SmartPay Solutions Self-Reporting Instructions

Three Simple Steps!

A. Log in to the SmartPay website (<u>https://smartpayllc.com/portal</u>) 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 <u>Support@smartpayllc.com</u> 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 <u>on or after</u> the policy effective date and <u>before</u> the expiration date.
- 4. If you report wages <u>by class code</u>, don't include wages for exempt individuals (e.g., some owners and officers may be excluded under your policy).
- 5. If you report wages <u>by employee</u>, 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 <u>paycheck date</u>. If you are reporting wages monthly, it is the <u>last day of the calendar</u> <u>month</u>, 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 <u>https://smartpayllc.com/portal</u> 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 usehttps://smartpayllc.com/portal*).

2. Login using your Username and Password.

| SmartPay IdentityServer | × + | |
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| Smart Pay | | |
| | | |
| | SmartPay Solutions Login | |
| | Username | |
| | dave@davesbikeshop.com | |
| | Password | |
| | | |
| | | |
| | FORGOT PASSWORD | |
| | Need help? Email us with question: | 3. |

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.

| SmartPay Solutions LLC | × | + | | | | | | | | | - U |
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| Smart Pay | | | | | | | | | | | Ba Daves Bike Sho WC467555 |
| Policy Clients Selection | Exposure Reporting | Reporting Rates | Schedule | Premium Audit | History | Change Password | Logout | | | | |
| Policy Filters | | | | | | | Matching I | Policies | | | |
| Insured | | | Insured | | | | Provider | Policy | Policy State | Policy Effective Date | Status |
| Provider | | | Daves Bike Sho | р | | | Insurance Company | WC467555 | IN | 10/1/2023 | Active |
| Policy Number | | | | | | | | | | | |
| FEIN | | | | | | | | | | | |
| Effective Date mm/dd/yyyy | | | | | | | | | | | |
| Phone Number | | | | | | | | | | | |
| SmartPay ID | | | | | | | | | | | |
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| C RESET | | | | | | | | | | | |

- 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

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| Smart Pay | 7 | | | | | | | | Daves Bike Shop |
| Policy Selection | Clients | Exposure Reporting | Reporting Rates | Schedule | Premium Audit | History | Change Password | Logout | |
| | | | | | | | | | |
| Expos | sure Re | porting | | | | | | | |
| Please sel | ect an entr | y option | | | | | | | |
| EX | Posure en | NTRY (DETAIL) | | | | | | | |
| EXI | POSURE EN | TRY (SUMMARY |) | | | | | | |
| U | PLOAD EXP | OSURE FILE | _ | | | | | | |
| | | | | | | | | | |
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- 5. **Exposure Entry (Summary) reporting Payroll by Class Code** (*let's start with this one. It is the preferred time saving method*):
 - a. <u>If you report each pay cycle</u>, 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. <u>If you report monthly</u>, 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 (<u>Support@SmartPayllc.com</u> 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. <u>First month</u>:
 - If the policy effective date is on or before the 20th, report at the end of the month.
 - If the policy effective date is after the 20th, 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 | Reporti Rate | ng ; | Schedule | Premium Audit | History | Change Password | Logout | | | |
|---|---|-----------------------|--|---------------------------|---|---|---------------------------------|-----------------------------------|--------------------------------------|--------------------------------|---------------------|-----------------|
| Ехро | sure Ent | try (Sum | mary) | · | | ' | | | | | | |
| Daves Bik 1 Rockne South Ben Reporting | ke Shop Way nd, IN 46601 g Periods | | REPORTI | NG IN month ort Exp | NSTRUCTIC Ily reporter, u posure each p | DNS use the last da bay cycle, plea | y of the mont ise use your c | h as the Repor heck date as th | t Date. () ne Report Date. | | | |
| FEIN 356456778 SmartPay 46221 | 8 7 ID | | If you need Period Sta 11/04/202 | d furth rt Dat 3 | er instructio Period En 11/10/20 | ns, please see nd Date Rep 23 11/ | ort Date | / Self Reporting | g Instructions <u>Vi</u> | <u>deo or Printe</u> | d Document. | |
| Provider Insurance | Company | | State | Code | Classificati | on | | Reporting Rate | Exposure | Premium Due | Exposure To Date | Paid to Date |
| Policy Nu | imber | | IA | 8066 | Stores - bio | ycles and bicy | cle | 0.043600 | 5000 | \$218.00 | \$14,400.00 | \$627.84 |
| Policy Eff | Date | | IN | 8066 | Stores - bio | ycles and bicy | cle | 0.034689 | 4000 | \$138.76 | \$9,800.00 | \$386.04 |
| 10/1/202 | 3 n Date | | IN | 8810 | Clerical | | | 0.002129 | 3500 | Ş 7.4 5 | \$8,800.00 | \$21.89 |
| 10/1/202 | 4 | | TOTALS | | | | | | \$12,500.00 | \$364.21 | \$33,000.00 | \$1,035.77 |
| Policy Sta Cancellat Policy Typ | atus Active tion Date pe Standard | | | | | | | Expense Premi GRAN | Constant um Total ID TOTAL | \$3.5: \$367.74 \$367.74 | 3 4 4 | |
| Policy | Active | | Have you o processing | hange your j | ed your banki payment and | ng recently? I any bank retu | Be sure to cor Irn charges. | itact SmartPay | to update your | bankin <mark>g i</mark> nfoi | rmation and av | oid delays in |
| 🖬 Bankin | ng Entered | | | | | Continue Proc | TO PAYMENT Essing | R | ESET ENTRIES | | FILL ZER | D S |
| | | | | Report Repor | ting Schedule t Date | | | | | | | |
| | | | | 10/13 | /2023 | | | | | | | |

