

# EPAY: HOME SCREEN

The screenshot shows the EPAY Home Screen with the following sections and callouts:

- Navigation Bar:** Home, Billing, Accounts, Reports, Settings, [Search], Logout
- Logged in successfully:** Status indicator.
- Summary Cards:**
  - All Pending (613) ...
  - All Held Billings (15) ...
  - All Flagged Billings (179) ...
- Sub-sections:**
  - Duplicates (15) ...
  - First Bill (54) ...
  - Schedule Mismatch (31) ...
  - Unclassified (95) ...
  - Other Flags (1) ...
  - Company on Hold (2) ...
- Payroll Files:**
  - Missing Payroll Files (293) ← Callout: "Flags – show issues that need to be resolved or a notice that we need to be aware of"
  - Rejected Payroll Files (2) ← Callout: "How many payroll files we have not received but should have?"
  - Exceptions ( 11 )
  - Payroll Files Today ( ) ← Callout: "Payroll Files received but were not processed for some reason"
- Upload Section:** Add a new payroll file: [Choose File] No file chosen [Choose File] No file chosen [Choose File] No file chosen [upload]
- Disclaimer:** "You are accessing company owned technology that contains confidential, proprietary or privileged information exempt from public disclosure and may not be used for any purposes besides within the scope of your employment with the company, while you are employed with the company. By accessing this company information, you understand that you owe a duty to act with the utmost good faith and loyalty in the furtherance and advancement of the company's interests."

The screenshot shows the EPAY Home Screen with the Accounts menu open, displaying the following options:

- Company Management
- Quote Management
- Insurance Carriers
- Broker Accounts
- Synchronize Accounts
- Email History
- Audit Log
- Bulk Rules

The main content area remains the same as in the first screenshot, including the summary cards, payroll files list, and upload section.

Company Management

Company Search

Company ID:

Company Name:

Federal Tax ID:

Payroll Company:

Broker Company:

Policy No.:

Enter Name of Client

If you are looking for a Payroll Partner

Red = Account no longer Active - Policy Many not have been renewed in error or Policy is Canceled

Show 10 entries

Parent	Company ID	Company Name	Tax ID	Payroll Co.	Broker Co.	Policy No.
Noralex Coporation (NO LONGER IN USE)	52736	Alejandrto Mexican Food LLC	822021587	One Plus Tax & Accounting Inc.		KWC1182094
	49064	JL Garcia Inc/EI Sol Mexican Restaurant	205185207	PaySmart Payroll Services LLC (PA)		SWC1294104
	51387	Taputos Jalisco Mexican Food LLC	204730002	One Plus Tax & Accounting Inc.		MWC0168288-01
	48647	El Rojo Tenorio LLC / dba Filiberto's Mexican Food	484548615	One Plus Tax & Accounting Inc.		UB8L674061
	54655	J Flores Family Restaurant Corp / dba Alberto's Mexican Food	473846918	EI Triunfo Payroll Services		XWS2059999013
	54798	Mi Jalisco Mexican Grill and Cantina LLC	832630735	Heartland Payroll		UB0P276616
	54392	Hollywood Mexican Restaurant, LLC	208301698	Payroll Designs		76WEGAC7K5X

Company Information

Clone Add Note Save Cancel Delete

General Information

Parent Company: Noralex Coporation (NO LONGER IN USE) [edit]

Company ID: 52736

\* Company Name: Alejandrto Mexican Food LLC

\* Federal Tax ID: 822021587

Prior FEIN: -100

\* Business Type: Corporation

Current Policy: [Click Here to See Current Policy](#)

\* Is Payroll Company: No

Codename:

\* Is On Hold: No

Put On Hold By:

On Hold Date:

Reason For Hold:

Disable Auto Billing:

Disabled By:

Disabled Auto Billing On:

Billing Notes:

