Policyholder Portal User Guide

Payroll Reporting

Pinnacol Assurance's enhanced payroll reporting application, found in our Policyholder Portal, is part of our ongoing commitment to provide tools to help our customers do their business with us more efficiently and conveniently.

The monthly and quarterly payroll reporting tool provides customers the ability to:
• Report payroll data and pay the resulting premium due in one seamless flow.
• Review historical payroll data.

Customers must be registered for the Policyholder Portal in order to use the new payroll reporting tool.

Notification

Customers who are registered for e-invoices or for the Policyholder Portal will receive a notification on the 1st of every month notifying them that their payroll report is ready. The email will include the date the report is due and a link to access payroll reporting in the Policyholder Portal.

Your payroll report is ready.

Your payroll report for ABC Incorporated is available now on Pinnacol's Policyholder Portal. We request that you complete this report by 10/17/2016. If you have any questions or need help, please feel free to contact one of our customer service representatives at 303.361.4840 and they'll he happy to assist you.

Complete Payroll Report

A follow-up email will be sent to customers who have not submitted their payroll report by the 15th of the month. This email will also include a link to the Policyholder Portal.

Note: If no one in your organization is signed up for e-invoice, every registered Policyholder Portal user will receive payroll notification emails. To ensure only users who want to receive payroll notification emails receive them, those users must sign up for e-invoice. When those users are signed up for e-invoice, they will receive the notification emails.

Access the Payroll Report

If you access the Policyholder Portal by clicking the link in your email notification, start on step 4. Please note: You may be required to log in to the portal if you were not already logged in.

STEP 1: Log in to the portal at **policyholder.pinnacol.com**.

STEP 2: Click on the **My Account** drop-down menu.
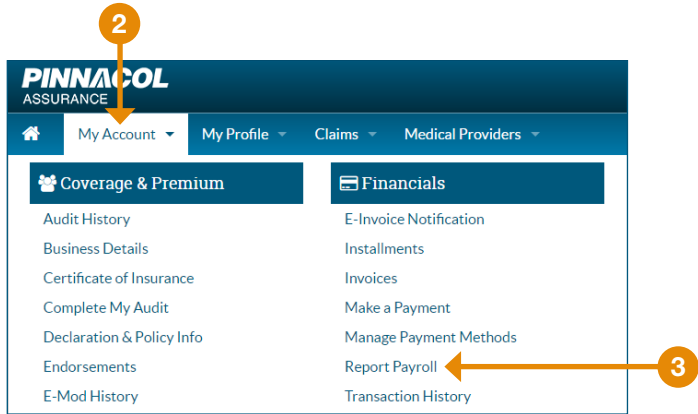
STEP 3: Click on the **Report Payroll** link, which can be found under the **Financials** section of the **My Account** drop-down menu.

STEP 4: Click on a payroll period link to work on an incomplete report. The link can be found on the **Incomplete Reports** chart, which is on the **Payroll Reporting** page to which you were directed.
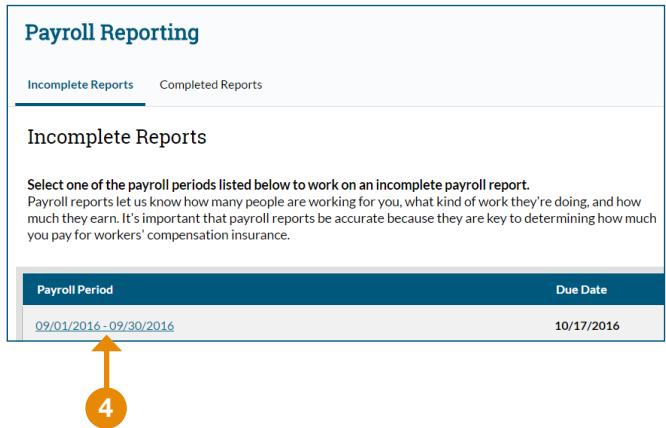
Complete the Report

STEP 1: Enter the number of employees and total payroll for each class code in the appropriate fields. The **Number of Employees** and **Payroll Total** fields can be found in the chart on the **Report Payroll** screen. The calculated premium will update as new information is added.