| Policy Selection | Clients | Exposure Reporting | Reporting Rates | Schedule | Premium Audit | History | Change Password | Logout |
|---|--|-----------------------|---|--|--|--|---|--|
| Expos | sure Ent | ry (Sumi | nary) | | | | | |
| Daves Bik 1 Rockne ¹ South Ben Reporting 52 FEIN 356456778 | e Shop ^{Way} d, IN 46601 Periods | | REPORTING If you are mo If you report If you need fu | i INSTRUCTION Inthly reporter, Exposure each Inther instruction | DNS use the last da pay cycle, plea ons, please see | ay of the mon ase use your c the SmartPa | th as the Repo heck date as t y Self Reportin | ort Date. the Report Date. ng Instructions <u>Video</u> or <u>Printed Document</u> . |
| SmartPay 46221 | ID | | Period Start | | | 17/2023 | | |
| Provider Insurance | Company | 5 | State Co | de Classificat | ion | | Reporting Rate | Ex (<>) |
| Policy Nur WC467555 | mber | | IA 80 | 66 Stores - bi | cycles and bicy | ycle | 0.043600 | |
| Policy Eff 10/1/2023 | Date | | IN 80 | 66 Stores - bi | cycles and bicy | ycle | 0.034689 | Your payroll has been submitted for payment processing. |
| Policy Exp 10/1/2024 | Date | | TOTALS | 10 Clerical | | | 0.002129 | Continue |
| Policy Sta | tus Active | | | | | | Expense | constant \$3.53 |
| Cancellati | ion Date | | | | | | Prem GRAI | nium Total \$3.53 ND TOTAL \$3.53 |
| Policy Typ | e Standard Active g Entered | | Have you cha processing yo | nged your bank ur payment and | ing recently? I any bank retu | Be sure to co urn charges. | ntact SmartPay | y to update your banking information and avoid delays in |
| | | | | | CONTINUE PROC | TO PAYMENT | R | RESET ENTRIES FILL ZEROS |
| | | | Rep Rep 10 | oorting Schedul oort Date /13/2023 | e | | | |

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.

