Online Monthly Payroll Reporting or Paying Using FHMconnect

REGISTER FOR ONLINE ACCESS

In order to pay your bill online or report payroll online, you must already be a registered user of **FHMconnect.** If you do not currently have access, it is simple to register.

- Go to www.fhmic.com,
- Find **"FHMconnect"**
- Go through the registration process for "policyholder".
- You will be emailed a user name and link to set a password.
- You may now login to your account at **FHMconnect** "login".

KNOW YOUR BILLING PLAN

In order to pay your bill online, you must know what type of billing plan your account was set up with.

Is your account set up with a **monthly installment** billing plan?
☐ This policyholder receives monthly statements and usually pays a down payment and nine (9) monthly installments.

Or a **monthly self-reporting payroll** billing plan? (also known as a monthly self-audit plan)
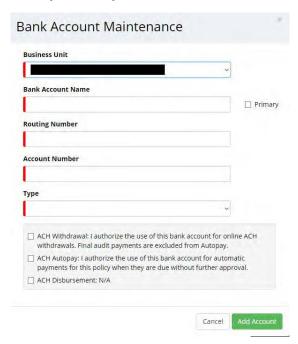☐ This policyholder **reports payroll monthly** to calculate the amount to pay.

If you aren't sure, contact your agent or the FHM Policy Services Department at 800-329-4340 Ext. 2239
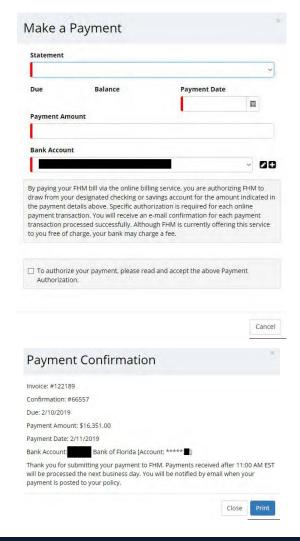
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MONTHLY INSTALLMENT PLANS

- Log in to your account portal using **FHMconnect** at www.fhmic.com.
- Click the gold **"I Want To…"** menu in the right corner and the Make a Payment option or go to **"My Policies"** on the left side and Make a Payment.
- If your bank account information has never been entered or needs to be changed, click **Editor +** icon and enter your bank account information.
- You have the option of making recurring automatic monthly payments from your bank account or a one-time payment. Check the appropriate box or boxes.
- ** If you choose ACH Autopay, we will need a signed authorization form on file. This form can be found at www.fhmic.com or contact Billing at billing@fhmic.com or 800-329-4340. Please sign and email to billing@fhmic.com or mail to FHM (address below).
- Once you have entered and saved your checking information you will not have to enter it again. You will be able to immediately click **"Pay"**.

- Click **"Pay"**.
- Confirm the payment amount is correct and select the desired bank account.
- Check the **"Authorize"** check box and click **"Confirm"**.
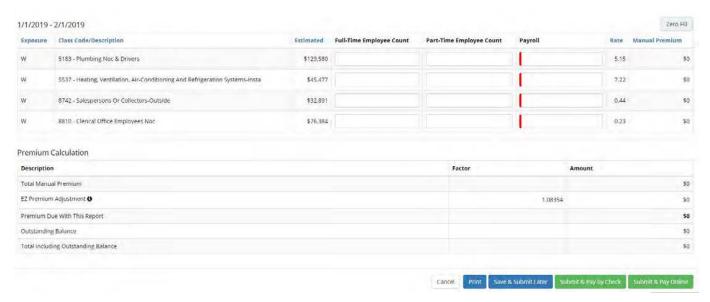- Click **"Cancel"** to cancel payment.

MONTHLY SELF REPORTING PLAN

To properly calculate gross payroll please click on the instruction button found in the top right corner of the payroll entry screen.

- Log in to your account portal using **FHMconnect**.
- Click the gold **"I Want To…"** menu in the upper right corner - select the **$ReportPayroll** option.
- Or go to **"MyPolicies"** on the left - **ReportPayroll.**

- Type in the gross payroll for each class code listed. Gross payroll includes normal gross payroll plus one third of any gross overtime pay paid during the report period.
- Enter the number of employees for each class code listed.
- Click the appropriate option button at the bottom of the screen.
  - If you have multiple units, click on the drop down menu, select the unit you want to enter the payroll for, and then click continue. This will bring you to the reporting page. If you only have one unit, you will be directed immediately to the reporting page.
- The website will calculate the premium due automatically.
- Choose your option to pay:

"Submit & Pay Online"
   a. Submit payroll and pay your bill online.
   b. Your payment will post immediately.

Click "Pay" and follow previous instructions as shown for Monthly Installment plan to confirm and authorize payment.

Submit & Pay by Check

a. Submit payroll, print the invoice and mail a check for payment.

b. Your payment will not be complete until your check is received and manually posted by FHM.

PAYROLL CANNOT BE EDITED AFTER SELECTING ONE OF THE SUBMIT OPTIONS

- To change payroll, select **"Change Payroll"** before clicking on a submit option.
- For help reporting payroll, contact the **Billing Department** at billing@fhmic.com or 800-329-4340.
- For premium audit questions, contact the **Audit Department** at premiumaudits@fhmic.com or 800-329-4340.

You are done! You will need to return to the website to report payroll monthly. Please note that you may only submit payroll seven days prior to the month-end.

For questions or help contact us at: 800-329-4340

Billing: billing@fhmic.com

Underwriting: underwriting@fhmic.com

Audit: premiumaudits@fhmic.com

Mailing Address for Payments

FHM INSURANCE COMPANY

P.O. Box 80459

Baton Rouge, LA 70898

FHM

INSURANCE COMPANY

www.fhmic.com