount. After reviewing the dates and payroll entered to make sure they are correct, click Continue to Payment Processing. Note that you can enter a zero payroll by clicking the Fill Zeros button at the bottom of the screen.
- d. You will see a preview screen and if all looks good, click Submit for Payment Processing. You will see confirmation that the payroll has been submitted.

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Daves Bike Shop 1 Rockne Way South Bend, IN 46601  Reporting Periods 52  FEIN 356456778  SmartPay ID 46221  Provider Insurance Company  Policy Number WC467555  Policy Eff Date 10/1/2023  Policy Exp Date 10/1/2024  Policy Status Active  Cancellation Date  Policy Type Standard  <input checked="" type="checkbox"/> Policy Active  <input checked="" type="checkbox"/> Banking Entered		<b>REPORTING INSTRUCTIONS</b> If you are monthly reporter, use the last day of the month as the Report Date. ⓘ If you report Exposure each pay cycle, please use your check date as the Report Date. If you need further instructions, please see the SmartPay Self Reporting Instructions <a href="#">Video</a> or <a href="#">Printed Document</a> .  Period Start Date: 10/28/2023    Period End Date: 11/03/2023    Report Date: 11/03/2023  <table border="1"> <thead> <tr> <th>Employee Name</th> <th>Employee #</th> <th>Employee Class Code</th> <th>State</th> <th>Reporting Rate</th> <th>Exposure</th> <th>Adjusted Exposure</th> <th>Premium Due</th> </tr> </thead> <tbody> <tr> <td>Bill Miller</td> <td>1</td> <td>8066</td> <td>IA</td> <td>0.0436</td> <td>2000</td> <td>\$2000.00</td> <td>\$87.20</td> </tr> <tr> <td>Dave Johnson</td> <td>2</td> <td>8066</td> <td>IA</td> <td>0.0436</td> <td>2000</td> <td>\$2000.00</td> <td>\$87.20</td> </tr> <tr> <td>Maria Gonzalez</td> <td>5</td> <td>8066</td> <td>IN</td> <td>0.0346891238129367</td> <td>2500</td> <td>\$2500.00</td> <td>\$86.72</td> </tr> <tr> <td>Missy Fenton</td> <td>4</td> <td>8066</td> <td>IA</td> <td>0.0436</td> <td>2200</td> <td>\$2200.00</td> <td>\$95.92</td> </tr> <tr> <td>Sandy Wilson</td> <td>3</td> <td>8066</td> <td>IA</td> <td>0.0436</td> <td>1750</td> <td>\$1750.00</td> <td>\$76.30</td> </tr> <tr> <td colspan="5"><b>TOTALS</b></td> <td><b>\$10,450.00</b></td> <td></td> <td><b>\$433.34</b></td> </tr> </tbody> </table> <table border="0"> <tr> <td>Expense Constant</td> <td>\$3.53</td> </tr> <tr> <td>Premium Total</td> <td>\$436.87</td> </tr> <tr> <td><b>GRAND TOTAL</b></td> <td><b>\$436.87</b></td> </tr> </table> Have you changed your banking recently? Be sure to contact SmartPay to update your banking information and avoid delays in processing your payment and any bank return charges.  <div style="display: flex; justify-content: space-around;"> <span>CONTINUE TO PAYMENT PROCESSING</span> <span>RESET ENTRIES</span> <span>FILL ZEROS</span> </div>							Employee Name	Employee #	Employee Class Code	State	Reporting Rate	Exposure	Adjusted Exposure	Premium Due	Bill Miller	1	8066	IA	0.0436	2000	\$2000.00	\$87.20	Dave Johnson	2	8066	IA	0.0436	2000	\$2000.00	\$87.20	Maria Gonzalez	5	8066	IN	0.0346891238129367	2500	\$2500.00	\$86.72	Missy Fenton	4	8066	IA	0.0436	2200	\$2200.00	\$95.92	Sandy Wilson	3	8066	IA	0.0436	1750	\$1750.00	\$76.30	<b>TOTALS</b>					<b>\$10,450.00</b>		<b>\$433.34</b>	Expense Constant	\$3.53	Premium Total	\$436.87	<b>GRAND TOTAL</b>	<b>\$436.87</b>
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Policy Selection	Clients	Exposure Reporting	Reporting Rates	Schedule	Premium Audit	History	Change Password	Logout
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### Uploaded information