| Policy Selection | Clients | Exposure Reporting | Reporting Rates | Schedule P | remium H Audit | istory | Change Password | Logout | | | |
|---|---|-----------------------|--|--|--|---------------------------------|---|--|---------------------------------|--------------------------|--------------------------------|
| Exposi | ure Ent | ry (Deta | ail) | | | | | | | | |
| Daves Bike 1 Rockne Wa South Bend, Reporting P 52 FEIN | Shop ay , IN 46601 Periods | | REPORTING IN If you are monthl If you report Expo If you need furth | ISTRUCTIONS y reporter, use t osure each pay o er instructions, | he last day of ycle, please u please see the | the mon se your c SmartPa | th as the Report heck date as th y Self Reporting | : Date. 🚯 e Report Date Instructions | e. <u>Video or Printe</u> | <u>d Document</u> . | |
| 356456778 SmartPay IE 46221 | D | | Period Start Date 10/28/2023 | Period End D 11/03/2023 | ate Report I 11/03/20 | ate 123 | | | | | |
| Provider | ompany | | Employee Name | Employee # | Employee Class Code | State | Report Rate | ing | Exposure | Adjusted Exposure | Premium Due |
| Policy Num | ber | | Bill Miller | 1 | 8066 | IA | 0.043 | 6 | 2000 | \$2000.00 | \$87.20 |
| Policy Eff D | ate | | Dave Johnson | 2 | 8066 | IA | 0.043 | 6 | 2000 | \$2000.00 | \$87.20 |
| 10/1/2023 | Data | | Maria Gonzalez | 5 | 8066 | IN | 0.034689123 | 8129367 | 2500 | \$2500.00 | \$86.72 |
| 10/1/2024 | Date | | Missy Fenton | 4 | 8066 | IA | 0.043 | 6 | 2200 | \$2200.00 | \$95.92 |
| Policy Statu | us Active | | Sandy Wilson | 3 | 8066 | IA | 0.043 | 6 | 1750 | \$1750.00 | \$76.30 |
| Policy Type | Standard | | TOTALS | | | | | | \$10,450.00 | | \$433.34 |
| Policy Ac | ctive Entered | | | | | | | | Expense Cor Premium GRAND | nstant Total TOTAL | \$3.53 \$436.87 \$436.87 |
| | | | Have you changed processing your p | d your banking r ayment and any | ecently? Be su bank return c | re to cor harges. | itact SmartPay | to update you | ur banking infor | mation and a | void delays in |
| | | | | C | ONTINUE TO F PROCESS | AYMENT ING | RE | SET ENTRIES | s | FILL ZER | os |

| olicy Cli lection | ents | Exposure Reporting | Reporti Rates | ng S | chedule | Premium Audit | History | Char Passv | nge /ord | Logout |
|----------------------|--------|-----------------------|------------------|----------|-------------|------------------|-----------|---------------|-------------|------------|
| Uploadeo | l info | ormatio | n | | | | | | | |
| olicy Number | Insure | d Name Po | licy State | FEIN | Policy Eff | Date Star | t Date En | d Date | Repor | rt Date |
| WC467555 | | | IA 3 | 5645677 | 8 10/1/2 | 023 10/2 | 8/2023 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 | | | |
| | | Total: | | | \$10,450.00 | \$433 | .34 | | | |
| | | Exper | ise Constant | | 3.53 | | | | | |
| | | | Premiun | n Total: | | \$436 | .87 | | | |
| Alerts: | | | | | | | | | | |
| File Totals: | Expo | osure Pre | mium Due | | _ | | | | | |
| | \$10,• | 450.00 | \$436.87 | | | | | | | |
| | Tot | al Fees & C | harges: | \$0.0 | 0 | | | | | |
| | | TOTAL DU | IE: | \$436.8 | 7 | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | PROCESSING |

| Policy Selection | Clie | ents | Exposure Reporting | Reporti Rates | ng S | chedule | Premium Audit | Histo | ry Cha Pass | inge word | Logou | |
|---------------------|-------|--------|-----------------------|------------------|----------|-------------|------------------|---------|----------------|--------------|--------|--|
| Uploa | ded | info | ormatio | n | | | | | | | | |
| Policy Nur | mber | Insure | d Name Po | licy State | FEIN | Policy Eff | Date Sta | rt Date | End Date | Repor | t Date | |
| WC467555 | 5 | | | IA 3 | 5645677 | 8 10/1/20 | 023 10/3 | 28/2023 | 11/3/2023 | 11/3/ | 2023 | |
| | | State | Class Code | FEIN | # Emp | Exposure | Premium | Due | | | | |
| | | IA | 8066 | 356456778 | 4 | \$7,950.00 | \$34 | 5.62 | | | | |
| | | IN | 8066 | 356456778 | 1 | \$2,500.00 | \$8 | 5.72 | | | | |
| | | | Total: | | | \$10,450.00 | \$43 | 3.34 | | | 10 | |
| | · | | Exper | nse Constant | | 3.53 | | | | | | |
| | | | | Premiun | n Total: | | \$436 | 5.87 | | | | (\checkmark) |
| Ale | erts: | | | | | | | | | | | |
| File To | tals: | Expo | sure Pre | mium Due | | | | | | | | Your data has been submitted for payment processing. |
| | | \$10,4 | 450.00 | \$436.87 | | | | | | | | |
| | | Tot | al Fees & C | harges: | \$0.00 | 5 | | | | | | Continue |
| | | | TOTAL DU | IE: | \$436.8 | 7 | | | | | | |

