# Payroll Reporting Instructions
LWCC INTERACTIVE

02/25/2025

Introduction

If your LWCC workers' compensation insurance policy premium payment is set up using the payroll reporting method, these step-by-step instructions will guide you through the process.
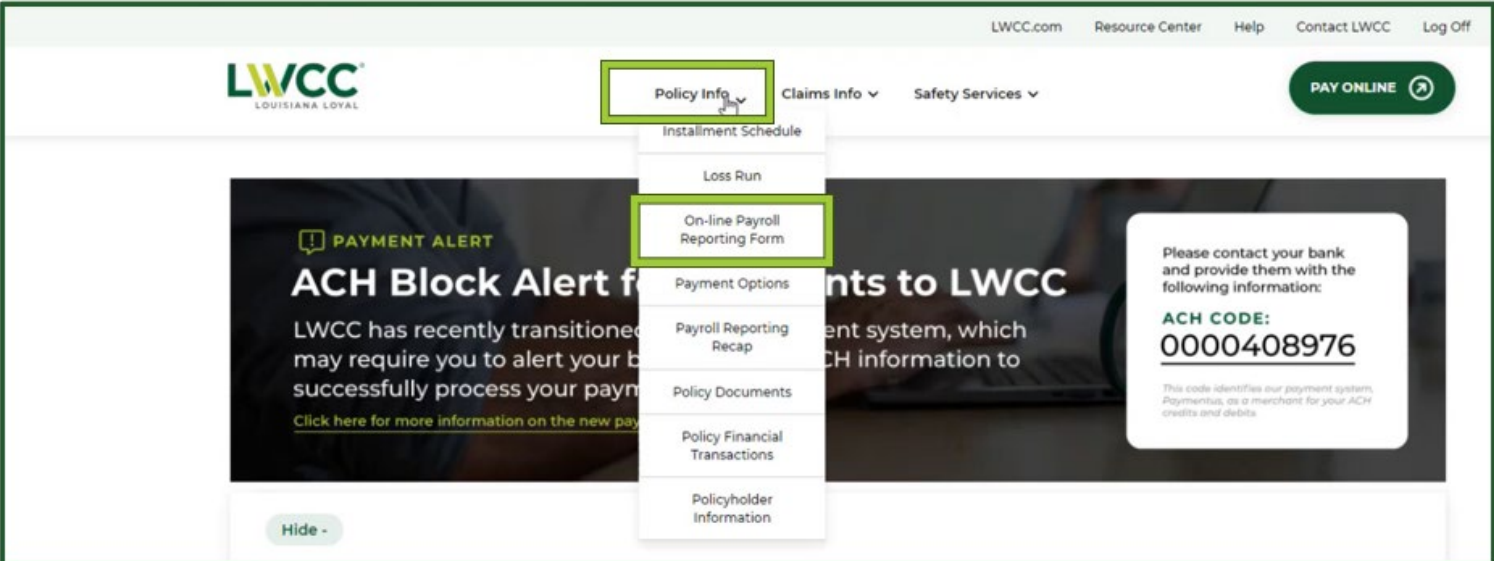
Logging into LWCC Interactive

1. Go to www.lwcc.com.
2. Click **"Login to LWCC Interactive"** in the top menu.
3. Enter your **email address** and the **password** you used when enrolling in Interactive.
4. Click **Log In** to access your account.
5. If you don't have a login, click the **Help** button, download the Interactive form, and email it to **information@lwcc.com**.
6. If you're experiencing login issues, call **225-924-7788**, then select **option 4** for Interactive support.
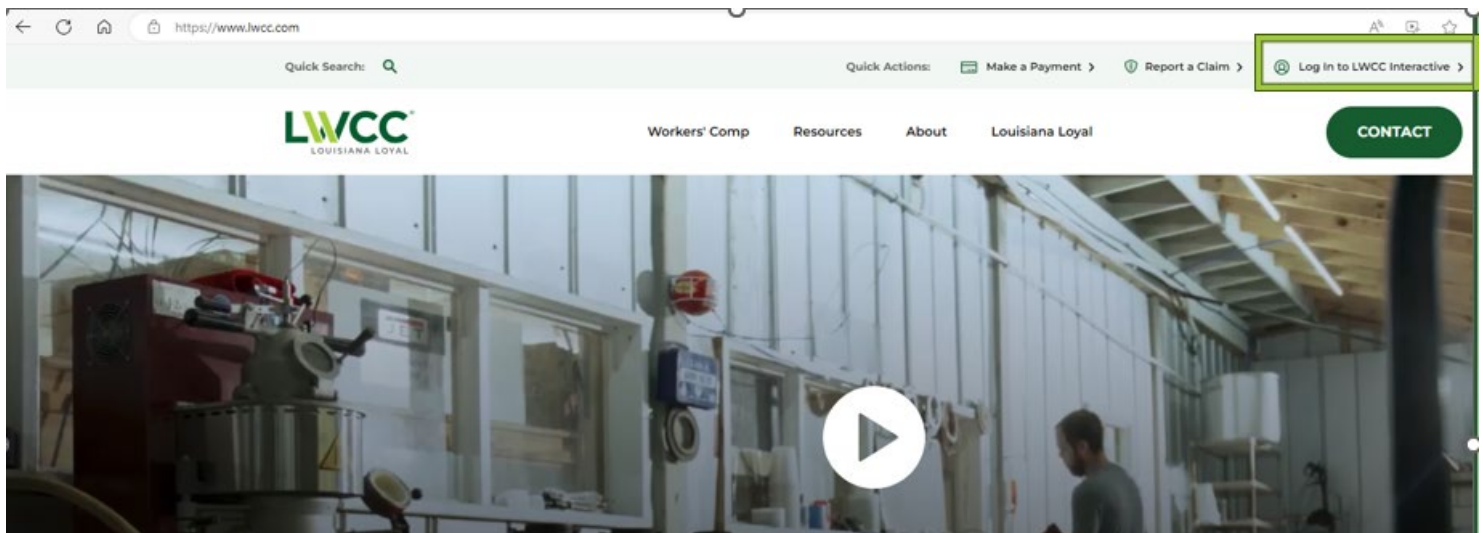
Accessing the Payroll Reporting Form

