

Online Monthly Payroll Reporting

Berkley Industrial Comp offers an online option for Monthly Payroll Reporting. This platform allows customers to report actual payroll exposure on the Berkley Industrial Comp Customer Portal without the need to involve any paper or mail.

Need to Register for the Customer Portal?

If you do not already have a user name and password for the Berkley Industrial Comp Customer Portal, you will need to register in order to have access to the Monthly Reporting option.

- 1) Type portal.berkindcomp.com into your web browser.
- 2) Click on I'M AN INSURED option under REGISTER on the right hand side. This will take you to the Customer Registration page.
- 3) You will be asked for your Policy Number (ex. AMWC123456), policy effective date and company zip code as it is listed on the policy. While registering, you will create a user name and password.

*Note: Due to security concerns, we require the password to be a minimum of 8 characters in length with at least 1 non-alphanumeric character. **Please keep this login information in a safe place. Berkley Industrial Comp does not have access to your password.***

Already Registered on the Customer Portal?

If you have a user name and password for Berkley Industrial Comp's Customer Portal, you will follow the instructions below to access the Online Monthly Reporting feature.

- 1) The first step in the process is to register for ACH Authorization. To do this, log in to the Customer Portal by entering your user name and password into the Login Tab on the home page.
- 2) Select PAYMENT SOLUTIONS from the menu on the left of the Customer Portal screen. Once on the Payment Solutions page, you will see several tabs across the page. ACH Authorization will be the first tab, which should already be selected. Read through the information and click NEXT if you agree. The information is captured by our secure third party banking vendor. No information regarding your bank account is stored on the Berkley Industrial Comp website. You will then enter your billing and bank account information followed by clicking the FINISH button.

Note: Once the ACH Authorization has been approved, all additional users must be enrolled by contacting our Pay As You Go Service Department at 800-448-5621 x 1158213 or wcpremium@berkindcomp.com.

Please note re-enrollment by another user on the same policy will override the original registration on the entire account.

ACH Authorization Complete?

You are ready to get started with Berkley Industrial Comp's Online Monthly Reporting! Now that you created your website portal login and completed your ACH Authorization, you can access all the information through the portal.

- 1) Log in to the Customer Portal by entering your user name and password into the login area on the home page.
- 2) Select PAYMENT SOLUTIONS from the menu on the left of the customer portal screen. Once on the Payment Solutions page, you will see several tabs across the page. Click on the Input Monthly Payroll tab. *Posted transactions will only be available for viewing for 30 days. Contact the service department should you need older transaction information.
- 3) Select the policy number you would like to manage from the drop down list and click NEXT. You will now see the Payroll List.
- 4) Select REPORT on the left for the state and month you would like to report. Enter the first and last date of the month that is being reported for the pay period beginning and end dates. Enter the payroll exposure for each code.
- 5) Verify the information entered by checking the verification box and clicking on the SUBMIT button. Upon hitting SUBMIT, the information entered has been sent to Berkley Industrial Comp for processing. You will receive a conformation email when the transaction is processed at the end of each business day.

Repeat this process for additional states on your policy, if necessary.

Important Information

- If you discover that you have made an error when reporting your payroll, contact the Berkley Industrial Comp Pay As You Go Administrator at 800.448.5621 ext. 1158213 or wcpremium@berkindcomp.com as soon as possible.
- Once the ACH Authorization has been approved, all additional users must be enrolled by contacting our Pay As You Go Service Department at 800-448-5621 x 1158213 or wcpremium@berkindcomp.com. ***Please note re-enrollment by another user on the same policy will override the original registration on the entire account.***
- Berkley Industrial Comp provides links to external websites for your convenience. We do not endorse and are not responsible for the content, links, privacy or security policies of sites linked from our website.

Online Monthly Reporting User Manual

- Products and services are provided by one or more insurance company subsidiaries of W.R. Berkley Corporation as well as third party vendors. Not all products and services are available in every jurisdiction, and the precise coverage afforded by any insurer is subject to the actual terms and conditions of the policies issued.

Contact Information

Pay As You Go Service Department

Phone: 800.448.5621 ext. 1158213

Email: wcpremium@berkindcomp.com

Fax: 205.870.3245

Durb Christner

Audit Manager/Pay As You Go Administrator

Phone: 205-874-8213

Email: dchristner@berkindcomp.com

Sindi Morrison

Premium Auditor

Phone: 205-874-8259

Email: smorrison@berkindcomp.com