Policy Number	Insured Name	Policy State	FEIN	Policy Eff Date	Start Date	End Date	Report Date
WC467555		IA	356456778	10/1/2023	10/28/2023	11/3/2023	11/3/2023

State	Class Code	FEIN	# Emp	Exposure	Premium Due
IA	8066	356456778	4	\$7,950.00	\$346.62
IN	8066	356456778	1	\$2,500.00	\$86.72
<b>Total:</b>				\$10,450.00	\$433.34

Your data has been submitted for payment processing.

Continue

Alerts:	
File Totals:	
Exposure	Premium Due
\$10,450.00	\$436.87
<hr/>	
<b>Total Fees &amp; Charges:</b>	<b>\$0.00</b>
<b>TOTAL DUE:</b>	<b>\$436.87</b>

**6. Upload Exposure File - Report Payroll by Uploading a Payroll File (Excel or CSV):**

- a. If you have a lot of class codes or employees, you may prefer to upload your payroll. Your file must be in an acceptable format for upload (see example below). SmartPay Support can help you select a template and show you how to complete it.

PRCID	Template	Insured Name	FEIN	PN	Effective Date	CD	PPS	PPE	EN	ST	CC	Gross Wages	Tips	OT Wages Double Time	OT Wages Time and One Half	Section 125	Other Excluded Wages	EW	SW	
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	1	IA	8066	1200	0	0	150	0	0	0	50	1150.00
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	2	IA	8066	1200	0	0	0	0	0	0	0	1200.00
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	3	IA	8066	1600	0	0	0	0	0	0	0	1600.00
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	4	IA	8066	1000	0	0	0	0	0	0	0	1000.00
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	5	IN	8066	1200	0	0	0	0	0	0	0	1200.00
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	6	IN	8066	1200	0	0	0	0	0	0	0	1200.00
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	7	IN	8066	1200	0	0	0	0	0	0	0	1200.00
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	8	IN	8066	1200	0	0	0	0	0	0	0	1200.00
BULK	BULK	Daves Bike Shop	356456778	WC467555	10/1/2023	11/17/2023	11/11/2023	11/17/2023	9	IN	8810	1200	0	0	0	0	0	0	0	1200.00

- b. Once your file is ready, select the file by browsing, choose the file and upload.

Policy Selection	Clients	Exposure Reporting	Reporting Rates	Schedule	Premium Audit	History	Change Password	Logout
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### Upload Exposure File

**Select a file to upload** ⓘ

Exposure File upload requirements

- Upload files must follow a matching "Reporting Template"
- Upload files size must be less than 20 MB
- Supported file extensions for file uploads are:
  - .CSV
  - .XLS
  - .XLSX

SELECT FILE AND UPLOAD

- c. After uploading, review the information to make sure it is correct and select Submit for Payment Processing.

Policy Selection	Clients	Exposure Reporting	Reporting Rates	Schedule	Premium Audit	History	Change Password	Logout
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### Uploaded information

Policy Number	Insured Name	Policy State	FEIN	Policy Eff Date	Start Date	End Date	Report Date
WC467555	Daves Bike Shop	IA	356456778	10/1/2023	11/11/2023	11/17/2023	11/17/2023

State	Class Code	FEIN	# Emp	Exposure	Premium Due	Excluded Wages (EW)
IA	8066	356456778	4	\$4,950.00	\$215.82	\$0.00
IN	8066	356456778	4	\$4,800.00	\$166.51	\$0.00
IN	8810	356456778	1	\$1,200.00	\$2.55	\$0.00
<b>Total:</b>				\$10,950.00	\$384.88	\$0.00

Expense Constant: 3.53

**Premium Total: \$388.41**

Alerts:


File Totals:	Exposure	Premium Due	Excluded (EW)
	\$10,950.00	\$388.41	\$0.00

<b>Total Fees &amp; Charges:</b>	\$0.00
<b>TOTAL DUE:</b>	<b>\$388.41</b>

SUBMIT FOR PAYMENT PROCESSING

- 7. After your payroll has been submitted, no matter which method you use, you'll receive a Payroll Data Upload and Billing Notification email showing the payroll reported and payment amount.

