

WebCAP application user guide

WebCAP is Summit's payroll reporting and payment program.

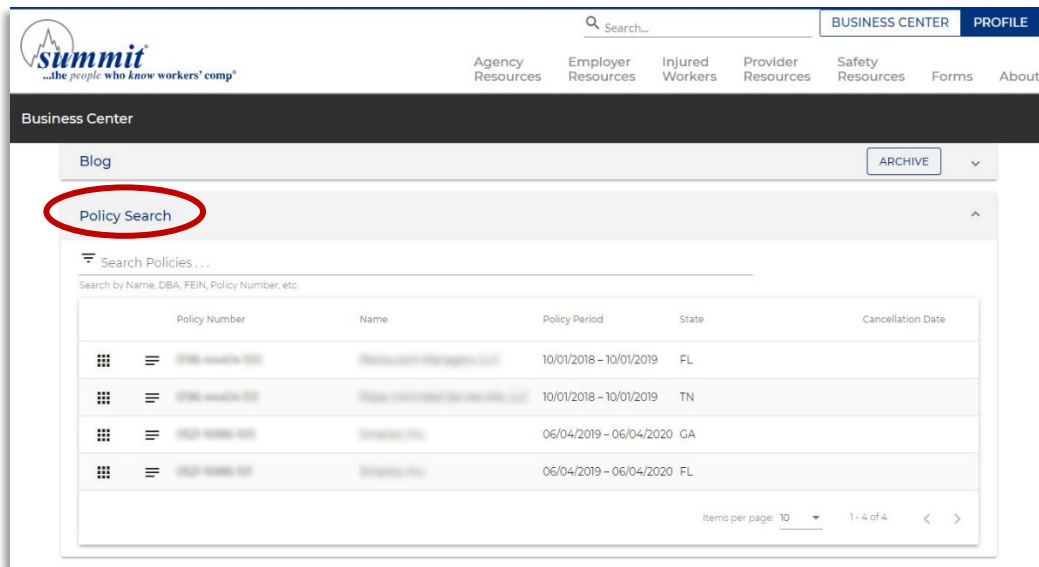
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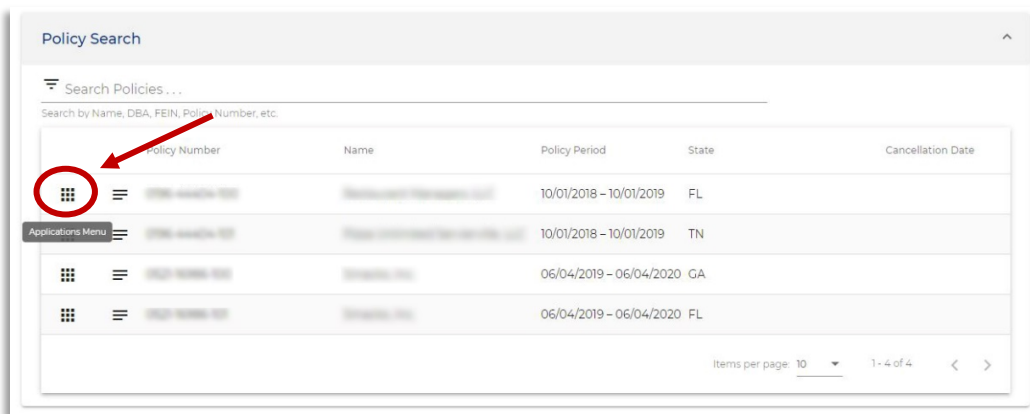
(Desktop) Open WebCAP

[Return to top](#)

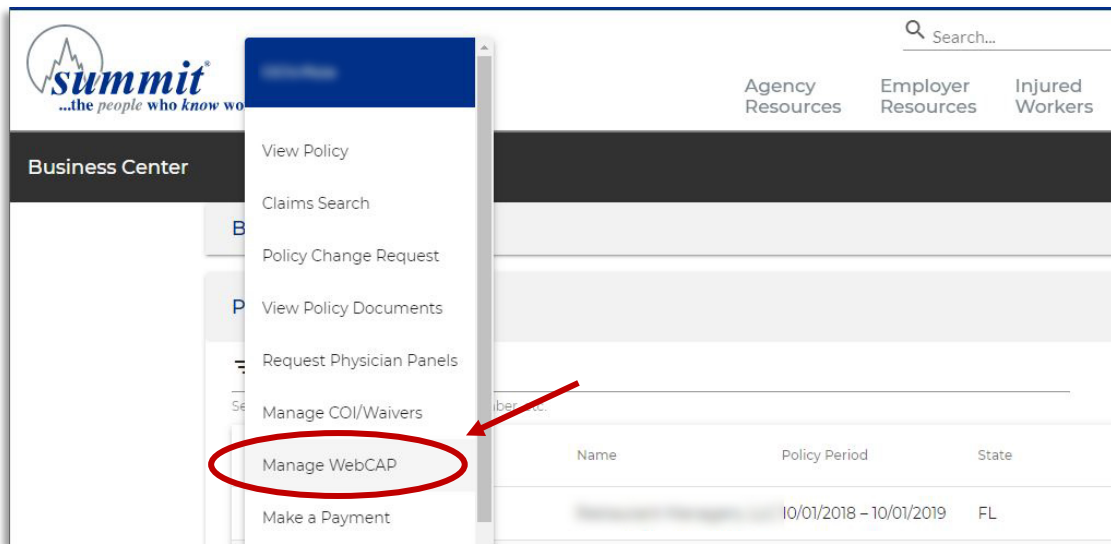
1. Log in to the Online Business Center.
2. Locate your policy in Policy Search.