STEP 2: If your business has multiple locations, click on the **Continue** button. **If your business has only one location,** continue to step 3.

STEP 3: Click on the **Review Final Report** button.

Status	Issue Date	Due Date
In Progress	09/01/2016	10/17/2016

Report Totals

Payroll Total	Premium Total	
$18,964	$1,198	Review Final Report ◀ ③

Business Name	Location	
ABC Incorporated ▼	123 Main St, Littleton, CO 80130 ▼	Continue

Class Code	Rating	Job Class Descripton	Number of Employees	Payroll Total	Net Rate ❼	Calculated Premium
4205	Employee	Landscape Gardening & Drivers	5	$ 12500 .00	9.35	$1,169	◀ ①
881005	Employee	Exclusively Office	2	$ 6000 .00	0.24	$15

Location Report Totals

Payroll Total	Premium Total	
$18,500	$1,184	Continue ◀ ②

Submit the Final Report

STEP 1: Review the summary. Click on the **Edit This Location** button to make any necessary changes. Click on the **Submit Final Report** button if all of the information is accurate. Please note: Once you click **Submit Final Repor**t, you cannot make any edits. Double-check to verify that all of the information is correct before submitting.

STEP 2: After the final report is submitted, you will be routed to a confirmation page summarizing the premium and confirming its due date.

STEP 3: Click on the **Pay My Bill** button under **Recommended Actions**.

STEP 4: Select the amount you would like to pay from the **Make a Payment** screen and continue through the page until your bill has been paid.
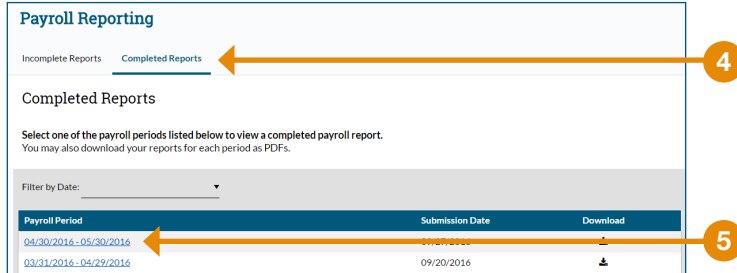
View Payroll Reporting History

STEP 1: Log in to the portal at **policyholder.pinnacol.com**.

STEP 2: Click on the **My Account** drop-down menu.
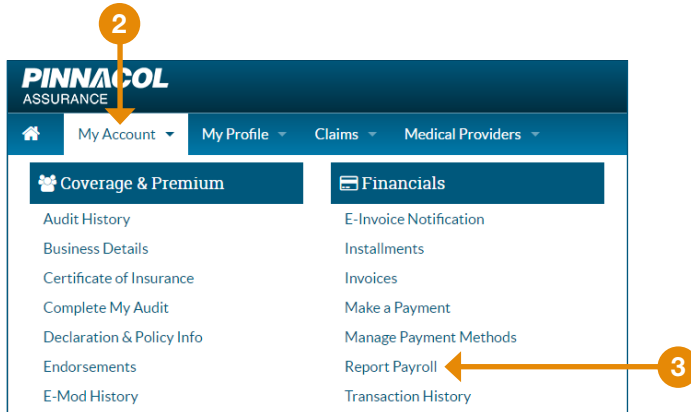
STEP 3: Click on the **Report Payroll** link, which can be found under the **Financials** section of the **My Account** drop-down menu.

STEP 4: Click on the **Completed Reports** tab.

STEP 5: Select the Payroll Period or the Download icon for the completed report you would like to view. The PDF report will automatically download after you click the link.

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ASSURANCE

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