**From:** SmartPay Solutions <noreply@smartpayllc.com>  
**Sent:** Monday, October 9, 2023 8:54 AM  
**To:** dave@davesbikeshop.com  
**Subject:** TEST-Staging: Daves Bike Shop - Payroll Data Upload and Billing Notification



Dear Policyholder:

The following payroll data was successfully uploaded into SmartPay and the related premium payment will be processed from your bank account within 1 to 2 business days.

<b>Policyholder:</b>	Daves Bike Shop
<b>Carrier:</b>	Insurance Company
<b>Policy Number:</b>	WC467555
<b>Effective Date:</b>	10/01/2023

State	Class Code	Check/Report Date	Period End Date	Subject Wages	Reporting Rate (per \$1)	Payment Amount
IA	8066	11/17/2023	11/17/2023	\$4,950.00	0.043600	\$215.82
IN	8066	11/17/2023	11/17/2023	\$4,800.00	0.034689	\$166.52
IN	8810	11/17/2023	11/17/2023	\$1,200.00	0.002129	\$2.55
<b>Totals</b>				<b>\$10,950.00</b>		<b>\$384.89</b>
				Expense Constant		\$3.53
				<b>Total Premium</b>		<b>\$388.42</b>
				Fees		\$0.00
				<b>Total Payment</b>		<b>\$388.42</b>

If you have any questions or feel you have received this message in error, please contact our Support Team at [support@smartpayllc.com](mailto:support@smartpayllc.com) or by phone at 877-905-0786, Monday through Friday, 8:00 AM - 8:00 PM Eastern Time.

Sincerely,  
Your SmartPay Team

**SmartPay Solutions, LLC** | 470 James Street, Suite 007, New Haven, CT 06513  
 ☎ 877-905-0786 F 860-288-4878 | [LinkedIn](https://www.linkedin.com/company/smartpayllc)  
[support@smartpayllc.com](mailto:support@smartpayllc.com) |

- You can see the status of all payment amounts by selecting Payment History. Premium payments are generally processed within 1-2 business days following submission. They will show as **Pending** prior to payment processing. Once processed, they will show as **Paid**. If a payment fails for any reason (e.g., insufficient funds, bad banking information, etc.), the Payment Status will show as NSF.