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 | CD | PPS | РРЕ | EN | ST | СС | Gross | Tips | OT Wages | OT Wages | Section | Other Evoluted | EW | SW |
|-------|----------|-----------------|-----------|----------|-----------|------------|------------|---------------------------------------|----|----|------|-------|------|----------|----------|---------|-------------------|----|---------|
| | | | | | | | | · · · · · · · · · · · · · · · · · · · | - | | | wayes | | Time | One Half | 125 | | • | |
| BULK | BULK | Daves Bike Shop | 356456778 | WC467555 | 10/1/2023 | 11/17/2023 | 11/11/2023 | 11/17/2023 | 1 | IA | 8066 | 1200 | 0 | C | 150 | 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 | C | 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 | C | 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 | C | 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 | C | 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 | C | 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 | C | 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 | C | 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 | C | 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 |
|---|--|--|--|----------------------|------------------|---------|--------------------|--------|
| Uploa | d Expos | sure File | | | | | | |
| Select | a file to | o upload (| B | | | | | |
| Uploa Uploa Suppo | d files musi d files size rted file ex | t follow a ma must be less atensions for | tching "Repo than 20 MB file uploads a | rting Templa are: | te" | | | |
| | .CSV XLS XLSX | | | | | | | |
| SELECT | FILE AND U | PLOAD | | | | | | |

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

| olicy Clie ection | ents | Exposure Reporting | Repor Rati | ting es | Schedule | Premium Audit | History | Change Password | Logout | | |
|----------------------|--------|-----------------------|---------------|------------|-------------|------------------|------------|--------------------|-------------|--|--|
| Uploadeo | l info | ormatio | n | | | | | | | | |
| Policy Number | Insu | red Name | Policy Sta | te Fi | IN Policy | Eff Date | itart Date | End Date | Report Date | | |
| WC467555 | Daves | Bike Shop | IA | 3564 | 56778 10/ | 1/2023 1 | 1/11/2023 | 11/17/2023 | 11/17/2023 | | |
| | State | Class Code | E FEIN | # Emp | Exposure | Premium | Due Exclu | ded Wages (EW |) | | |
| | IA | 8066 | 35645677 | 8 4 | \$4,950.00 | \$215 | .82 | \$0.00 |) | | |
| | IN | 8066 | 35645677 | 8 4 | \$4,800.00 | \$166 | .51 | \$0.00 | 0 | | |
| | IN | 8810 | 35645677 | 8 1 | \$1,200.00 | Ş2 | .55 | \$0.00 | 0 | | |
| | | Total: | | | \$10,950.00 | \$384 | .88 | \$0.00 |) | | |
| | | Expe | nse Constar | t | 3.53 | | | | | | |
| | | | Premiu | ım Totalı | | \$388 | .41 | | | | |
| Alerts: | | | | | | | | | | | |
| File Totals: | Ехро | sure Prer | nium Due | Excluded | I (EW) | | | | | | |
| | \$10,9 | 50.00 | \$388.41 | | \$0.00 | | | | | | |
| | Tota | al Fees & C | harges: | | 50.00 | | | | | | |
| | | | IF. | \$3 | 38 41 | | | | | | |
| | | TOTAL DO | | 45 | | | | | | | |

