



# Pay as You Go Registration & Policy Setup

## InsurePay Portal Instruction Guide

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Complete all Registration and Policy Setup Process steps in this guide to use Pay as You Go.



## Registration Process

The Registration Process involves reviewing the terms and conditions, creating user credentials (ID/password), and selecting the Get Started button.

### Registration Email

1. Open the **Registration Request Email** from InsurePay.
2. Select the **Pay as You Go InsurePay Portal Hyperlink**.

**REGISTRATION REQUEST - IMMEDIATE ACTION REQUIRED**

Thank you for choosing the MEM Pay as You Go powered by InsurePay®!

You are the designated administrative contact for the following policy:

Policyholder Name: TEST AUTOMATION, INC  
Policy Number: TA271001447  
Effective Date: 05/27/2025  
Carrier: Missouri Employers Mutual

Please complete the Pay as You Go InsurePay® portal registration as soon as possible to avoid conversion to an alternative billing method or policy cancellation. Please collect the following items and select the secure link below:

- Payroll frequency (i.e., weekly, bi-weekly, etc.)
- Last payroll end date and payroll check dates
- Bank account and routing number

To register on the InsurePay portal, [click here](#).

If you need assistance with the registration process, the [InsurePay registration guide](#) offers step-by-step instructions and helpful tips. Or, if you prefer, you can contact our Customer Care team for personalized assistance.

We appreciate your business and look forward to creating safe, healthy, and injury-free workplaces.

MEM Customer Care

### Register Now

1. Enter a **Username** of your choice.
2. Enter a **Password** of your choice.

**NOTE:** Passwords must contain at least eight characters, one number, one uppercase letter, one lowercase letter and one unique character (-\_\*\$#@!?)

Password

---

- × At least 8 characters
- × At least 1 number
- × At least one uppercase
- × At least one lowercase
- × At least one Special characters (-\_\*\$#@!?)



3. Re-enter the password to **Confirm Password**.
4. **Check the Box** to review and accept the Privacy Policy and Terms of Use.
5. Select **Create Account**.

The form is titled "MEM Register now". It includes a "Policy: | Effective:" field, a "Username" field, a "Password" field, and a "Confirm Password" field. Below these fields is a checkbox labeled "I accepted the Privacy Policy and Terms of Use". At the bottom of the form is a "Create account" button and a link that says "Already have an account? Sign in".

## Policy Setup Process

To finish setting up the policy, complete the "Pending Actions." The policy will remain in the "Setup" status until all Pending Actions are complete. Pending Actions include providing payment information and entering Owner/Officer information.

The screenshot shows the MEM dashboard for "ROBIN'S NEW PIES". It features a "Pending Actions" box with a warning icon and the text: "Please complete any pending actions as soon as possible as outstanding actions may prevent you from entering payrolls. For more help, please click here." Below this are two items: "PN68094601 5/18/2023 Complete Payments Setup" and "PN68094601 5/18/2023 Complete Owner/Officer Setup".

Below the Pending Actions box is a "Policies" section with a table of policy information:

POLICY NUMBER	TYPE	EFFECTIVE	EXPIRATION	STATUS	CARRIER
11-1234899-1	Workers Comp	6/1/2024	6/1/2025	Active	MEM
11-1234899	Workers Comp	6/1/2023	6/1/2024	Expired	MEM



## Pending Action – Complete Payments Setup

1. Select **Complete Payments Setup**.

 **Pending Actions**

Please complete any pending actions as soon as possible as outstanding actions may prevent you from entering payrolls. For more help, please click [here](#).

DESCRIPTION
PN680094601 5/18/2023 Complete Payments Setup
PN680094601 5/18/2023 Complete Owner/Officer Setup

2. Under **Payment Methods**, select **Link a Bank** (ACH/Bank) or **Link a Card** (Credit Card).

**Payment Methods**

Specify the details for how you will be paying your premium. For more help, please click [here](#).

**ACH (Bank)**

[+ Link a Bank](#)

**Credit Card**

[+ Link a Card](#)

## Link a Bank Account

1. Under ACH (Bank), select **Link a Bank**.

**Payment Methods**

Specify the details for how you will be paying your premium. For more help, please click [here](#).

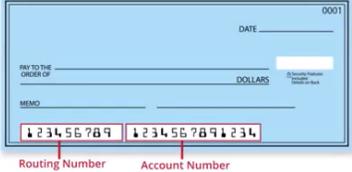
**ACH (Bank)**

[+ Link a Bank](#)



2. Enter the **Account Holder Name**.
3. Enter the **Routing Number**.
4. Enter the **Account Number**.
5. Re-enter the **Account Number**.
6. Enter the **Full Name** and **Title**.
7. **Check the Box** to authorize EFT Agreements.
8. Select **Save**.