3. Click the applications menu icon (also known as the waffle icon) to the left of the policy you wish to submit a report on.



4. Select **Manage WebCAP** from the dropdown menu.



This will open the WebCAP application. From here, you can [create a WebCAP report](#).

(Desktop) Creating a WebCAP report

[Return to top](#)

1. Click **CREATE REPORT**. *(Please note that the WebCAP application preselects the reporting period based on your policy information and the reporting month due. You will be unable to report future months without first reporting the most recent month due.)*

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BUSINESS CENTER PROFILE

Agency Resources Employer Resources Injured Workers Provider Resources Safety Resources Forms About

WebCAP | Manage

Policy APPLICATIONS

Policy Period 10/01/2018 - 10/01/2019

Insured Name

Doing Business As

Reminder: If you have zero payroll for an entire month, you must submit a zero payroll report. MAKE A WEBCAP PAYMENT

Action Required

Reporting Period	Date Due	Action
June 2019	07/15/2019	CREATE REPORT
July 2019	08/15/2019	Report previous month(s)
August 2019	09/15/2019	Report previous month(s)
September 2019	10/15/2019	Report previous month(s)

2. Scroll down the Create Existing Report page to the Payroll Entry Area section.

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BUSINESS CENTER PROFILE

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Payroll Entry Area

① Before entering payroll, make sure the desired reporting period is selected.

① If you need to add a new work code, please contact your agent to obtain approval from our Underwriting department.

① The information reported on this form is subject to verification by a physical audit under the terms and conditions of the policy.

① Gross amount includes gross wages or salaries, overtime (time and half or double time), commissions, bonuses, holiday, vacation or sick pay, piecework, profit sharing or incentive plans, allowances for tools and/or housing, value of substitute for pay, payments for employee-authorized salary reductions such as employee savings plan or retirement and cafeteria plans (IRC 125).

① Identify the type of worker

- Employees
 - Employees' wages reported on W2 tax reports
 - Employees' wages reported on 1099 tax reports
- Uninsured Subcontractors
 - Subcontractors without valid certificates of insurance or exemptions
 - Employees of an exempted subcontractor
 - Individuals hired who exceed the definition of casual labor or independent contractor

Work Code	Effective Date	Type	Gross Amount	Time and a Half	Double Time	Uninsured Subs
8061	10/01/2018	Employees	\$ Gross	\$ 0.00	\$ 0.00	+
8742	10/01/2018	Employees	\$ Gross	\$ 0.00	\$ 0.00	+
8810	10/01/2018	Employees	\$ Gross	\$ 0.00	\$ 0.00	+

(Please note that you may have to submit two reports for one month when your policy renews, depending on your renewal date.)

3. Confirm that you are reporting payroll for the desired pay period.

4. Enter payroll information into the appropriate fields.

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BUSINESS CENTER PROFILE

Agency Resources Employer Resources Injured Workers Provider Resources Safety Resources Forms About

- Uninsured Subcontractors
 - Subcontractors without valid certificates of insurance or exemptions
 - Employees of an exempted subcontractor
 - Individuals hired who exceed the definition of casual labor or independent contractor

Work Code	Effective Date	Type	Gross Amount	Time and a Half	Double Time	Uninsured Subs
8061	10/01/2018	Employees	\$ 100,000.00	\$ 0.00	\$ 0.00	+
8742	10/01/2018	Employees	\$ 100,000.00	\$ 0.00	\$ 7,000.00	+
8810	10/01/2018	Employees	\$ 100,000.00	\$ 0.00	\$ 0.00	+
9012	10/01/2018	Employees	\$ 100,000.00	\$ 5,000.00	\$ 0.00	+
9083	10/01/2018	Employees	\$ 100,000.00	\$ 0.00	\$ 0.00	+

Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?

No

CALCULATE WEBCAP **BACK**

(For a further breakdown on the payroll fields and how to complete them, [click here.](#))

5. Review and confirm that the information you entered is complete and correct.
6. Click **CALCULATE WEBCAP** at the bottom left hand corner of page.

9083 10/01/2018 Employees \$ 100,000.00 \$ 0.00 \$ 0.00 +

Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?

No

CALCULATE WEBCAP **BACK**

Once you click **CALCULATE WEBCAP**, you will be taken to the Review page.

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BUSINESS CENTER PROFILE

Agency Resources Employer Resources Injured Workers Provider Resources Safety Resources Forms About

Policy Period 10/01/2018 - 10/01/2019
Insured Name
Doing Business As
Reporting Month June 2019

Report Review Confirm

Payroll

Work Code	Classification	Payroll	Rate	Premium
8061	STORE: GROCERY CONVENIENCE-RETAIL	\$100,000.00	3.55	\$3,550.00
8742	SALESPERSONS OR COLLECTORS-OUTSIDE	\$96,500.00	0.44	\$424.60
8810	CLERICAL OFFICE EMPLOYEES NOC	\$100,000.00	0.23	\$230.00
9012	BUILDING OPS BY OWNER-MGMT FIRM PROF EMPL C, S	\$98,333.33	1.41	\$1,386.50
9083	RESTAURANT: FAST FOOD	\$100,000.00	2.14	\$2,140.00

Calculations

Description	Amount
-------------	--------

- Review the Payroll and Calculations sections carefully for accuracy.
- Click the checkbox to confirm that the information is correct. *(Please note the **SUBMIT** is disabled until this selection is made.)*

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Search...