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: Sent: To: da Subje | : SmartPay Monday, C ave@daves ct: TEST-St | Solutions <norep October 9, 2023 8 bikeshop.com aging: Daves Bike</norep | oly@smartpayll :54 AM e Shop - Payroll | lc.com> Data Upload | and Billing Notificati | ion | |
|-----------------------------------|---|---|--|---|---|---|--|
| Sm | art Pay | | | | | | |
| Dear | Policyhold | er: | | | | | |
| | | | | | | | |
| accou | ollowing pa unt within 1 | ayroll data was s I to 2 business d | uccessfully up ays. | loaded into S | martPay and the re | lated premium | payment will be processed from your bank |
| Polic | yholder: | Daves Bike Shop | | | | | |
| Carri | er: | Insurance Comp | any | | | | |
| Policy | v Number: | WC467555 | | | | | |
| Effor | tivo Dotor | 10/01/2022 | { | | | | |
| Ellec | live Date: | 10/01/2025 | | | | | |
| 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 | |
| | | | Totals | \$10,950.00 | | \$384.89 | |
| | | | Expense Constant | | | \$3.53 | |
| | | | Total Premium | | | \$388.42 | |
| | | | Fees | | | \$0.00 | |
| | | | Total Payment | | | \$388.42 | |
| lf you by ph Since Your | have any one at 877 rely, SmartPay | questions or fee 7-905-0786, Mon Team Sr | l you have rec day through F martPay Solut | eived this me riday, 8:00 A tions, LLC 0 877-905 | essage in error, plea M - 8:00 PM Eastern 470 James Street, 5 -0786 F 860-288-48 | ise contact our n Time. Suite 007, New 378 <u>LinkedIn</u> | Support Team at <u>support@smartpaylic.com</u> or Haven, CT 06513 |

8. 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 | Repor Rat | ting Sched es | ule Premium Audit | History | Change Password | Logout | | | | | | | | | |
|-------------------------------------|-----------------|-----------------------|----------------|--------------------------|----------------------|---------|--------------------|---------------|------------------|-----------------|----------------|-----------------|---------------------|----------------------------|------------------------|------------------------|--------|
| Payment History | | | | | | | | | | | | | | | | | |
| Daves Bik 1 Rockne | e Shop Way | | | | | | | | | | | | | | | | |
| South Ben | Id, IN | | | 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 |
| 52 | , renous | \searrow | <u>Details</u> | 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 | |
| 356456778 | в | | <u>Details</u> | 11/10/2023 | Pending \$ | Ý | 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 | |
| SmartPay 46221 Provider | ID | | <u>Details</u> | 11/3/2023 | Pending \$ | Ŷ | 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 | |
| Insurance Policy Nu | Company mber | | <u>Details</u> | 10/27/2023 | Paid | Ý | 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 | |
| WC467555 Policy Eff 10/1/2023 | Date | | <u>Details</u> | 10/20/2023 | Paid | Ŷ | 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 |
| Policy Exp 10/1/2024 | p Date 4 | | <u>Details</u> | 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 | |
| Policy Sta | tus Active | | Expo | tod Pope | rt Schodulo | | | | | | | | | | | | |
| Cancellati | ion Date | | Exped | Expected Report Schedule | | | | | | | | | | | | | |
| Policy Typ | e Standard | | 10/13/2023 | | | | | | | | | | | | | | |
| Policy / | Active | | | 10/20/2023 | | | | | | | | | | | | | |
| 🖾 Bankin | g Entered | | | 10/27/2023 | | | | | | | | | | | | | |

If you would like to see the payment details, click on Details.

| State | Code | Classification | Reporting Ra | ate 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 | otal \$10950.00 \$0.00 | | | | | | | | | | |
| Approx | amated | Reporting Rate | | Non-Exp | Amount | | | | | | |
| | | | E | opense Constant | \$3.5 | | | | | | |
| | | | tal: | al: | | | | | | | |
| | | | | | | | | | | | |
| | | | ayment Total: | \$388.4 | | | | | | | |
| | | | | | | | | | | | |

