ARIZONA
MUNICIPAL
RISK
RETENTION
POOL

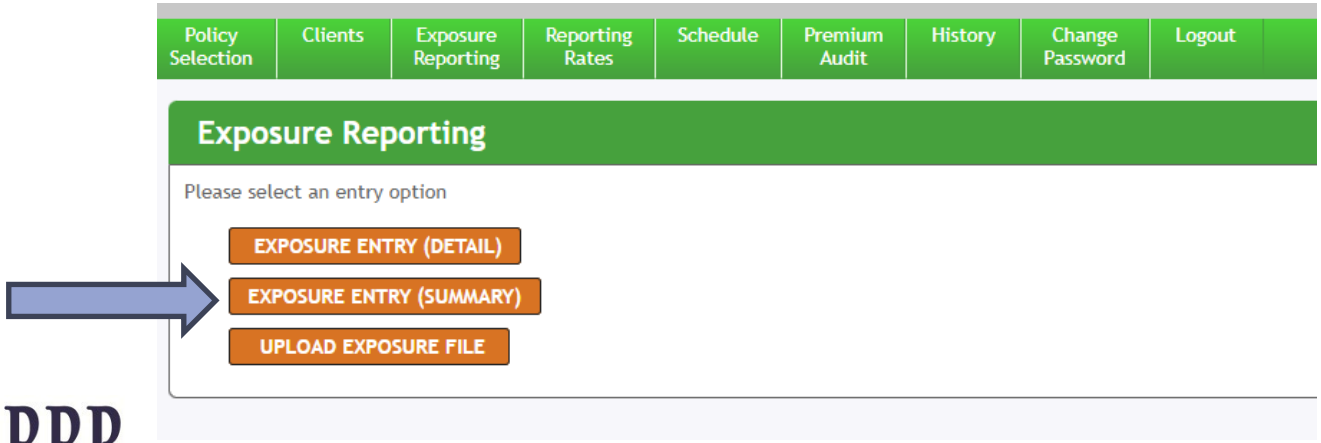
SmartPay

How to Enter Payroll

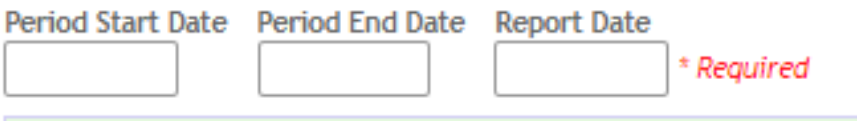
AMRRP
ARIZONA MUNICIPAL RISK RETENTION POOL

Entering Payroll

- First you sign into SmartPay website, and this will direct you to your home page.
  - SmartPay Portal Link
  - AMRRP Policy Services - Arizona Municipal Risk Retention Pool
- Select Exposure Entry (Summary)