BUSINESS CENTER PROFILE

Agency Resources Employer Resources Injured Workers Provider Resources Safety Resources Forms About

	\$7,839.34
Workplace Safety Credit-2%	- \$156.79
Experience Mod	x 1.47
Standard Premium	\$11,293.35
Discount	- \$982.52
	\$10,310.83
Terrorism	+ \$49.48
Total	\$10,360.31

☒ I confirm that the above entered values are accurate as of the time of submission.

SUBMIT **BACK**

- Click **SUBMIT**.

Once you click **SUBMIT**, you have successfully submitted your report and will be taken to the Confirmation page to [complete the payment process](#).

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Search...

BUSINESS CENTER PROFILE

Agency Resources Employer Resources Injured Workers Provider Resources Safety Resources Forms About

WebCAP | Create Existing Report

Policy 0186 - ...
Policy Period 10/01/2018 - 10/01/2019
Insured Name
Doing Business As
Reporting Month June 2019

Report Review Confirm

Confirmation

Thank you for submitting your WebCAP report.

☐ I understand that if I do not pay online the same business day, I will be mailed an invoice.

MAKE A WEBCAP PAYMENT **WEBCAP HOME**

(Desktop) Payroll fields

[Return to top](#)

The screenshot shows the Summit payroll system interface. At the top, there is a search bar and navigation links for BUSINESS CENTER and PROFILE. Below these are links for Agency Resources, Employer Resources, Injured Workers, Provider Resources, Safety Resources, Forms, and About. The main content area features a table with the following columns: Work Code, Effective Date, Type, Gross Amount, Time and a Half, Double Time, and Uninsured Subs. The table contains five rows of data for employees, all with an effective date of 10/01/2018 and a type of Employees. Each row has a callout marker (orange, green, yellow, and purple) above the Gross Amount, Time and a Half, Double Time, and Uninsured Subs columns respectively. Below the table, there is a question: "Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?" with a dropdown menu set to "No". At the bottom, there are buttons for "CALCULATE WEBCAP" and "BACK".

Work Code	Effective Date	Type	Gross Amount	Time and a Half	Double Time	Uninsured Subs
8061	10/01/2018	Employees	\$ Gross	\$ 0.00	\$ 0.00	+
8742	10/01/2018	Employees	\$ Gross	\$ 0.00	\$ 0.00	+
8810	10/01/2018	Employees	\$ Gross	\$ 0.00	\$ 0.00	+
9012	10/01/2018	Employees	\$ Gross	\$ 0.00	\$ 0.00	+
9083	10/01/2018	Employees	\$ Gross	\$ 0.00	\$ 0.00	+


Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?

No

[CALCULATE WEBCAP](#) [BACK](#)

- ? **Work Codes** are listed based on your policy. Each code represents a classification of employees within your business.
- ? **Gross Amount** includes gross wages or salaries, overtime (time and a half or double time), commissions, bonuses, holiday, vacation or sick pay, piecework, profit sharing or incentive plans, allowances for tools and/or housing, value of substitute for pay, payments for employee-authorized salary reductions—such as employee savings plan or retirement and cafeteria plans (IRC 125), amount paid to uninsured subcontractor for labor and 1099 payments. (Note: Tips and gratuities should not be included.)
- ? Enter **Time and a Half** or **Double Time** separately, even though it was just included in the Gross Amount. Your premium will be adjusted based on any time and a half or double time (this is because you pay workers' compensation premium on the straight pay for all hours worked). The extra pay for overtime is excluded from payroll on which premium is calculated, provided payroll records are maintained to show overtime pay separately.
- ? Complete the **Uninsured Subcontractors** section, if applicable, by clicking on the plus sign icon. This will open additional payroll fields. (See screenshot below.)

(Note: The labor totals for the Uninsured Subcontractors should also be included in the Gross Amount figures.)




BUSINESS CENTER
PROFILE

Agency Resources
Employer Resources
Injured Workers
Provider Resources
Safety Resources
Forms
About

- Uninsured subcontractors
 - Subcontractors without valid certificates of insurance or exemptions
 - Employees of an exempted subcontractor
 - Individuals hired who exceed the definition of casual labor or independent contractor

Work Code	Effective Date	Type	Gross Amount	Time and a Half	Double Time	Uninsured Subs
8061	10/01/2018	Employees	\$ 100,000.00	\$ 0.00	\$ 0.00	
806	10/01/2018	Uninsured Subs	\$ Gross	\$ 0.00	\$ 0.00	
Total			\$ 100,000.00	\$ 0.00	\$ 0.00	

Select Yes from the drop-down menu if a certificate of insurance was used.



BUSINESS CENTER
PROFILE

Agency Resources
Employer Resources
Injured Workers
Provider Resources
Safety Resources
Forms
About

9083	10/01/2018	Employees	\$ 100,000.00	\$ 0.00	\$ 0.00	+
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Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?

Yes

If Yes, fill out details about the subcontractor.

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Agency Resources Employer Resources Injured Workers Provider Resources Safety Resources Forms About

9083 10/01/2018 Employees \$ 100,000.00 \$ 0.00 \$ 0.00 +

Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?
Yes

Subcontractors

Name	Type	Reason Excluded from Payroll	Amount	For	Payment Type
Full Name	Type		\$ Amount Paid	Paid For	Payment...

+ ADD SUBCONTRACTOR

CALCULATE WEBCAP BACK

- 1 Full name of contractor
- 2 Type of subcontractor
- 3 Amount paid to contractor for labor
- 4 Type of services paid for
- 5 Payment type

(Desktop) Make a payment

[Return to top](#)

Once you have [created your WebCAP report](#) and successfully submitted it, you will be directed to the Confirmation page. (See screenshot below.)