1. Once logged in, navigate to the **"Policy Info"** drop-down menu.
2. Select **"Online Payroll Reporting Form."**
3. Click on the **payroll month** that needs to be reported.
   - Previously submitted reports can be accessed and corrected until the policy period has been audited.
4. The **due date** for reporting your payroll each month is listed in the table.
5. If a payroll report was **not submitted**, this will be indicated in the middle column.
6. The **report and payment** are due on the **Due Date** in the last column.

Entering Payroll Information

1. Enter the number of employees and the gross reportable payroll for each manual class code.
2. Once you have entered your payroll information, click "**Calculate Premium**"
3. If you are ready to submit your payroll report to LWCC, click "**OK**."
4. If you need to make an adjustment to your report, click "**Cancel**" and adjust your payroll report.

Manual Class Code	Manual Class Description	Number of Employees	Reportable Payroll	Rate Per $100 of payroll	Premium
Premium Period: 09/01/24 to 10/01/24	Click for: Overtime Information and Calculation				
Location:					
8742-Standard Covered Individual-	Salespersons or Collectors - O		0	0.47	
8742-Standard Employee	Salespersons or Collectors - O		0	0.47	
8810-Standard Covered Individual-	Clerical Office Employees NOC		0	0.21	
Blanket Waiver - Premium Percentage				0.020	35
Foreign Terrorism Premium Charge				0.020	80
				Total Premium Reported	1847

When you complete entry or editing of payroll, click the "Calculate Premium" button to continue. =====>>

CALCULATE PREMIUM

Overtime Calculation

1. For guidance on overtime calculation, click **"Overtime Information and Calculation Link"**
2. **If you click on this a new window will populate.**
3. Enter the **gross wages** for the applicable class code.
4. Enter overtime amounts in the appropriate field (**time and a half** or **double time**).
5. Click the **"Calculate"** button.
6. Enter the adjusted reportable wages in the **gross payroll field** for the corresponding class code.

Payroll Report No: 12	Report Id: 2332673		Enter payroll for the period: 09/01/24 - 10/01/24		Due Date: 10/25/24	
Manual Class Code	Manual Class Description	Number of Employees	Reportable Payroll	Rate Per $100 of payroll	Premium
Premium Period: 09/01/24 to 10/01/24	Click for: Overtime Information and Calculation				

Overtime Adjustment Calculation

Gross wages for single code:*

    0

Amount of gross wages paid at a time and a half:*

    0

Amount of gross wages paid at double time:*

    0

*Fields marked with an asterisk (*) are required. **Please enter 0 if no value is applicable.**

Overtime adjustment:

_____

Reportable wages:

_____

CALCULATE

PRINT

Submitting Your Payroll Report

1. After entering your payroll information, click **"Calculate Premium."**
2. If you're ready to submit your payroll report, click **"OK."**
3. If you need to make adjustments, click **"Cancel"** to revise your payroll report before submitting.
4. To print a copy of your payroll report, click **"Print Payroll Report"** for a printer-friendly version.

Once you click **"OK,"** you will be directed to the **LWCC Policyholder Payroll and Premium Report Confirmation** page.

Payment Options & Instructions

Making a Payment

- If your policy is enrolled in **AutoPay**, you will see a message stating, **"AutoPay is enabled on your account."**

- To make a payment, click **"Pay Online"** at the top of the page. You will be redirected to the **Customer Portal** to complete your payment.

Payment Options via LWCC.com

When selecting **"Make a Payment,"** you will have four payment options:

1. **eCheck - (ACH Transaction)** – No additional charge.
2. **Credit/Debit Card (Visa, Mastercard, American Express)** – Subject to a **2.77% processing fee** (fee is displayed before payment confirmation).

If using a **corporate checking** account, notify your bank and provide the **ACH Code: 0000408976** to authorize transactions through Paymentus, our payment processor.

How to Access the Online Payment System

You can access the system in two ways:

1. **Via LWCC.com (Guest Pay)**
2. Navigate to **WWW.LWCC.COM**
   - Click **"Make a Payment"** at the top right of the screen.
   - **Registered Users:** Log in with your LWCC credentials to complete your transaction.
   - **Guest Users:** Enter your **policy number** and **pay code** (found on your invoice).
     - Note: Guest payments allow only **one saved payment method**, and **AutoPay enrollment is not available**.
3. **Via Interactive as a registered user**
   - Log into **Interactive** and select **"Pay Online."**
   - You will be redirected to the payment portal, where you can complete your payment and enroll in **AutoPay** if desired.