PayPro At-A-Glance: Creating Your Account

For complete illustrated instructions, see our comprehensive [PayPro Policyholder User's Guide](#).

Steps to Creating Your Account

1.	**Click the "PayPro Enrollment" link in your email**	See this important link in step 2 in your email: "...Go to PayPro enrollment"
2.	**Use "Click Here" on PayPro screen to get started**	This is located directly under the main bullets on the landing page.
3.	**Review and Sign the Online Agreement**	You must be an authorized representative for your company.
4.	**Create your username and password**	Keep this in a secure place!
5.	**Supply your reporting preferences**	Select your submission type, if you are reporting by employee or class code, your payroll frequency, and your payment method type. Enter your last payroll dates. *Note: The easiest method for Self Reporting is "Class Code" on a "Monthly" basis.*
6.	**If using "Payroll Provider" reporting...**	Click "Choose Payroll Company" and select your provider from the list. *Note: If they don't appear, follow the instructions to have them added. This should take 2-3 business days. In the meantime, simply use the convenient upload feature to "Self-Report" via a spreadsheet (using the acceptable registered format or PayPro template). ADP and PayChex have declined to participate in this program; if this is your provider, simply use the upload feature.*
7.	**Identify owners and/or officers and their class code**	Enter their information and click "Add Owner/Officer" for each. To exclude your officers, or you don't report them separately, check "No Officers/Owners."
8.	**Enter your policy contact**	Let us know your contacts for the identified items.
9.	**If using ACH for your payment method type...**	Provide your banking information to finish your registration—Bank Name, Account and Routing Number.

Once completed, your Account Confirmation email will arrive in a few days with your next steps!

For complete instructions, please see the [PayPro Help page](#).
For assistance, email paypro@icwgroup.com or call 858.350.7399 (M-F 6am to 5pm PT).

PayPro is offered by ICW Group as part of Premium Customer Services, and is powered by InsureLinx.

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