Policy Selection	Clients	Exposure Reporting	Reporting Rates	Schedule	Premium Audit	History	Change Password	Logout																																																																																											
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Daves Bike Shop 1 Rockne Way South Bend, IN		<table border="1"> <thead> <tr> <th>Report Date</th> <th>Payment Status</th> <th>Payment Type</th> <th>Period Ending</th> <th>Total Payment</th> <th>Payments YTD</th> <th>Premium Due</th> <th>Paid to Date</th> <th>ACH Date Created</th> <th>Entry Method</th> <th>Submitted By</th> <th>Date Submitted</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td><a href="#">Details</a></td> <td>11/17/2023</td> <td>Pending \$</td> <td>Premium</td> <td>11/17/2023</td> <td>\$388.42</td> <td>\$1,806.05</td> <td>\$388.42</td> <td>\$1,806.05</td> <td>PV Upload</td> <td>dave@davesbikeshop.com</td> <td>10/09/2023 08:53:00</td> <td></td> </tr> <tr> <td><a href="#">Details</a></td> <td>11/10/2023</td> <td>Pending \$</td> <td>Premium</td> <td>11/10/2023</td> <td>\$367.74</td> <td>\$1,417.63</td> <td>\$367.74</td> <td>\$1,417.63</td> <td>Self Reporting</td> <td>dave@davesbikeshop.com</td> <td>10/09/2023 08:47:16</td> <td></td> </tr> <tr> <td><a href="#">Details</a></td> <td>11/3/2023</td> <td>Pending \$</td> <td>Premium</td> <td>11/3/2023</td> <td>\$436.87</td> <td>\$1,049.89</td> <td>\$436.87</td> <td>\$1,049.89</td> <td>Client Payroll Entry</td> <td>dave@davesbikeshop.com</td> <td>10/09/2023 08:45:02</td> <td></td> </tr> <tr> <td><a href="#">Details</a></td> <td>10/27/2023</td> <td>Paid</td> <td>Premium</td> <td>10/27/2023</td> <td>\$180.15</td> <td>\$613.02</td> <td>\$180.15</td> <td>\$613.02</td> <td>10/9/2023</td> <td>Self Reporting</td> <td>dave@davesbikeshop.com</td> <td>10/06/2023 12:03:53</td> </tr> <tr> <td><a href="#">Details</a></td> <td>10/20/2023</td> <td>Paid</td> <td>Premium</td> <td>10/20/2023</td> <td>\$13.73</td> <td>\$432.87</td> <td>\$13.73</td> <td>\$432.87</td> <td>10/9/2023</td> <td>Client Payroll Entry</td> <td>dave@davesbikeshop.com</td> <td>10/06/2023 12:03:06</td> </tr> <tr> <td><a href="#">Details</a></td> <td>10/13/2023</td> <td>Paid</td> <td>Premium</td> <td>10/13/2023</td> <td>\$419.14</td> <td>\$419.14</td> <td>\$419.14</td> <td>\$419.14</td> <td>10/9/2023</td> <td>PV Upload</td> <td>dave@davesbikeshop.com</td> <td>10/06/2023 11:58:48</td> </tr> </tbody> </table>							Report Date	Payment Status	Payment Type	Period Ending	Total Payment	Payments YTD	Premium Due	Paid to Date	ACH Date Created	Entry Method	Submitted By	Date Submitted	Alerts	<a href="#">Details</a>	11/17/2023	Pending \$	Premium	11/17/2023	\$388.42	\$1,806.05	\$388.42	\$1,806.05	PV Upload	dave@davesbikeshop.com	10/09/2023 08:53:00		<a href="#">Details</a>	11/10/2023	Pending \$	Premium	11/10/2023	\$367.74	\$1,417.63	\$367.74	\$1,417.63	Self Reporting	dave@davesbikeshop.com	10/09/2023 08:47:16		<a href="#">Details</a>	11/3/2023	Pending \$	Premium	11/3/2023	\$436.87	\$1,049.89	\$436.87	\$1,049.89	Client Payroll Entry	dave@davesbikeshop.com	10/09/2023 08:45:02		<a href="#">Details</a>	10/27/2023	Paid	Premium	10/27/2023	\$180.15	\$613.02	\$180.15	\$613.02	10/9/2023	Self Reporting	dave@davesbikeshop.com	10/06/2023 12:03:53	<a href="#">Details</a>	10/20/2023	Paid	Premium	10/20/2023	\$13.73	\$432.87	\$13.73	\$432.87	10/9/2023	Client Payroll Entry	dave@davesbikeshop.com	10/06/2023 12:03:06	<a href="#">Details</a>	10/13/2023	Paid	Premium	10/13/2023	\$419.14	\$419.14	\$419.14	\$419.14	10/9/2023	PV Upload	dave@davesbikeshop.com	10/06/2023 11:58:48
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Reporting Periods: 52 FEIN: 356456778 SmartPay ID: 46221 Provider: Insurance Company Policy Number: WC467555 Policy Eff Date: 10/1/2023 Policy Exp Date: 10/1/2024 Policy Status Active Cancellation Date Policy Type Standard <input type="checkbox"/> Policy Active <input checked="" type="checkbox"/> Banking Entered		<b>Expected Report Schedule</b> <table border="1"> <tbody> <tr><td>10/13/2023</td></tr> <tr><td>10/20/2023</td></tr> <tr><td>10/27/2023</td></tr> </tbody> </table>							10/13/2023	10/20/2023	10/27/2023																																																																																								
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If you would like to see the payment details, click on Details.