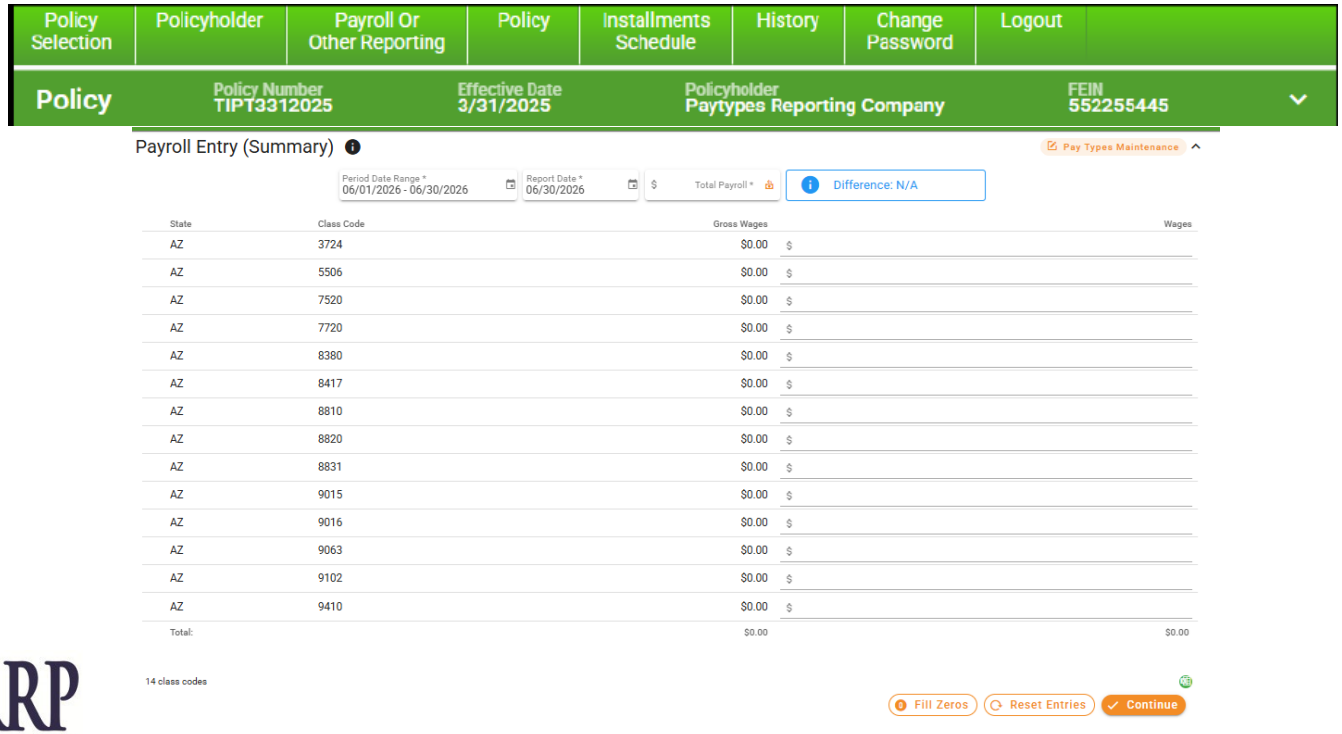


- After the close of each quarter, and before the 15th of the month due, enter payroll reporting period start and end dates for the quarter:



	Q1	Q2	Q3	Q4
Period start date	7/1	10/1	1/1	4/1
Period end date	9/30	12/31	3/31	6/30
Report date **(END OF THE QUARTER)**	9/30	12/31	3/31	6/30

- Enter your payroll in the blank Wages boxes.
  - If you have a Class Code with no payroll for that quarter, please put a “0” in the box. Do not leave blank.



Volunteer Information

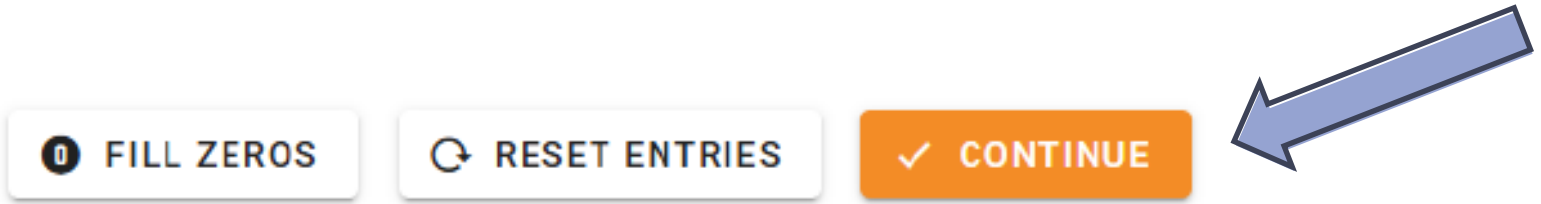
- If you elect to cover volunteers, your volunteer payroll will be entered based on your WC Volunteer worksheet. Once you have those numbers you will enter them in the designated class code.
  - See example below. First image is your worksheet, Second image is where you will enter you payroll in the correct class code exposure box.

CLASS CODE	CLASS DESCRIPTION	Number of Employees	VOLUNTEER PAYROLL BELOW:	☐ Check October - December TO BE ENTERED INTO SMARTPAY
8417	Volunteer- All other including, Fire Non-Professional, Police Non-Professional	33	$	13,200.00

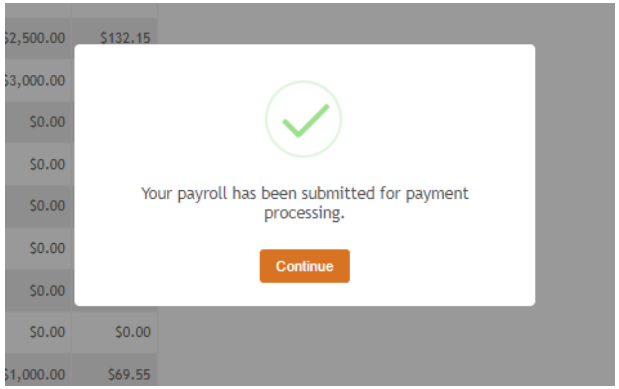


For further questions on volunteers please see the volunteer FAQ tab on [AMRRP Policy Services - Arizona Municipal Risk Retention Pool]

- Once payroll had been entered scroll down and select "Continue”.



- Once submitted you will see a popup box, and a confirmation email will be sent to the email address on file with SmartPay. This email will act as your invoice for the quarterly WC installment.



- If you have any questions, please feel free to call or email me.

MaryKe Goodchild
Underwriting Assistant
SOUTHWEST RISK
a W. R. Berkley Company
14902 N 73rd Street | Scottsdale, AZ 85260
P: 602-368-6642 | F: 602-996-9045
mgoodchild@berkleyrisk.com