The screenshot shows the Summit WebCAP Confirmation page. At the top is the Summit logo with the tagline "...the people who know workers' comp". To the right is a search bar and navigation links for "BUSINESS CENTER" and "PROFILE". Below this is a horizontal menu with links: "Agency Resources", "Employer Resources", "Injured Workers", "Provider Resources", "Safety Resources", "Forms", and "About". The main header area says "WebCAP | Create Existing Report". Below this is a section with a "Policy" dropdown, a "Policy Period" of "10/01/2018 - 10/01/2019", an "Insured Name" field, a "Doing Business As" field, and a "Reporting Month" of "June 2019". There is an "APPLICATIONS" button. A progress bar shows three steps: "Report", "Review", and "Confirm", with "Confirm" being the current step. The main heading is "Confirmation". Below it is the text "Thank you for submitting your WebCAP report". There is a checkbox with the text "I understand that if I do not pay online the same business day, I will be mailed an invoice." At the bottom are two buttons: "MAKE A WEBCAP PAYMENT" and "WEBCAP HOME".

At this point you have a choice to:

- a.) [Make an online payment](#) OR
- b.) Receive an invoice and [make a payment by mail](#)

If you choose to make an online payment...

10a. Click **MAKE A WEBCAP PAYMENT**.

Once you click **MAKE A WEBCAP PAYMENT**, you will be taken to the Online Payment page.

The screenshot shows the Summit Online Payment page. At the top is the Summit logo with the tagline "...the people who know workers' comp". To the right is a search bar and navigation links for "BUSINESS CENTER" and "PROFILE". Below this is a horizontal menu with links: "Agency Resources", "Employer Resources", "Injured Workers", "Provider Resources", "Safety Resources", "Forms", and "About". The main header area says "Online Payment". Below this is a "Policy" section with a dropdown menu and a "CHANGE POLICY" button. Below that is a "Notice" section with the text: "After clicking 'PAY NOW', you will be redirected to our payment vendor's website. To maintain workers' compensation insurance coverage, payment must be received by Summit or its affiliates by the due date. Failure to make a payment by the due date may result in your policy being cancelled/terminated and possibly creating a lapse in coverage. Payment received after a notice of termination has been issued does not guarantee coverage or policy reinstatement." There is a checkbox with the text "I confirm that I have read and understand the above statement." At the bottom are two buttons: "CANCEL" and "PAY NOW".

11a. Confirm that the policy number is correct.

12a. Click the checkbox to confirm that you understand the statement.

Notice

After clicking 'PAY NOW', you will be redirected to our payment vendor's website


To maintain workers' compensation insurance coverage, payment must be received by Summit or its affiliates by the due date. Failure to make a payment by the due date may result in your policy being cancelled/terminated and possibly creating a lapse in coverage. Payment received after a notice of termination has been issued does not guarantee coverage or policy reinstatement.

☒ I confirm that I have read and understand the above statement.

[CANCEL](#) [PAY NOW](#)

13a. Click **PAY NOW**.

Once you click **PAY NOW**, you will be redirected to our third-party payment vendor, Bank of America, to complete the payment process.



Bridgefield Casualty Ins Co


Select Payment Method

Please choose the method of payment.

☐ Pay by Personal Check
☐ Pay by Corporate Check

[Exit](#)

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Member of Great American Insurance Group

If you choose to make a payment by mail...

10b. Click the checkbox to confirm that you understand that you will receive an invoice in the mail.

Report

Review

Confirm

Confirmation

Thank you for submitting your WebCAP report

☒ I understand that if I do not pay online the same business day, I will be mailed an invoice.

[MAKE A WEBCAP PAYMENT](#) [WEBCAP HOME](#)

11b. Click **WEBCAP HOME** to complete the process.

(Desktop) View a submitted report

[Return to top](#)

Once you have submitted your report, you can go back into the system and view it.

1. Log in to the Online Business Center.
2. [Open WebCAP.](#)
3. Click **VIEW** next to the submitted report you wish to review.

Summit
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Search...

BUSINESS CENTER PROFILE

Agency Resources Employer Resources Injured Workers Provider Resources Safety Resources Forms About

WebCAP | Manage

Policy: [Dropdown]
Policy Period: 10/01/2018 - 10/01/2019
Insured Name: [Text]
Doing Business As: [Text]

APPLICATIONS

Reminder: If you have zero payroll for an entire month, you must submit a zero payroll report. MAKE A WEBCAP PAYMENT

Completed WebCAP Reports for Policy Period 10/01/2018 - 10/01/2019

Reporting Period	Date Due	Date Submitted	Amount Reported	Action
September 2019	10/15/2019	06/23/2020	\$10,412.70	VIEW AMEND
August 2019	09/15/2019	06/16/2020	\$10,412.70	VIEW AMEND
July 2019	08/15/2019	06/16/2020	\$10,391.82	VIEW AMEND
June 2019	07/15/2019	06/15/2020	\$10,360.31	VIEW AMEND
May 2019	06/15/2019	05/29/2019	\$14,653.47	VIEW AMEND
April 2019	05/15/2019	05/09/2019	\$15,214.40	VIEW AMEND
March 2019	04/15/2019	04/03/2019	\$19,926.10	VIEW AMEND
February 2019	03/15/2019	03/01/2019	\$14,339.12	VIEW AMEND
January 2019	02/15/2019	02/06/2019	\$13,157.51	VIEW AMEND

From here, you can view and print the Payroll and Calculations from a previously submitted report.

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Search...