State	Code	Classification	Reporting Rate	Exposure	Uploaded Exposure	Premium
IN	8810	Clerical	0.002129	\$1200.00	\$0.00	\$2.55
IA	8066	Stores - bicycles and bicycle accessories	0.043600	\$4950.00	\$0.00	\$215.82
IN	8066	Stores - bicycles and bicycle accessories	0.034689	\$4800.00	\$0.00	\$166.52
Total				\$10950.00	\$0.00	\$384.89
* Approximated Reporting Rate						
<b>Non-Exposure Factors</b>						<b>Amount</b>
Expense Constant						\$3.53
Total:						\$3.53
Payment Total:						\$388.42

- You can also review your reported Payroll History.

Policy Selection	Clients	Exposure Reporting	Reporting Rates	Schedule	Premium Audit	History	Change Password	Logout																																									
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Daves Bike Shop 1 Rockne Way South Bend, IN 46601		<b>Reported Exposure</b> <table border="1"> <thead> <tr> <th>Date Uploaded</th> <th>Report Date</th> <th>Period Start Date</th> <th>Period End Date</th> <th>Total Exposure</th> </tr> </thead> <tbody> <tr> <td><a href="#">Select</a></td> <td>10/9/2023</td> <td>11/17/2023</td> <td>11/11/2023</td> <td>11/17/2023</td> <td>\$10,950.00</td> </tr> <tr> <td><a href="#">Select</a></td> <td>10/9/2023</td> <td>11/10/2023</td> <td>11/4/2023</td> <td>11/10/2023</td> <td>\$12,500.00</td> </tr> <tr> <td><a href="#">Select</a></td> <td>10/9/2023</td> <td>11/3/2023</td> <td>10/28/2023</td> <td>11/3/2023</td> <td>\$10,450.00</td> </tr> <tr> <td><a href="#">Select</a></td> <td>10/6/2023</td> <td>10/27/2023</td> <td>10/22/2023</td> <td>10/27/2023</td> <td>\$7,500.00</td> </tr> <tr> <td><a href="#">Select</a></td> <td>10/6/2023</td> <td>10/20/2023</td> <td>10/16/2023</td> <td>10/20/2023</td> <td>\$4,100.00</td> </tr> <tr> <td><a href="#">Select</a></td> <td>10/6/2023</td> <td>10/13/2023</td> <td>10/7/2023</td> <td>10/13/2023</td> <td>\$10,950.00</td> </tr> </tbody> </table>							Date Uploaded	Report Date	Period Start Date	Period End Date	Total Exposure	<a href="#">Select</a>	10/9/2023	11/17/2023	11/11/2023	11/17/2023	\$10,950.00	<a href="#">Select</a>	10/9/2023	11/10/2023	11/4/2023	11/10/2023	\$12,500.00	<a href="#">Select</a>	10/9/2023	11/3/2023	10/28/2023	11/3/2023	\$10,450.00	<a href="#">Select</a>	10/6/2023	10/27/2023	10/22/2023	10/27/2023	\$7,500.00	<a href="#">Select</a>	10/6/2023	10/20/2023	10/16/2023	10/20/2023	\$4,100.00	<a href="#">Select</a>	10/6/2023	10/13/2023	10/7/2023	10/13/2023	\$10,950.00
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If you report by employee, you can see the detail by employee by clicking Select.

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***If you have any questions or need assistance, please contact SmartPay at [Support@SmartPayllc.com](mailto:Support@SmartPayllc.com) or 877.905.0786, Option 1.***