Office Phone: (480) 882-9134

EFT Payments

Email History

Policies

Employees

Billing History

Payroll Files

Missing Payroll

Portal Accounts

Override Rules

Create Time	User	Rule	Effective Date	Expiration Date
There are no records to display				

Add Rule

Notes

Adds A Sticky Note: ie/ Policy Canceled, Moved to Direct, On Hold

Affect the min / max payroll charge on a incuded

If a client fails to report a payroll then the system will bill a \$5 premium so that the policy will stay active. Check box to activate

Office Phone: (480) 882-9134

Alternate Phone:

Primary Email: rafael@oneplustax.com

Register EFT Email:

Classification Email: lori@goecomp.com

Self Report Email:

Override Classification Email to:

Should be operations@goecomp.com

**Send Request for Wage Reporting**

Payroll Company: One Plus Tax & Accounting Inc. ▼

Payroll Company Primary Software: EXECUPAY

Payroll Company Secondary Software: None ▼

Payroll Rep: Rafael Carmona ▼

Broker: None ▼

Account Manager: Michelle Lillard ▼

Account Activity Notifications: Off ▼

Account Notifications Email:

Primary User: You may select any user from the Access Control List as the primary user.  
PAYROLL CO: 860788826(rafael@oneplustax.com ▼)

Reset Portal Password:

Where all email go that relate to missing payroll, payroll company

**Payroll Processing Configuration**

Billing Address

Street 1:

Street 2:

City:

State:

Zip Code:

Country:

## EFT Payments

Account Type: CHECKING  
Routing Number: \*\*\*\*\*278   
Account Number: \*\*\*\*\*798  
Agreement: ACH\_MODIFICATION\_DIRECT  
Last Updated on: 08/29/2017 15:39:44 PM  
Updated By: Jesse Keast

Client Set up ACH.

We can re-set passwords

## Email History

[Advanced Search](#)

Search:

Recipient	Subject	Date
rafael@oneplustax.com,leslie@oneplustax.com	<a href="#">URGENT! Missing Payroll - Your immediate action is required</a>	Aug 21, 2020 8:30:07 AM
rafael@oneplustax.com,leslie@oneplustax.com	<a href="#">URGENT! Missing Payroll - Your immediate action is required</a>	Aug 15, 2020 8:30:12 AM
rafael@oneplustax.com,leslie@oneplustax.com	<a href="#">URGENT! Missing Payroll - Your immediate action is required</a>	Aug 7, 2020 8:30:08 AM
rafael@oneplustax.com	<a href="#">Billing Notification</a>	Aug 1, 2020 9:00:23 AM
rafael@oneplustax.com,leslie@oneplustax.com	<a href="#">URGENT! Missing Payroll - Your immediate action is required</a>	Jul 31, 2020 8:30:06 AM

All emails that are sent out through the system will show up here. You can always see what was sent.

## Policies

Carrier	Policy Number	Renewal Sequence	Effective	Expires	Bind	Status	Paid Premium	Adjustments	Refunds	Expense Constant	
AmTrust	KWC1182084	4	09/12/2019	09/12/2020	08/19/2019	CURRENT	661.81	0.00	0.00	0.00	<a href="#">Edit</a>
AmTrust	KWC1220906	5	09/12/2020	09/12/2021	08/03/2020	PENDING	0.00	0.00	0.00	0.00	<a href="#">Edit</a>
AmTrust	KWC1141735	3	09/12/2018	09/12/2019	08/15/2018	EXPIRED	1192.46	0.00	0.00	0.00	<a href="#">Edit</a>
AmTrust	KWC1102327	1	09/12/2017	09/12/2018	08/08/2017	EXPIRED	1833.72	0.00	0.00	0.00	<a href="#">Edit</a>
AmTrust	KWC1061743	2	09/12/2016	09/12/2017	08/29/2017	EXPIRED	188.92	0.00	0.00	0.00	<a href="#">Edit</a>

[New Policy](#) [Renew Policy](#)