BUSINESS CENTER PROFILE

Agency Resources Employer Resources Injured Workers Provider Resources Safety Resources Forms About

Policy Period: 10/01/2018 - 10/01/2019
Insured Name: [Text]
Doing Business As: [Text]
Reporting Month: June 2019

Report Review Confirm

Payroll

Work Code	Classification	Payroll	Rate	Premium
8061	STORE: GROCERY CONVENIENCE-RETAIL	\$100,000.00	3.55	\$3,550.00
8742	SALESPERSONS OR COLLECTORS-OUTSIDE	\$96,500.00	0.44	\$424.60
8810	CLERICAL OFFICE EMPLOYEES NOC	\$100,000.00	0.23	\$230.00
9012	BUILDING OPS BY OWNER-MGMT FIRM PROF EMPL C, S	\$98,333.33	1.41	\$1,386.50
9083	RESTAURANT: FAST FOOD	\$100,000.00	2.14	\$2,140.00

Calculations

Description	Amount
-------------	--------

(Desktop) Amend a submitted report

[Return to top](#)

Once you have submitted your report, you can go back into WebCAP and amend it.

(Note: The amend feature is not available once a policy year has been audited. You will only be able to view a previously submitted report.)

1. Log in to the Online Business Center.
2. [Open WebCAP](#).
3. Click **AMEND** next to the submitted report you wish to change.

The screenshot shows the WebCAP interface. At the top, there is a search bar and navigation links for BUSINESS CENTER and PROFILE. Below this, there are links for Agency Resources, Employer Resources, Injured Workers, Provider Resources, Safety Resources, Forms, and About. The main section is titled 'WebCAP | Manage'. It includes a sidebar with 'Policy', 'Policy Period' (10/01/2018 - 10/01/2019), 'Insured Name', and 'Doing Business As'. A reminder message states: 'Reminder: If you have zero payroll for an entire month, you must submit a zero payroll report.' A button 'MAKE A WEBCAP PAYMENT' is also visible. The main content area displays 'Completed WebCAP Reports for Policy Period 10/01/2018 - 10/01/2019'. A table lists the reports with columns for Reporting Period, Date Due, Date Submitted, Amount Reported, and Action. The 'Action' column contains 'VIEW' and 'AMEND' buttons. The 'AMEND' button for the September 2019 report is circled in red.

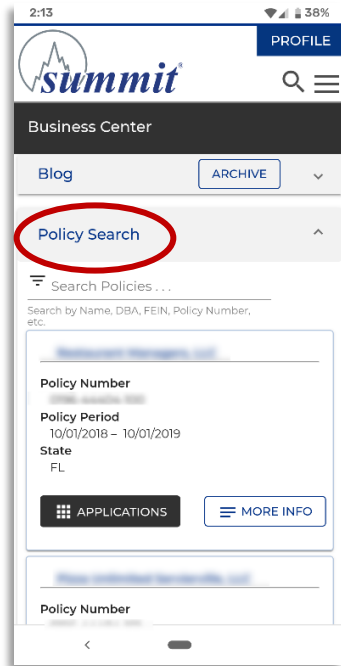
Reporting Period	Date Due	Date Submitted	Amount Reported	Action
September 2019	10/15/2019	06/23/2020	\$10,412.70	VIEW AMEND
August 2019	09/15/2019	06/16/2020	\$10,412.70	VIEW AMEND
July 2019	08/15/2019	06/16/2020	\$10,391.82	VIEW AMEND
June 2019	07/15/2019	06/15/2020	\$10,360.31	VIEW AMEND
May 2019	06/15/2019	05/29/2019	\$14,653.47	VIEW AMEND
April 2019	05/15/2019	05/09/2019	\$15,214.40	VIEW AMEND
March 2019	04/15/2019	04/03/2019	\$19,926.10	VIEW AMEND
February 2019	03/15/2019	03/01/2019	\$14,339.12	VIEW AMEND
January 2019	02/15/2019	02/06/2019	\$13,157.51	VIEW AMEND

From here, you will be taken through the Amend Existing Report process. For instructions on how to complete a WebCAP report, [click here](#) and begin at step 2.

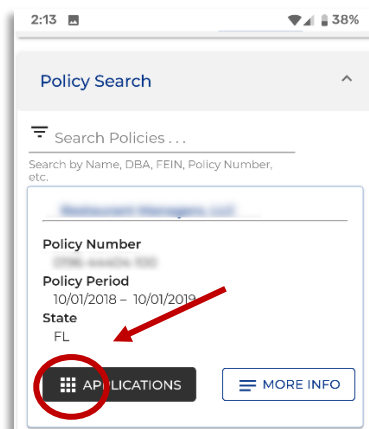
(Mobile) Open WebCAP

[Return to top](#)

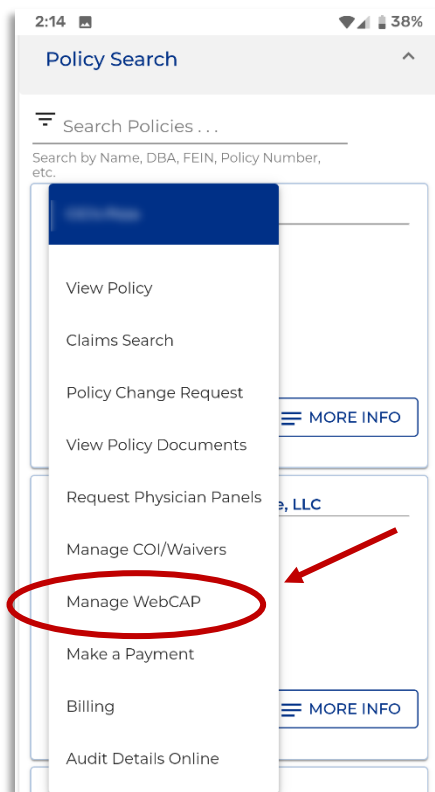
1. Log in to the Online Business Center.
2. Locate your policy in Policy Search.