9. You can also review your reported Payroll History.

| Policy Clients Exposure Selection Reporting | | | Repo Rat | rting Schedu tes | ıle Premiu Audi | um History t | Change Lo Password | gout | |
|--|------------------------------------|---------------|---------------|---------------------|--------------------|-------------------|-----------------------|----------------|--|
| Repo | rting His | | | | | | | | |
| Daves Bik 1 Rockne South Ben | e Shop Way d, IN 4660 | | Repo | rted Expo | sure | | | | |
| Reporting | Periods | $\overline{}$ | | Date Uploaded | Report Date | Period Start Date | Period End Date | Total Exposure | |
| 52 | 52 | | | 10/9/2023 | 11/17/2023 | 11/11/2023 | 11/17/2023 | \$10,950.00 | |
| FEIN 356456778 | 3 | | <u>Select</u> | 10/9/2023 | 11/10/2023 | 11/4/2023 | 11/10/2023 | \$12,500.00 | |
| SmartPay | | | <u>Select</u> | 10/9/2023 | 11/3/2023 | 10/28/2023 | 11/3/2023 | \$10,450.00 | |
| 46221 | | | <u>Select</u> | 10/6/2023 | 10/27/2023 | 10/22/2023 | 10/27/2023 | \$7,500.00 | |
| Provider | _ | | <u>Select</u> | 10/6/2023 | 10/20/2023 | 10/16/2023 | 10/20/2023 | \$4,100.00 | |
| Insurance | Company | | Select | 10/6/2023 | 10/13/2023 | 10/7/2023 | 10/13/2023 | \$10,950.00 | |
| Policy Nui WC467555 | mber | | | | | | | | |
| Policy Eff 10/1/2023 | Date | | | | | | | | |
| Policy Exp 10/1/2024 | Date | | | | | | | | |

| Policy Selection | | Exposure Reporting | Rep | oorting lates | | Premium Audit | | Change Password | | | | | | | | | | |
|--------------------------------------|---------|-----------------------|-------|------------------|------------------|------------------|---------------|--------------------|-------|------------|-----------|-------------------|----------------------|----------------------|-----------------------|----------------|----------------------|--------------------|
| | | | | | | | | | | | | | | | | | | |
| Payroll Details | | | | | | | | | | | | | | | | | | |
| Daves Bik | e Shop | 1 | Back | Sack | | | | | | | | | | | | | | |
| 1 Rockne Way South Bend, IN 46601 | | | State | Emp # | Employee Name | Last Name | First Name | Date Of Hire | Class | Reg Hrs | OT Hrs | Total Exposure | Excluded Exposure | Adjusted Exposure | Exposure (Pre Cap) | Report Date | Period Start Date | Period End Date |
| Reporting Periods 52 | | | IA | 1 | | | | | 8066 | 0.00 | 0.00 | 0.00 | 0.00 | 1150.00 | 1150.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| | | | IA | 2 | | | | | 8066 | 0.00 | 0.00 | 0.00 | 0.00 | 1200.00 | 1200.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| FEIN | | | IA | 3 | | | | | 8066 | 0.00 | 0.00 | 0.00 | 0.00 | 1600.00 | 1600.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| 330430770 | | | IA | 4 | | | | | 8066 | 0.00 | 0.00 | 0.00 | 0.00 | 1000.00 | 1000.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| SmartPay 46221 | ID | | IN | 5 | | | | | 8066 | 0.00 | 0.00 | 0.00 | 0.00 | 1200.00 | 1200.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| IOLLI | | | IN | 6 | | | | | 8066 | 0.00 | 0.00 | 0.00 | 0.00 | 1200.00 | 1200.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| Insurance | Company | | IN | 7 | | | | | 8066 | 0.00 | 0.00 | 0.00 | 0.00 | 1200.00 | 1200.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| Delieu Mus | | | IN | 8 | | | | | 8066 | 0.00 | 0.00 | 0.00 | 0.00 | 1200.00 | 1200.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| WC467555 | nber | | IN | 9 | | | | | 8810 | 0.00 | 0.00 | 0.00 | 0.00 | 1200.00 | 1200.00 | 11/17/2023 | 11/11/2023 | 11/17/2023 |
| Policy Eff 10/1/2023 | Date | | | | | | | | | | | | | | | | | |
| Policy Exp 10/1/2024 | Date | | | | | | | | | | | | | | | | | |

If you report by employee, you can see the detail by employee by clicking Select.

If you have any questions or need assistance, please contact SmartPay at <u>Support@SmartPayllc.com</u> or 877.905.0786, Option 1.