Your premium will be debited using the following account. For more help, please click [here](#).



Review and Accepts Terms.

**ACH Authorization**

{TodaysDate}

I {SignerName}, {SignerTitle} am an authorized representative of {{CompanyName}}. I am authorized to authorize InsureLinx k/n/a InsurePay ("COMPANY") to electronically debit and/or credit the account specified below as follows:

Amount of debit(s) and/or credit(s) will be calculated by the InsurePay system and can include insurance premium payable to the carrier calculated per payroll, carrier specified fixed insurance premium amounts payable to the carrier and/or fees due to InsurePay.

I will receive a detail description of all amounts debited or credited to the account specified below.

Name on Account: (AccountHolderName)  
Bank Account Number: (AccountNumber)

I, as the authorized representative of CLIENT, have read and accept the terms and conditions of this EFT Agreements.

## Link a Credit Card

Enter the following information on the pop-up that opens.

### Client Information:

1. Under **Credit Card**, select **Link a Card**.

**Payment Methods**

Specify the details for how you will be paying your premium. For more help, please click [here](#).

**Credit Card**



2. Enter the **Cardholder's First Name**.
3. Enter the **Cardholder's Last Name**.
4. Verify the **Insured** Information.
5. Verify the **E-mail Address**.
6. Enter the **Mailing Address**.
7. Enter the **City, State** and **Zip**.

**Billing Information:**

8. Select **Same as Client Information** or **Edit Billing Information**.
9. If the billing address differs, enter the **First Name, Last Name** and **Zip**.

**Credit Card:**

10. Enter the **Card Number**.
11. Enter the **Expiry Date**.
12. Enter the **CCV**.
13. Check the box on **BOTH Agreements** (Tokenization disclaimer and authorize the security and delivery fee to be charged to your credit card).
14. Select Submit.

**NOTE:** All information must be entered, and both agreement buttons must be selected to enable the submit button.

15. If more than one payment method has been entered, identify a primary payment method by selecting **Set as Primary**.

**NOTE:** The primary payment method will be used on all future payments.

**Save Credit Card**

**CLIENT INFORMATION**

Policy Number  
PN336703164

First Name [ ] Last Name [ ]

Insured [ MESH GRANULAR FUNCTIONALITIES ] E-mail [ TEST@INSUREPAY.COM ]

Mailing Address [ ]

City [ ] State [ ] ZIP [ ]

**BILLING INFORMATION**

Same as client information  
 Edit billing information

First Name [ ] Last Name [ ]

ZIP [ ]

**CREDIT CARD**

Card Number [ ] Expiry [ month/year ] CCV [ ]

**AGREEMENTS**

Placeholder for the tokenization disclaimer, Content TBD

authorize the Security and Delivery Fee to be charged to the card provided above. The Security and Delivery Fee will appear on your Credit Card statement as INSURANCE PAYMENT SECUREFEE - PLEASE REACH OUT TO YOUR BROKER WITH QUESTIONS.

Clear [ Submit ]

**Payment Methods**

Specify the details for how you will be paying your premium. For more help, please click [here](#).

ACH (Bank)  Primary

Test \*\*\*\*1234  
[Edit](#)

Credit Card

Josee O. [ ] \*\*\*\*0002  
 Set As Primary [Edit](#) [Remove](#)

## Pending Action – Complete Owner/Officer Setup

1. Select **Complete Owner/Officer Setup**.

**⚠ Pending Actions**

Please complete any pending actions as soon as possible as outstanding actions may prevent you from entering payrolls. For more help, please click [here](#).

DESCRIPTION
PN680094601 5/18/2023 Complete Payments Setup
PN680094601 5/18/2023 Complete Owner/Officer Setup

2. Verify the **Owner/Officer Information**.

**i** Confirm or add owner/officer information. Click here when completed.

Verify Employee(0) Owner/Officer(3) Employees(0) Subcontractors(0) Upload Employee Here

Show All Employees

<input type="checkbox"/>	EMPLOYEE#	FIRST NAME	LAST NAME	EMPLOYEE TYPE	CLASS CODE-STATE	HIDE	MIN	MAX	EXCL/INCL	CREATED ON
<input type="checkbox"/>	OWN01	JOHN	ANTHONY	Owner	9082 - NV	No	\$21,600.00	\$21,600.00	Excluded	5/22/2023
<input type="checkbox"/>	OWN03	BRIAN	HOWARD	Owner	9082 - NV	No	\$21,600.00	\$21,600.00	Excluded	5/22/2023
<input type="checkbox"/>	OWN02	EMMANUEL	CHEREQUE	Owner	9082 - NV	No	\$21,600.00	\$21,600.00	Excluded	5/22/2023

**NOTE:** If owner/officer changes need to be made, contact your agent.

3. Once information is verified/added, select the yellow **Confirm or Add Owner/Officer information Button**.

**i** Confirm or add owner/officer information. Click here when completed.

Verify Employee(0) Owner/Officer(0)

4. Select **OK** on the owner/officer pop-up box.

I confirm that I have reviewed the owner/officer information on this page and that it's valid and accurate.

