



# Self-Reporting Payroll Reports

## Portal Instruction Guide – Policyholder Portal

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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	<b>Monthly Reporting</b> <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 **Cancel**, as your payment will be drafted 20 days from the date the report is submitted.



8. In the Personal Details section, enter an **Email Address**.
9. Select **New Bank Account** or **New Card Account** in the payment method section.

The screenshot shows the MEM logo at the top. Below it, there are two sections: 'Personal Details' and 'Payment method'. In the 'Personal Details' section, the email address 'akirchman@gmail.com' is entered in a text field. In the 'Payment method' section, a dropdown menu is open, showing 'New Bank Account' and 'New Card Account' as options. 'New Bank Account' is highlighted.


10. For a **New Bank Account**:
  - a. Select an account type, **Checking** or **Savings**.
  - b. Select an account holder type of **Personal Account** or **Business Account**.
  - c. Enter the **Routing Number**.
  - d. Enter the **Account Number**.
  - e. Confirm the **Account Number**.
  - f. Enter the **Name of the Account Holder**.
  - g. Select the **Agreement Box**.
  - h. Select **Pay**.

The screenshot shows the MEM logo at the top. Below it, there are two sections: 'Personal Details' and 'Payment method'. In the 'Personal Details' section, the email address 'akirchman@gmail.com' is entered in a text field. In the 'Payment method' section, a dropdown menu is open, showing 'New Bank Account' and 'New Card Account' as options. 'New Bank Account' is selected. Below this, there are two more dropdown menus: 'Checking' and 'Business Account'. Below these, there are two text fields: '001234567' and '.....'. Below these, there are two more text fields: '.....' and 'Kirchman Cleaning'. At the bottom, there is a checkbox with the text 'I agree to Missouri Employers Mutual's Terms and Conditions for use of this service. I also agree to the platform Terms of Service and Privacy Policy.' which is checked. Below the checkbox is a button labeled 'PAY \$645.50'.



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

- a. Enter a **Credit Card Number**.
- b. Enter the **CVV Number**.
- c. Enter the **Expiration Date**.
- d. Enter the **Name on the Card**.
- e. Enter the **Billing Address**.
- f. Enter the **City**.
- g. Enter the **State**.
- h. Enter the **Zip Code**.
- i. Select the **Agreement Box**.
- j. Select **Pay**.

 X

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**Personal Details**

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**Payment method**

New Card Account

Amy Kirchman

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**Billing Address**

Non-US Address

Address Line 2

I agree to Missouri Employers Mutual's [Terms and Conditions](#) for use of this service. I also agree to the platform [Terms of Service](#) and [Privacy Policy](#).



## 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	-	Revise Payroll Report
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**

5. Once generated, the payroll report will appear in a separate window where it can be **Downloaded, Saved or Printed**.

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Missouri

Review Calculated Payroll for Period: 06/01/2024 - 10/01/2024

Location	Class Code	Description	Payroll	Rate	Amount
1	5437	CARPENTRY-INSTALLATION OF CABINET WOI	\$46,709	3.9700	\$1,873
1	5606	CONTRACTOR-PROJECT MANAGER, CONST	\$13,871	1.1700	\$163
1	8742	SALESPERSONS OR COLLECTORS-OUTSIDE	\$91,437	0.2200	\$201
1	5348	CERAMIC TILE, INDOOR STONE, MARBLE, OR	\$216,899	2.8800	\$6247
1	18030	STONECUTTING OR POLISHING NOC & DRIV	\$221,159	5.6500	\$12,495
1	8810	CLERICAL OFFICE EMPLOYEES NOC	\$180,425	0.1100	\$198
2	5348	CERAMIC TILE, INDOOR STONE, MARBLE, OR	\$39,865	2.8800	\$1,148
2	5606	CONTRACTOR-PROJECT MANAGER, CONST	\$5,000	1.1700	\$59
2	18030	STONECUTTING OR POLISHING NOC & DRIV	-	5.6500	\$0
2	8810	CLERICAL OFFICE EMPLOYEES NOC	-	0.1100	\$0
2	5437	CARPENTRY-INSTALLATION OF CABINET WOI	-	3.9700	\$0
2	8742	SALESPERSONS OR COLLECTORS-OUTSIDE	\$6,231	0.2200	\$14
-	-	Manual Premium	-	-	\$22,498
-	-	Subject Premium	-	-	\$22,498
-	-	Modified Premium	-	-	\$22,498
-	-	EZ Factor Premium Adjustment	\$22,498	0.7311	\$6,050
-	-	Standard Premium	-	-	\$16,448
-	-	Total Premium	-	-	\$16,448
-	-	Total Cost	-	-	\$16,448

Premium Factors

Premium Factor	Value
EL Increased Limit Factor	1.011
Experience Mod Factor	0.99
Premium Discount Factor	0.9187
Schedule Rating Factor	0.83
Small Deductible Credit Factor	0.958

## Where to Get Help

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