3. Click the applications menu button beneath the policy you wish to submit a report on.



4. Select **Manage WebCAP** from the applications menu.



This will open the WebCAP application. From here, the user can [create a WebCAP report](#).

(Mobile) Creating a WebCAP Report

[Return to top](#)

1. Click **CREATE REPORT**. (Please note that the WebCAP application preselects the reporting period based on your policy information and the reporting month due. You will be unable to report future months without first reporting the most recent month due.)

The screenshot shows the WebCAP mobile app interface. At the top, there's a status bar with the time 2:14 and 37% battery. Below that, a header bar says 'WebCAP | Manage'. The main content area has a 'Policy' section with a dropdown menu and an 'APPLICATIONS' button. Below that, the 'Policy Period' is set to '10/01/2018 - 10/01/2019'. There's also a field for 'Insured Name' and 'Doing Business As'. A reminder box states: 'Reminder: If you have zero payroll for an entire month, you must submit a zero payroll report.' Below this is a 'MAKE A WEBCAP PAYMENT' button. The 'Action Required' section is highlighted with a red border and contains a 'July 2019' header, a 'Date Due 08/15/2019', and a 'CREATE REPORT' button which is circled in red.

2. Scroll down the Create Existing Report page to the Payroll Entry Area section.

The screenshot shows the 'Payroll Entry Area' section of the WebCAP mobile app. It features a list of instructions and options for entering payroll data. The instructions include: 'Before entering payroll, make sure the desired reporting period is selected.', 'If you need to add a new work code, please contact your agent to obtain approval from our Underwriting department.', 'The information reported on this form is subject to verification by a physical audit under the terms and conditions of the policy.', 'Gross amount includes gross wages or salaries, overtime (time and half or double time), commissions, bonuses, holiday, vacation or sick pay, piecework, profit sharing or incentive plans, allowances for tools and/or housing, value of substitute for pay, payments for employee-authorized salary reductions such as employee savings plan or retirement and cafeteria plans (IRC 125).', and 'Identify the type of worker'. The options for worker type are: 'Employees' (with sub-options for W2 tax reports and 1099 tax reports), 'Uninsured Subcontractors' (with sub-options for subcontractors without valid certificates of insurance or exemptions, and employees of an exempted subcontractor).

(Please note that you may have to submit two reports for one month when your policy renews, depending on your renewal date.)

3. Confirm that you are reporting payroll for the desired pay period.
4. Enter payroll information into the appropriate fields.

2:15 37%

Employees under work code 8061

Effective Date 10/01/2018

\$ Gross Pay

Time and a Half 0.00

Double Time 0.00

+ ADD UNINSURED SUB

Employees under work code 8742

Effective Date 10/01/2018

\$ Gross Pay

Time and a Half 0.00

Double Time 0.00

+ ADD UNINSURED SUB

(For a further breakdown on the payroll fields and how to complete them, [click here.](#))

5. Review and confirm that the information you entered is complete and correct.
6. Click **CALCULATE WEBCAP** at the bottom left hand corner of page.

2:16 37%

test.summitholdings.com/v

+ ADD UNINSURED SUB

Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?

No

CALCULATE WEBCAP BACK

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Once you click **CALCULATE WEBCAP**, you will be taken to the Review page.

2:18 37%

Report Review Confirm

Payroll

Work Code
8061
Classification STORE: GROCERY CONVENIENCE-RETAIL
Payroll \$100,000.00
Rate 3.55
Premium \$3,550.00

Work Code
8742
Classification SALESPERSONS OR COLLECTORS-OUTSIDE
Payroll \$96,500.00
Rate 0.44
Premium \$424.60

Work Code
8810
Classification CLERICAL OFFICE EMPLOYEES NOC
Payroll \$100,000.00
Rate 0.23
Premium \$230.00

Work Code
9012
Classification BUILDING OWNED BY OWNED MGMT...

7. Review the Payroll and Calculations sections carefully for accuracy.
8. Click the checkbox to confirm that the information is correct. *(Please note that **SUBMIT** is disabled until this selection is made.)*

Increased Employers Liability 1,000,000/1,000,000/1,000,000	+ \$108.56
	\$7,863.16
Workplace Safety Credit-2%	- \$157.26
Experience Mod	x 1.47
Standard Premium	\$11,327.67
Discount	- \$985.50
	\$10,342.17
Terrorism	+ \$49.65
Total	\$10,391.82

☒ I confirm that the above entered values are accurate as of the time of submission.

[✓ SUBMIT](#) [← BACK](#)

[Legal](#) | [Contact Us](#) | [Report a problem with this page](#)

9. Click **SUBMIT**.

Once you click **SUBMIT**, you have successfully submitted your report and will be taken to the Confirmation page to [complete the payment process](#).

2:19 36%

Insured Name
Doing Business As
Reporting Month
August 2019

Report — Review — Confirm

Confirmation

Thank you for submitting your WebCAP report

☐ I understand that if I do not pay online the same business day, I will be mailed an invoice.