Ok
Cancel



## Add Payroll Provider

**NOTE:** If you plan to report payroll manually, you can skip the Add Payroll Provider step.

1. Under **Policies**, select the **Active Policy**.

The screenshot shows the MEM dashboard with a navigation bar at the top. Below the navigation bar, there are sections for Notices and Pending Actions. The Policies section is highlighted, showing a table with the following data:

POLICY NUMBER	TYPE	EFFECTIVE	EXPIRATION	STATUS	CARRIER
11-12348899-1	Workers Comp	6/1/2024	6/1/2025	Active	MEM
11-12348899	Workers Comp	6/1/2023	6/1/2024	Expired	MEM

2. Select **Manage Policy Settings**.

The screenshot shows the MEM dashboard with a sidebar menu on the left. The 'Manage Policy Settings' option is highlighted with a red box. The main content area shows a table with the following data:

EIN	POLICY NUMBER
31-5123135	PN315123135

Below the table, there is a message: "This page is where you will enter or upload payroll. To review" followed by two links: "Upload Payroll" and "Add/Remove Pay Types".

3. Select **Use Payroll Provider**.

The screenshot shows the MEM dashboard with a message: "Specify whether you will enter your payrolls directly using this portal (Self-Reporting) or if your payroll company will report your payrolls on your behalf (Payroll Provider). For more help, please click [here](#)." Below the message, there is a dropdown menu with "Payroll From: \* Self-Reporting" and a button labeled "Use Payroll Provider" highlighted with a red box.

4. In the pop-up window search field, enter the name of the **Payroll Provider**.

5. Select **Search**.

The screenshot shows a pop-up window with a search field labeled "Payroll Provider search \*" and a "Search" button highlighted with a red box. Below the search field, there are "Save" and "Cancel" buttons.



6. Select the **Radio Button** next to the correct Payroll Provider.
7. Select **Save**.

SELECT	STATUS	PAYROLL NAME	DBA	CITY	STATE	PHONE
<input type="radio"/>	Approved	AMERICA'S PREFERRED PAYROLL COMPANY LLC		MANGO	FL	(813) 689-8878
<input type="radio"/>	Approved	COMPREHENSIVE PAYROLL ASSOCIATES LLC		FAIRFIELD	NJ	(973) 243-2600
<input type="radio"/>	Approved	COMPREHENSIVE PAYROLL COMPANY		Huntington Woods	MI	(248) 556-9929
<input type="radio"/>	Approved	EPAYROLLEXPRESS		MONTEREY	CA	(831) 999-0443
<input type="radio"/>	Approved	EXPRESS PAYPRO INC		WOODMERE	NY	(516) 341-0053

If your payroll provider is still not found please click [here](#).

## Payroll Provider Not Found

1. If the payroll provider is not found, select the blue **Here Hyperlink**.

SELECT	STATUS	PAYROLL NAME	DBA	CITY	STATE	PHONE
<input type="radio"/>	Approved	AMERICA'S PREFERRED PAYROLL COMPANY LLC		MANGO	FL	(813) 689-8878
<input type="radio"/>	Approved	EXPRESS PAYPRO INC		WOODMERE	NY	(516) 341-0053

If your payroll provider is still not found please click [here](#).

2. Enter **Company Name**.
3. Enter **Company Contact**.
4. Enter **Contact Phone Number**.
5. Enter **Contact Email**.
6. Select **Save**.

? X

Payroll Provider search \*

pre Search

If your payroll provider is still not found please click [here](#).

Please complete the form below. We will contact the payroll provider to request they send payroll on your behalf

**What Happens Next**

1. We will contact your payroll provider.
2. If your payroll provider agrees to send payrolls, the timing to complete the integration will depend on their IT capabilities.
3. Please self-report your payroll via the "Enter Payrolls" link until your payroll provider has completed the integration steps.

Save
Cancel

## Set Payroll Frequency

1. Policies are set to report monthly by default. To change the frequency, select **Edit Schedule**.

Create your schedule based on how often you want to report your payroll. For more help, please click [here](#).

**Payroll Frequency:** Monthly

**Days of the Month:** EOM

Edit Schedule

2. Select the **Weekly, Bi-Weekly, Semi-Monthly** or **Monthly Radio Button**.

**How often do you run payroll?**

\_Weekly
  Bi-Weekly
  Semi-Monthly
  Monthly

What day of the month?

