

# Self-Reporting Payroll Reports

## Portal Instruction Guide – Policyholders

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**NOTE:** This instruction guide is for policyholders on a self-reporting payment plan who report payroll on the MEM Customer Portal. Policyholders on the Pay as You Go payment plan can reference the [InsurePay User Guide](#) and log in to the [InsurePay Portal](#) to report payroll.

**NOTE:** Log in to the Customer portal using Google Chrome, Microsoft Edge, or Mozilla Firefox.

## Submit Payroll Report

1. Select **View MEM Payroll Schedule** on the customer portal home screen.

Good afternoon!

START GETTING THE MOST OUT OF **YOUR POLICY** VIEW THE POLICYHOLDER CHECKLIST >>

Amy's Store (10000463582)

**Billing Summary** View Billing Details

Current balance due	Past due balance	Last payment	Payment plan	Auto pay	Status
\$0.00	\$0.00	\$0.00	Monthly Reporting <a href="#">View MEM payroll schedule</a>	No	Good Standing

[Make a Payment](#)

2. Select the **Pencil** icon under Actions on the Payroll Reporting Schedule next to the report you wish to submit.

**Payroll Reporting Schedule**

Period Start Date	Period End Date	Due Date	Status	Total Cost	Actions
01/01/2024	02/01/2024	02/21/2024	Scheduled	-	
12/01/2023	01/01/2024	01/22/2024	In Progress	-	

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3. Enter the **Number of Employees** and the **Gross Payroll** for the reporting period.
4. Select **Next**.

Report payroll for period

Payroll Report Period: 12/01/2023 - 01/01/2024

Governing Law	Location	Class Code	Description	Gross Actual # of Emplo...	Gross Actual Basis for T...
State Act	1: 1234 E Main St, C...	8017	STORE-RETAIL NOC	40	\$ 95,000.00

Cancel Back **Next**

5. Review the **Calculated Payroll** for the reporting period. If edits are needed, select **Back**.
6. Select **Submit** to process the report.

Report payroll for period

Review Calculated Payroll for Period: 12/01/2023 - 01/01/2024

Missouri

Class Code	Description	Payroll	Rate	Amount
8017	STORE-RETAIL NOC	\$95,000	1.4500	\$1,378
-	Manual Premium	-	-	\$1,378
-	Subject Premium	-	-	\$1,378
-	Modified Premium	-	-	\$1,378
-	Standard Premium	-	-	\$1,378
-	Total Premium	-	-	\$1,378
-	Total Cost	-	-	\$1,378

Premium Factors:

Premium Factor	Value
EL Increased Limit Factor	1

Cancel Back **Submit**

7. Review the pre-filled **Payment Amount** or manually update the amount and select **Pay Now** to avoid service fees.

Report payroll for period

Confirmation:

**Success:** Your payroll report has been submitted. Pay the total payment due now to avoid service fees.

Policy Number	3016247
Reporting Period	12/01/2023 - 01/01/2024
Due Date	01/22/2024
Total cost calculated for period	\$ 1378
Available credit	\$ 0
Total amount due	\$ 1378
Payment amount	\$ 1,378.00

Cancel **Pay Now**

**NOTE:** If your account is set to the Auto Pay Reporting payment plan, select Close, as your payment will be drafted 20 days from the date the report is submitted.

8. Complete all the appropriate fields in the payment box.

The screenshot shows the MeM Missouri Employers Mutual payment box. It has a title bar with the MeM logo and a close button (X). The form is divided into two main sections: 'Personal Details' and 'Payment method'. The 'Personal Details' section contains an 'Email' field with a placeholder 'Please enter Email'. The 'Payment method' section contains several fields: 'Select Funding Source' (a dropdown menu), 'Account Type' and 'Account Holder Type' (both dropdown menus), 'Routing Number' (a text field with a help icon), 'Account Number' and 'Confirm Account Number' (two text fields with help icons), and 'Name of Account Holder' (a text field). At the bottom of the form, there is a checkbox for 'I agree to the Terms and Conditions' and an orange button labeled 'PAY \$169.26'.

9. Enter a valid **Email Address** in the Personal Details box.

The screenshot shows the 'Personal Details' section of the form. The 'Email' field is highlighted with a red border and contains the text 'smithj12345@gmail.com'.

**NOTE:** Payment confirmation emails will be sent to the email address entered.

10. Select Funding Source – **New Bank Account** or **New Card Account**.

The screenshot shows the 'Payment method' section of the form. The 'Select Funding Source' dropdown menu is open, showing two options: 'New Bank Account' (with a house icon) and 'New Card Account' (with a card icon). Both options are highlighted with a red border.

11. For a **New Bank Account**:

- a. Select an **Account Type**.
- b. Select an **Account Holder Type**.
- c. Enter the **Routing Number**.

- d. Enter the **Account Number**.
- e. Confirm **Account Number**.
- f. Enter the **Name of the Account Holder**.
- g. Check the **Agreement Box**.
- h. Select **Pay Dollar Amount**.

**Payment method**

Select Funding Source ▼

Account Type ▼    Account Holder Type ▼

Routing Number ?

Account Number ?    Confirm Account Number

Name of Account Holder

I agree to the [Terms and Conditions](#)

PAY \$169.26

12. For a **New Card Account**:

- a. Enter the **Card Number, CVV** and **Exp. Date**.
- b. Enter the **Name on the Card**.
- c. Enter **Billing Address Line 1**.
- d. Enter **City, State,** and **Zip Code**.
- e. Check the **Agreement Box**.
- f. Select **Pay Dollar Amount**.