All Current & past Policies. Will Match EPIC – First policy should be Renewal Sequence 1 +

## Employees

First Name	Last Name	SSN	Employee No.	Hire Date	YTD Wages	Termination Date	Status	
Jose Antonio	Castro	2279	279JOSECAST384	01/31/2019			Active	<a href="#">Edit</a>
Norma	Castro	7144	144NORMCAST108	05/24/2012			Active	<a href="#">Edit</a>
Homero	Castro Leyva	8797	797HOMECAST350	03/01/2015			Active	<a href="#">Edit</a>
Georgina	Dominguez	9553	553GEORDOMI361	09/01/2016			Active	<a href="#">Edit</a>
Rito	Espinoza	9061	061RITOTESPI385	05/20/2019			Active	<a href="#">Edit</a>
Anayeli	Molinar	9612	612ANAYMOLI388	11/14/2019			Active	<a href="#">Edit</a>
Cristina	Montes	2792	792CRISMONT365	02/01/2017			Active	<a href="#">Edit</a>
Vanessa	Morales	7120	120VANEMORA383	12/10/2018			Active	<a href="#">Edit</a>
Edgar	Munoz Cuevas	7514	514EDGAMUNO327	05/31/2013			Active	<a href="#">Edit</a>
Edgar	Mu??oz Cuevas	7514	514EDGAMU??327	05/31/2013			Active	<a href="#">Edit</a>

List of all the employees on payroll, May need Edit, to add or delete

**1 2 3 Next**

## Billing History

Status	Bill Dt	Total	Prem	Adm Fee	State	TRIA	Exp Const	Audit	NSF	Brkr Fee	Refund	Start	End	Chk Dt	Est	
RECONCILED	2020-08-03	5.00	5.00									2020-07-11	2020-07-17	2020-07-17	N	<a href="#">C</a>
CLOSED	2020-07-24	5.00	5.00									2020-06-27	2020-07-03	2020-07-03	N	<a href="#">C</a>
CLOSED	2020-07-02	5.00	5.00									2020-06-13	2020-06-19	2020-06-19	N	<a href="#">C</a>
CLOSED	2020-06-02	5.00	5.00									2020-05-16	2020-05-22	2020-05-22	N	<a href="#">C</a>
CLOSED	2020-05-04	5.00	5.00									2020-04-11	2020-04-17	2020-04-17	N	<a href="#">C</a>
CLOSED	2020-04-16	5.00	5.00									2020-03-28	2020-04-03	2020-04-03	N	<a href="#">C</a>
CLOSED	2020-04-07	5.00	5.00									2020-03-21	2020-03-27	2020-03-27	N	<a href="#">C</a>
CLOSED	2020-03-31	5.00	5.00									2020-03-14	2020-03-20	2020-03-20	N	<a href="#">C</a>
CLOSED	2020-03-10	17.50	17.50									2020-02-27	2020-03-04	2020-03-06	N	<a href="#">C</a>
CLOSED	2020-03-05	30.59	30.59									2020-02-20	2020-02-26	2020-02-28	N	<a href="#">C</a>

Showing 1 to 10 of 143 entries

[Previous](#)[Next](#)

[Create New Bill](#)
[Print](#)
[Audit Report](#)
[Fee Schedule](#)
[Go To E-Comp Express](#)