End of Month ▼



3. Follow any **Additional Prompts** based on the payroll selection.
4. Select **Generate**.

**How often do you run payroll?**  Weekly  Bi-Weekly  Semi-Monthly  Monthly

What day of the month?  
1

**Generate**

5. Select **Save**.

**How often do you run payroll?**  Weekly  Bi-Weekly  Semi-Monthly  Monthly

What day of the month?  
1

**Generate**

CYCLE	CHECK DATE	ESTIMATED PREMIUM	ESTIMATED PAYROLL
1	4/1/2025	\$0.00	\$169,165.00
2	5/1/2025	\$0.00	\$169,165.00
3	6/1/2025	\$0.00	\$169,165.00

**Save** **Cancel**

## Select Reporting Type

**NOTE:** Reporting can be completed by employee or class code.

**NOTE:** If using a payroll provider, the provider will handle this step through their payroll submissions.

1. Under **Policies**, select the **Active Policy**.

**MEM** Home Billing History Dashboard

**ROBIN'S NEW PIES**

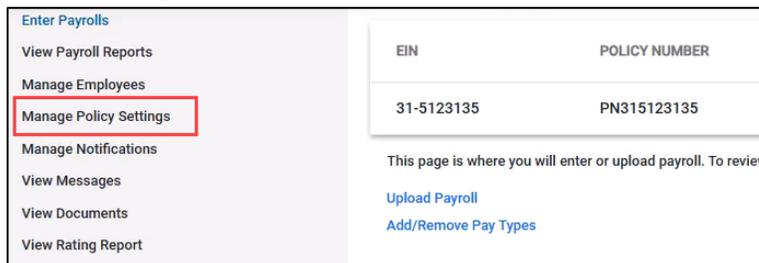
**Notices**  
Important notices from your carrier or concerning the system will appear here. Click on a notice to see what it says. For more help, please click [here](#).

**Pending Actions**  
Please complete any pending actions as soon as possible as outstanding actions may prevent you from entering payrolls. For more help, please click [here](#).

**Policies**  
Directly below will be listed your most current policy and up to four more past terms of your policy. To view even older policy terms (if applicable), click on the [Policies](#) link above. Click on a policy row to Enter Payrolls for that policy. For more help, please click [here](#).

POLICY NUMBER	TYPE	EFFECTIVE	EXPIRATION	STATUS	CARRIER
11-12348899-1	Workers Comp	6/1/2024	6/1/2025	Active	MEM
11-12348899	Workers Comp	6/1/2023	6/1/2024	Expired	MEM

2. Select **Manage Policy Settings**.

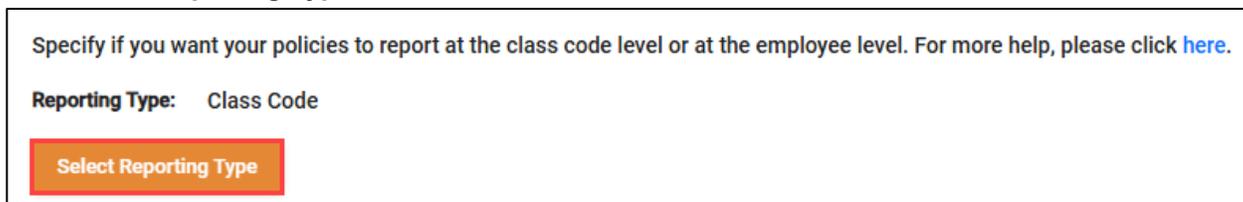


EIN	POLICY NUMBER
31-5123135	PN315123135

This page is where you will enter or upload payroll. To review

[Upload Payroll](#)  
[Add/Remove Pay Types](#)

3. Click **Select Reporting Type**.



Specify if you want your policies to report at the class code level or at the employee level. For more help, please click [here](#).

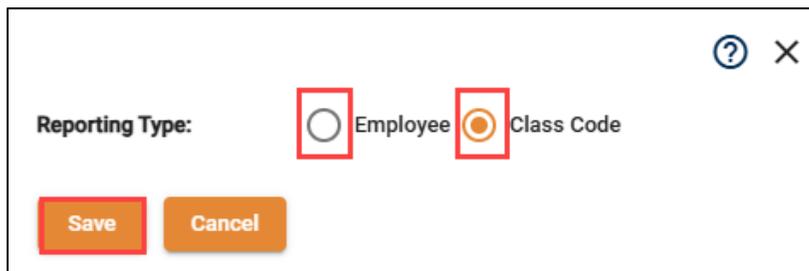
**Reporting Type:** Class Code

[Select Reporting Type](#)

4. Select the **Employee** or **Class Code** radio button.

**NOTE:** The system defaults the reporting type to employee. If the class code selection is not made, a list of all employees will be required instead of grouping employees by class codes.

5. Select **Save**.



**Reporting Type:**  Employee  Class Code

[Save](#) [Cancel](#)

## Where to Get Help

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