13. The **Payment Successful** screen is presented.

**Payment method**

New Card Account ▼

Please select Funding Source

Card Number 
    CVV    Exp. Date

Name on Card

**Billing Address**

Address Line 1

City    Alabama ▼    Zip Code

I agree to the [Terms and Conditions](#)

PAY \$43004.91

## Revise a Payroll Report

1. Select **View MEM Payroll Schedule** on the customer portal home screen.

Good afternoon!

START GETTING THE MOST OUT OF **YOUR POLICY** [VIEW THE POLICYHOLDER CHECKLIST >>](#)

**Amy's Store (10000463582)**



**Billing Summary** [View Billing Details](#)

Current balance due	Past due balance	Last payment	Payment plan	Auto pay	Status
\$0.00	\$0.00	\$0.00	Monthly Reporting <a href="#">View MEM payroll schedule</a>	No	Good Standing

[Make a Payment](#)

2. Select the **Pencil** icon under Actions on the Payroll Reporting Schedule next to the report you wish to revise.

**Payroll Reporting Schedule**

Period Start Date	Period End Date	Due Date	Status	Total Cost	Actions
01/01/2024	02/01/2024	02/21/2024	Scheduled	-	<a href="#">Revise Payroll Report</a>
12/01/2023	01/01/2024	01/22/2024	Completed	\$1,378.00	 

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3. Update the **Number of Employees** and the **Gross Payroll** for the reporting period.
4. Select **Next**.

**Report payroll for period**

Payroll Report Period: 12/01/2023 - 01/01/2024

Governing Law	Location	Class Code	Description	Gross Actual # of Emplo...	Gross Actual Basis for T...
State Act	1: 1234 E Main St, C...	8017	STORE-RETAIL NOC	10	\$ 95,000.00

[Cancel](#) [Back](#) [Next](#)

5. Review the **Calculated Payroll** for the reporting period. If edits are needed, select **Back**.

6. Select **Submit** to process the report.

Report payroll for period

Review Calculated Payroll for Period: 12/01/2023 - 01/01/2024

Missouri

Class Code	Description	Payroll	Rate	Amount
8017	STORE,RETAIL,NOC	\$85,000	1.4500	\$1,378
-	Manual Premium	-	-	\$1,378
-	Subject Premium	-	-	\$1,378
-	Modified Premium	-	-	\$1,378
-	Standard Premium	-	-	\$1,378
-	Total Premium	-	-	\$1,378
-	Total Cost	-	-	\$1,378

Premium Factors:

Premium Factor	Value
EL Increased Limit Factor	1

Cancel Back **Submit**

7. Once your payroll has been revised, select **Close** on the confirmation screen.

Report payroll for period

Confirmation:

**Success:** Your payroll report has been revised. The difference in your billing will be applied to the next invoice.

Policy Number	3016247
Reporting Period	12/01/2023 - 01/01/2024
Due Date	01/21/2024
Total cost calculated for period	\$ 1523

**Close**

## Review a Payroll Report

1. Select **View MEM Payroll Schedule** on the customer portal home screen.

Good afternoon!

START GETTING THE MOST OUT OF **YOUR POLICY** [VIEW THE POLICYHOLDER CHECKLIST >>](#)

Amy's Store (10000463582)

**Billing Summary** [View Billing Details](#)

Current balance due	Past due balance	Last payment	Payment plan	Auto pay	Status
\$0.00	\$0.00	\$0.00	Monthly Reporting <a href="#">View MEM payroll schedule</a>	No	Good Standing

[Make a Payment](#)

2. Select the **Exclamation Point** icon under Actions on the Payroll Reporting Schedule next to the report you wish to view.

**Payroll Reporting Schedule**

Period Start Date	Period End Date	Due Date	Status	Total Cost	Actions
01/01/2024	02/01/2024	02/21/2024	Scheduled	-	<a href="#">View Payroll Report</a>
12/01/2023	01/01/2024	01/22/2024	Completed	\$1,378.00	<a href="#">View Payroll Report</a>

10 Results of 12 < Prev 1 2

3. Review the previously entered payroll information. To view the calculated payroll, select **Next**.

**Report payroll for period**

Payroll Report Period: 12/01/2023 - 01/01/2024

Governing Law	Location	Class Code	Description	Gross Actual # of Emplo...	Gross Actual Basis for T...
State Act	1: 1234 E Main St, C...	8017	STORE-RETAIL NOC	10	\$ 95,000.00

[Cancel](#) [Back](#) [Next](#)

4. For a copy of your completed report, select **Print**.

**Report payroll for period**

Review Calculated Payroll for Period: 12/01/2023 - 01/01/2024

**Missouri**

Class Code	Description	Payroll	Rate	Amount
8017	STORE-RETAIL NOC	\$105,000	1.4500	\$1,523
-	Manual Premium	-	-	\$1,523
-	Subject Premium	-	-	\$1,523
-	Modified Premium	-	-	\$1,523
-	Standard Premium	-	-	\$1,523
-	Total Premium	-	-	\$1,523
-	Total Cost	-	-	\$1,523

**Premium Factors:**

Premium Factor	Value
EL Increased Limit Factor	1

Close **Print**

## Where to Get Help

If this document does not address your questions, please contact **Customer Care** at [customer care@mem-ins.com](mailto:customer care@mem-ins.com) or 800.442.0593.