[MAKE A WEBCAP PAYMENT](#)

[WEBCAP HOME](#)

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(Mobile) Payroll fields

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2:17 37%

Employees under work code 8061

Effective Date 10/01/2018

Gross Pay \$ 100,000.00

Time and a Half \$ 0.00

Double Time \$ 0.00

Employees under work code 8742

Effective Date 10/01/2018

Gross Pay \$ 100,000.00

Time and a Half \$ 0.00

Double Time \$ 7,000.00

ADD UNINSURED SUB

- Work Codes** are listed based on your policy. Each code represents a classification of employees within your business.
- Gross Amount** includes gross wages or salaries, overtime (Time and a Half or Double Time), commissions, bonuses, holiday, vacation or sick pay, piecework, profit sharing or incentive plans, allowances for tools and/or housing, value of substitute for pay, payments for employee-authorized salary reductions—such as employee savings plan or retirement and cafeteria plans (IRC 125), amount paid to uninsured subcontractor for labor and 1099 payments. (Note: Tips and gratuities should not be included.)
- Enter **Time and a Half** or **Double Time** separately, even though it was just included in the Gross Amount. Your premium will be adjusted based on any Time and a Half or Double Time (this is because you pay workers' compensation premium on the straight pay for all hours worked). The extra pay for overtime is excluded from payroll on which premium is calculated, provided payroll records are maintained to show overtime pay separately.
- Complete the **Uninsured Subcontractors** section, if applicable, by clicking on the **ADD UNINSURED SUB** button. (Note: The labor totals for the Uninsured Subcontractors should also be included in the Gross Amount figures.)

3:52 66%

Employees under work code 8061 ⓘ

Effective Date 10/01/2018

Gross Pay
\$ 100,000.00

Time and a Half
\$ 0.00

Double Time
\$ 0.00


Uninsured Subs under work code 8061 ⓘ

Effective Date 10/01/2018

\$ Gross Pay

Time and a Half
\$ 0.00

Double Time
\$ 0.00

 REMOVE UNINSURED SUB

Select Yes from the drop-down menu if a certificate of insurance was used.

3:52 66%

Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?

Yes ▾

If yes, fill out details about the subcontractor.

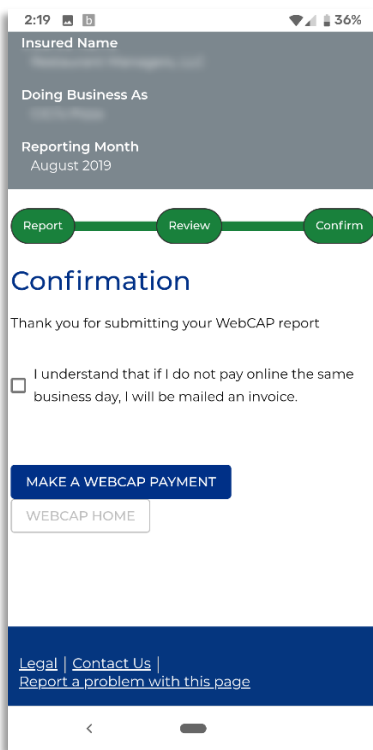
The screenshot shows a mobile application interface. At the top, the status bar displays the time 3:52, signal strength, and 66% battery. Below the status bar, a question is asked: "Were any contractors paid that were not included in payroll figures above and have not presented a valid workers' compensation certificate of insurance?". A dropdown menu is set to "Yes". Below this, the section "Subcontractors" is titled. A form for "Subcontractor 1" contains five fields, each numbered with an orange circle: 1. "Full Name" (text input), 2. "Type" (dropdown menu with a help icon), 3. "\$ Amount Paid" (text input), 4. "Paid For" (dropdown menu), and 5. "Payment Type" (dropdown menu). Below the form is a button labeled "+ ADD SUBCONTRACTOR". At the bottom of the screen is a navigation bar with a back arrow and a home indicator.

- 1 Full name of contractor
- 2 Type of subcontractor
- 3 Amount paid to contractor for labor
- 4 Type of services paid for
- 5 Payment type

(Mobile) Make a payment

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Once you have [created your WebCAP report](#) and successfully submitted it, you will be directed to the Confirmation page.

A screenshot of a mobile application interface. At the top, a status bar shows the time 2:19, signal strength, and 36% battery. Below this is a grey header with the text 'Insured Name', 'Doing Business As', and 'Reporting Month August 2019'. A green progress bar with three steps 'Report', 'Review', and 'Confirm' is shown. The main heading is 'Confirmation' in blue. Below it, a message says 'Thank you for submitting your WebCAP report'. There is a checkbox with the text 'I understand that if I do not pay online the same business day, I will be mailed an invoice.' Below the checkbox are two buttons: 'MAKE A WEBCAP PAYMENT' in blue and 'WEBCAP HOME' in white. At the bottom, a dark blue footer contains links: 'Legal | Contact Us | Report a problem with this page'. A back arrow is visible at the very bottom.

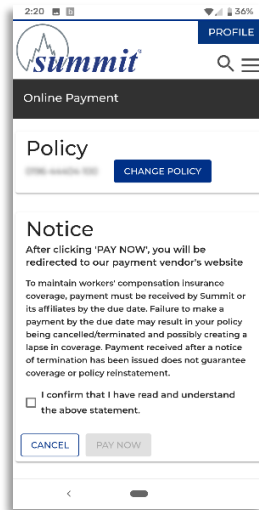
At this point you have a choice to:

- a.) [Make an online payment](#) **OR**
- b.) Receive an invoice and [make a payment by mail](#)

If you choose to make an online payment...

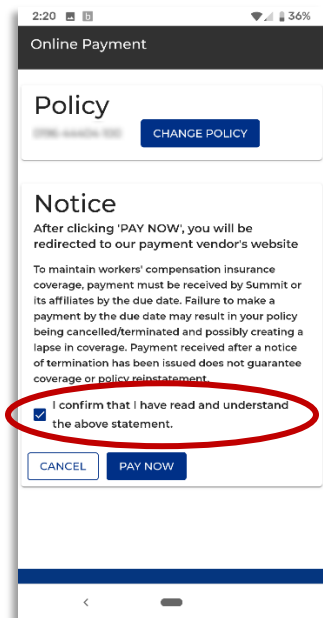
- 10a. Click **MAKE A WEBCAP PAYMENT**.