## Payroll Files

Filename	Uploaded By	Timestamp	Status	Delivery Type	
02012020woeste.csv	rafael@oneplustax.com,leslie@oneplustax.com	03/09/2020 17:45:15 PDT	OK	HTTPS	<a href="#">View</a>
02232020 WC.csv	rafael@oneplustax.com,leslie@oneplustax.com	03/04/2020 10:41:41 PST	OK	HTTPS	<a href="#">View</a>
02162020 WC.csv	rafael@oneplustax.com,leslie@oneplustax.com	02/28/2020 16:51:41 PST	OK	HTTPS	<a href="#">View</a>
02092020 WC.csv	rafael@oneplustax.com,leslie@oneplustax.com	02/19/2020 11:31:22 PST	OK	HTTPS	<a href="#">View</a>
02042020.csv	rafael@oneplustax.com,leslie@oneplustax.com	02/11/2020 15:44:27 PST	OK	HTTPS	<a href="#">View</a>
01262020 WC.csv	rafael@oneplustax.com,leslie@oneplustax.com	02/04/2020 15:59:30 PST	OK	HTTPS	<a href="#">View</a>
01192020 WC.csv	rafael@oneplustax.com,leslie@oneplustax.com	01/28/2020 15:18:11 PST	OK	HTTPS	<a href="#">View</a>

Verify who is uploading Files

## Missing Payroll

Email Date	Policy	Check Date	Ignore
<a href="#">2020-08-21</a>	<a href="#">KWC1182064</a>	2020-08-14	<a href="#">Ignore</a>
<a href="#">2020-08-15</a>	<a href="#">KWC1182064</a>	2020-08-07	<a href="#">Ignore</a>
<a href="#">2020-08-07</a>	<a href="#">KWC1182064</a>	2020-07-31	<a href="#">Ignore</a>
<a href="#">2020-07-31</a>	<a href="#">KWC1182064</a>	2020-07-24	<a href="#">Ignore</a>

If any payroll is missing the file will show up here

## Portal Accounts

### Payroll Company Users

[rafael@oneplustax.com](#) - , ([rafael@oneplustax.com](#))

860788826 - Carmona, Rafael ([rafael@oneplustax.com](#),[leslie@oneplustax.com](#))

### Company Users

822021587 - , ([rafael@oneplustax.com](#))

[Manage Accounts](#)

[Add Resource](#)

Payroll Company Users cannot be managed here.

Go to the payroll company to manage those users.

Ass users to the portal account and re set passwords

## Override Rules

Create Time	User	Rule	Effective Date	Expiration Date
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There are no records to display

[Add Rule](#)

## Notes

Create Time	User	Notes
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There are no records to display

Note:

EFT billing type means we collect premium- therefore the modifiers *would never be 0.00*  
 Carrier billing type means the Carrier collects the premium- therefore the modifiers *would be 0.00*

Make sure it is checked if there is an Expense Constant otherwise it gets charged all on the first bill, Some carriers like AmTrust do not charge one.  
 When there are two entities on the same policy and they are set up individually in EPAY. We would either split the Expense Constant, Admin Fee and the Minimum Premium OR only enter the amounts on one the their EPAY profiles. Check With Sales Person on what the client preferred

**POLICY INFORMATION:**

**Policy Information**

General Information

Policy ID: 31885 History Year End Audit Reports  
 Company: Alejandro Mexican Food LLC  
 Status: CURRENT Resend Notice  
 \* Carrier: AmTrust

\* Policy Number: KWC1182064

Renewal Sequence: 4  
 \* Billing Type: EFT

Expense Constant:

Prorate Expense Constant:

Admin Fee: 125.00

Broker Fee:

Estimated Premium: 0.00

Minimum Premium: 0.00

\* Payroll Frequency: Weekly

\* Effective Date: 09-12-2019

Bind Date: 08-19-2019

\* Expiration Date: 09-12-2020

**Admin Fee Assessed in 1<sup>st</sup> bill:** helps cover the EFT, operations, and billing costs associated with a policy that's payroll billed

- \$0 - \$4,999 = \$125
- \$5,000 - \$9,999 = \$150
- \$10,000 premium or more = \$250

EXCEPT Hartland – No Fee after 1/1/2018.  
 Account written before 1/1/2018  
 Keep what is in EPAY

Employee Rates

Select all Deselect all

Search:

First Name	Last Name	SSN	Employee No.	Codes	Status	Included Officer	Min Wages	Max Wages	Ytd Wages	Sugg. Code	Sugg. State
NO	PAVROLL REPORTED	1111	AUTO-NT3Mey_3	[1111-AZ]	ACTIVE	false			800.00		
Norma	Castro	7144	144NORMCAST108	[9083-AZ]	ACTIVE	false			1000.00	9083	AZ
Jose Antonio	Castro	2279	279JOSECAST384	[9083-AZ]	ACTIVE	false			3478.88	9083	AZ
Homero	Castro Leyva	8797	797HOMECAS350	[9083-AZ]	ACTIVE	false			28900.00	9083	AZ
Georgina	Dominguez	9553	553GEORDOM391	[9083-AZ]	ACTIVE	false			0	9083	AZ
Rito	Espinosa	9051	051RITOEPI385	[9083-AZ]	ACTIVE	false			10384.00	9083	AZ
Anayeli	Molina	9912	912ANAYMOL388	[9083-AZ]	ACTIVE	false			771.51	9083	AZ
Cristina	Montes	2792	792CRISMONT355	[9083-AZ]	ACTIVE	false			0	9083	AZ
Vanessa	Morales	7120	120VANEMORA383	[9083-AZ]	ACTIVE	false			0	9083	AZ
Edgar	Muñoz Cuevas	7514	514EDGAMU7327	[9083-AZ]	ACTIVE	false			0	9083	AZ

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\* First Check Date: 09-13-2019

Reset Check Date Scheduler:

[Edit Check Date Schedule](#)

Broker Commission %:

Payroll Company Fee %:

Software Company Override %:

Last Updated: Oct 09, 2019 14:58 PDT  
 Consent Sent: 08-19-2019  
 Setup Received: 08-19-2019

[Reset Consent Files](#)

If you need to Suppress a check date.

Policy Schedule

Start Date: End Date:  
 There are no records to display

Add Schedule:  to  Add

Update Selected Employee Rates

Default Class Code: None

Alternate Class Code: None

Update Class Codes

Merge Selected Employees

Delete Selected Employee(s)

New Employee

New Employee

Deleted Employees

Select All Unselect All

First Name Last Name SSN Employee No. Codes Status Included Officer Min Wages Max Wages YTD Wages Suggested Code Suggested State

There are no records to display

Undo Deletion of Selected Employees

Class Codes

Default	Class Code	Rate	Modifier	Mark Deleted
<input type="radio"/>	1111 - AZ (AUTO)	5.00	1.00	<input type="checkbox"/>
<input checked="" type="radio"/>	9083 - AZ (Restaurant-All Employees)	0.70	1.00	<input type="checkbox"/>
<input type="radio"/>	9999 - AZ (Excluded Officer)	0.00	1.00	<input type="checkbox"/>
<input type="radio"/>	NONE - (Missing Class Code)	0.00	1.00	<input type="checkbox"/>

Clear Default

Add Class Code: 0005 Alaska Add Class Code

Class Codes and Net Rates – Net Rate Calculator.  
 9999 is the Officer class code  
 If there is more then one State then the class code may show up for each state.

**Employee Roles Officer Info:**

Pink = Excluded Officer

Yellow = Included Officer

Office Code 9999

Add Note Save Cancel Delete

Employee Rates

Select all Deselect all

Search:

First Name	Last Name	SSN	Employee No.	Codes	Status	Included Officer	Min Wages	Max Wages	Ytd Wages	Sugg. Code	Sugg. State
Francisco	Jaimés	3510	510FRANJAIM1	[(9082-NH), NONE-null]	ACTIVE	true	28800.00	218400.00	2200.00		NH
Marcelo	Figueroa	2312	312MARCFIGU28	[NONE-null]	ACTIVE	false			142.70		CT
Ramon	Gomez	9998	998RAMOGOME0000	[(9999-NH)]	ACTIVE	false			0		
Lucas	Aguilar	9251	251LUCAAGUI18	[(9082-...]	ACTIVE	false			2346.50		NH