

FHMconnect

Pay Bills and/or Report Payroll Online

Within FHMconnect, a section will allow an Insured to pay bills and report payroll online through their own portal. By selecting the Pay Bills or Report Payroll button from the top of the website, a new page will open to allow bills to be paid and payroll worksheets to be filled out.

Log into FHMconnect and select the **Pay Bills** or **Report Payroll Button**.

To Pay a Monthly Installment

Pay Bills

If account is set up for a monthly installment-billing plan, please follow the directions below to pay monthly bills.

- Click the Pay Bills button from main screen or the link to the left of the Online Payments & Payroll screen called Pay Bills
- To view statement information, click the double arrows on the left of the blue statement bar.

Online Payments & Payroll
191-001 First Lutheran Day Care Center

VICI
VICTORIA INSURANCE CO.

Year	Statement Type	Due Date	Billed Amount	Unpaid Amount	
2009	Policy Statement	Past Due	\$704.00	\$704.00	Pay

Statement Summary
Statement Number: 21013
Past Due After 08/01/09: \$704.00
Total Statement Amount: \$704.00

Date	Description	Amount
03/01/09	Prior Statement Amount	\$78.00
Payments & Credits		
04/07/09	Payment - Check 10180	(\$78.00)
Current Activity		
07/01/09	Installment # 1 of 1 DTEC Act Charge	\$6.00
07/01/09	Installment # 1 of 1 Premium	\$687.00
07/01/09	Installment # 1 of 1 Terrorism Act Charge	\$11.00
Statement Amount		\$704.00

Before making a payment, please enter your bank account information by [clicking here](#)

- If bank account information is already stored, then click the Pay button to submit payment to FHM.
 - If bank account information is not already stored, click either the link at the bottom of the Pay Bills page or the link to the left of the screen labeled Account Info. Follow steps as directed by the website.

FHMconnect

Pay Bills and/or Report Payroll Online

Online Payments & Payroll
191-001 First Lutheran Day Care Center

Year	Statement Type	Due Date	Billed Amount	Unpaid Amount	
2009	Policy Statement	Past Due	\$704.00	\$704.00	<input type="button" value="Pay"/>

Make Payment

Statement No:	21013
Statement Due Date:	08/01/2009
Payment Amount:	<input type="text" value="704.00"/>
Bank Account Name:	<input type="text" value="Bank of America"/>
Payment Date:	<input type="text" value="08/19/2009"/>

- Confirm Payment amount is correct and select the desired Bank Account.
- The payment date can either be the current date or a future date (not past the due date)
- Click Pay to submit payment, Cancel to cancel, or New Bank Account to add another bank account.

Confirm Payment

Statement No:	21013
Amount Due:	\$704.00
Payment Amount:	\$704.00
Bank Acct Name:	Bank of America
Payment Date:	08/18/2009

By confirming this payment transaction, you hereby authorize ReliaMax to initiate electronic debit entries to the checking or savings account designated and maintained by the insured at the financial institution named above for purposes of payment of the workers' compensation insurance premiums in the amount indicated above and to debit the amount of those premiums from the designated account. Specific authorization is required for each online

To authorize your payment, please read and accept the above Payment Authorization

- After selecting Pay, the payment must be confirmed. Check the *authorize* check box and click Confirm to confirm payment. Cancel to cancel payment.

FHMconnect

Pay Bills and/or Report Payroll Online

- In order to finish processing the payment, enter an email address. Enter it twice.
- Click the Submit button to finish processing the payment or cancel to cancel the payment.
- The next screen may be printed for record keeping purposes. This will show the Confirmation Number, Statement Number paid, Payment Amount, Bank Account used, and Payment Date.
- Click the OK button to finish.
- A monthly installment has now been paid.

Self Reporting Payroll (Report Payroll)

[Report Payroll](#)

If account is set up to report monthly payroll and pay the total of the calculated worksheet, please follow the directions below to do so.

- Click the Report Payroll button from the main webpage or the Payroll Reports link from the Online Payments & Payroll to report monthly payroll.

Action	Payroll Period Beginning	Payroll Period Ending	Report Due Date	Report Received	Period Amount Due	Amount Paid	Amount Not Paid	Status ?
<input checked="" type="checkbox"/>	06/01/09	07/01/09	07/16/09	07/16/09	\$590.00	\$590.00	\$0.00	Paid In Full
<input type="checkbox"/>	07/01/09	08/01/09	08/16/09		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	08/01/09	09/01/09	09/16/09		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	09/01/09	10/01/09	10/16/09		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	10/01/09	11/01/09	11/16/09		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	11/01/09	12/01/09	12/16/09		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	12/01/09	01/01/10	01/16/10		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	01/01/10	02/01/10	02/16/10		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	02/01/10	03/01/10	03/16/10		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	03/01/10	04/01/10	04/16/10		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	04/01/10	05/01/10	05/16/10		\$0.00	\$0.00	\$0.00	Open
<input type="checkbox"/>	05/01/10	06/01/10	06/16/10		\$0.00	\$0.00	\$0.00	Open

- Select the PLUS sign from the list of worksheets

Period From	Period To	Exposure Type	Class Code	Description	Gross Payroll	No. of Employees
7/1/2009	8/1/2009	W	8380	Automobile Service Or Repair Center & Drivers	\$.00	
7/1/2009	8/1/2009	W	8748	Automobile Salespersons	\$.00	
7/1/2009	8/1/2009	W	8810	Clerical Office Employees Noc	\$.00	

FHMconnect

Pay Bills and/or Report Payroll Online

- Type in the Gross Payroll for each class code listed.
- Enter the number of employees for each class code listed.
- Click the Save button to continue or Back to go back
 - The website will do the rate calculations automatically

Class Code	Ext.	Type	Description	Gross Payroll	No. of Employees	Rate	Premium
8380		W	Automobile Service Or Repair Center & Drivers	25000	11	\$2.87	\$718
8748		W	Automobile Salespersons	20000	8	\$0.68	\$136
8810		W	Clerical Office Employees Noc	15000	5	\$0.29	\$44
Totals				\$60,000	24		\$898

Rating Development Description		Period Premium
Non deviated Manual Premium		898
Manual Premium		898
Increased Employers Liability	1.70%	15
Subject Premium		913
Experience Mod	0.84	
Modified Premium		767
Schedule Rating Credit/Debit	20.00%	-153
Standard Premium		614
Premium Discount	5.00%	-31
Normal Premium		583
Terrorism Act		12
DTEC Act		6
Policy Premium		601
Total (Policy Premium)		\$601

Submit & Pay Online

Submit & Pay by Check

Change Payroll

- A review screen will appear that gives the options to either Submit & Pay Online, Submit & Pay by Check, or Change Payroll.
 - Submit & Pay Online – Payroll cannot be edited after selecting this. From here, payment can be made online.
 - Submit & Pay by Check – Payroll cannot be edited after selecting this. From here, the payment will not be complete until check is mailed and received by FHM.
 - Change Payroll – This will allow changes to the payroll entered for the current month.
- Monthly Reporting (self-reporting) has now been accomplished.