Once you click **MAKE A WEBCAP PAYMENT**, you will be taken to the Online Payment page



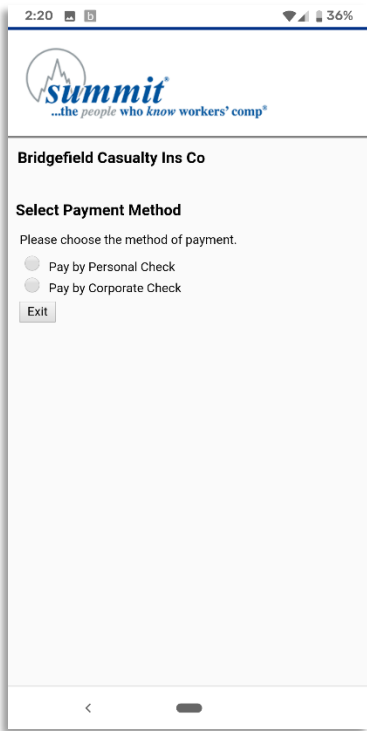
11a. Confirm that the policy number is correct.

12a. Click the checkbox to confirm that you understand the statement.



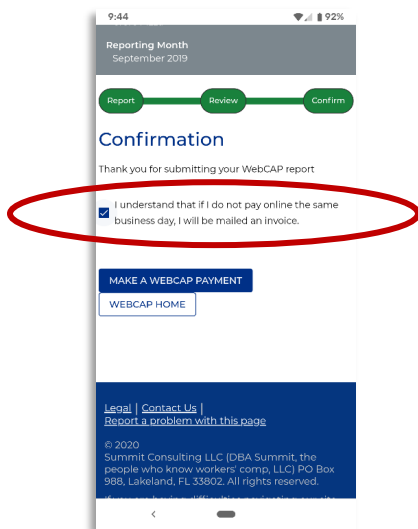
13a. Click **PAY NOW**.

Once you click **PAY NOW**, you will be redirected to our third-party payment vendor, Bank of America, to complete the payment process. (See screenshot below.)



If you choose to make a payment by mail...

10b. Click the checkbox to confirm that you understand that you will receive an invoice in the mail.



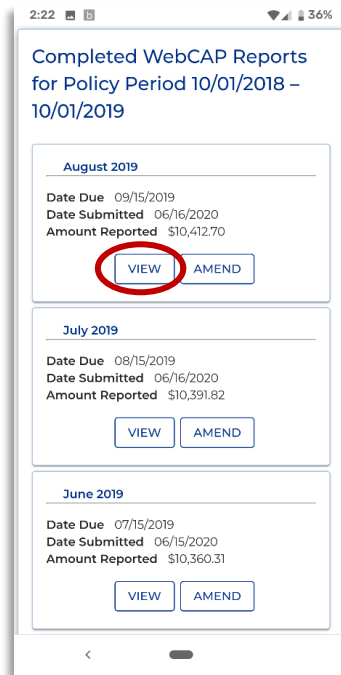
11b. Click **WEBCAP HOME** to complete the process.

(Mobile) View a submitted report

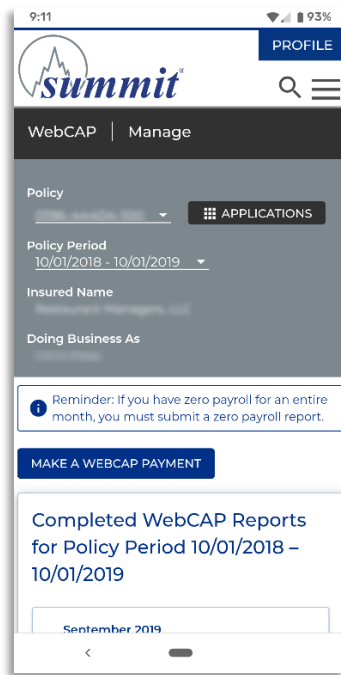
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Once you have submitted your report, you have the option to go back into the system and view it.

1. Log in to the Online Business Center.
2. [Open WebCAP.](#)
3. Click **VIEW** next to the submitted report you wish to review.



From here you may view and print the Payroll and Calculations from a previously submitted report.

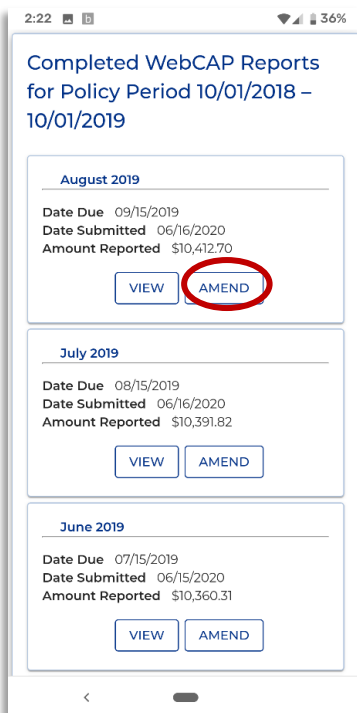


(Mobile) Amend a submitted report

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Once you have submitted your report, you have the option to go back into the system and amend it.

1. Log in to the Online Business Center.
2. [Open WebCAP](#).
3. Click **AMEND** next to the submitted report you wish to change.



From here, you will be taken through the Amend Existing Report process. For instructions on how to complete a WebCAP report, [click here](#) and begin at step 2.

Contact

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Please contact our Customer Care department at 1-800-282-7648 with any questions.