

How to Enroll in ePayroll & ePayment

The ePayroll & ePayment system of **State Fund Online** notifies you by email when your bill or payroll report is available. This makes it easy for you to view your bills and payroll reports and submit and pay them online at the same time. If you are a **State Fund Online** Administrator or assigned enrollee you can enroll in ePayroll & ePayment through your normal **State Fund Online** access.

The enrollment process is easy and takes only a few minutes.

Once you are logged into **State Fund Online** you will see the screen below. From the "More" dropdown menu, select "ePayroll & ePayment" then choose "Enroll in ePayroll & ePayment."

The screenshot displays the State Fund Online user interface. At the top, a dark blue navigation bar contains the 'STATE FUND' logo and links for 'My Portal', 'Quote', 'Policy', 'Claims', 'Safety Services', and a 'More' dropdown menu. A notification bell icon and a search bar are also present. The main content area is divided into several sections: 'Notifications' (stating 'You have no notifications'), 'Policy Summary' (displaying a table for 'ABC COMPANY INC.'), 'Quote Summary' (stating 'You have no quote requests'), and 'Quick Links' (containing a maintenance notice). The 'More' dropdown menu is open, showing options like 'Certificate of Insurance', 'User Administration', 'My Account', 'Go Paperless', and 'ePayroll & ePayment'. The 'ePayroll & ePayment' option is highlighted, and a sub-menu is visible with 'Introduction to ePayroll and ePayments' and 'Enroll in ePayroll & ePayment'. A 'Safety Videos' section at the bottom right shows a video player for 'A Guide to Forklift Safety (English) Part 1'.

Legal Name	Policy Id	Coverage Period	Annual Premium
ABC COMPANY INC.	000000	01-01-YEAR to 01-01-YEAR	\$0000.00

1. ENROLLMENT WELCOME SCREEN

The screen below describes the features offered by ePayroll & ePayment. Continue to enroll by clicking the “Enroll Now” button.

The screenshot shows the State Compensation Insurance Fund's ePayroll & ePayment enrollment page. At the top is a dark blue header with the State Fund logo and navigation links: My Portal, Quote, Policy, Claims, Safety Services, and More. A notification bell icon and a white rectangular box are on the right. Below the header, the page title is "ePayroll and ePayment >>". The main content area has a white background. On the left, it says "Enroll in ePayroll & ePayment" followed by "000000", "ABC Company Inc.", and "123 Main Street, Anytown, CA 90000". On the right, there is a table with three rows: "Regional Office Los Angeles", "Field Services Office SC - LOS ANGELES", and "Anniversary Rating Date ---". Below the table is a note: "* These fields contain data from the most recently active policy." A dark blue bar with "EPayRoll" and a "Help" button is below the table. The main content area has a title "ePayroll and ePayment: A Better Way to Manage Your Workers' Comp Bookkeeping". Below the title is a paragraph explaining the system. Then, there is a list of five bullet points: "Save time", "Get Organized", "Reduce Uncertainty", "Simplify Work", and "Be secure". Below the list is a sentence: "You can make payments with a debit/credit card" followed by icons for American Express, Visa, and MasterCard, and "or electronic check" followed by an "eCheck" icon. Below that is a paragraph: "You can sign up for ePayroll and ePayment in just a few easy steps. Click the 'ENROLL NOW' button below and start saving time, stamps, and worries." At the bottom of this section are two buttons: "Enroll Now" and "Back". At the very bottom of the page is a copyright notice: "Copyright © 2000-2017 State Compensation Insurance Fund. Legal Notice & California Privacy Policy".

STATE
COMPENSATION
INSURANCE
FUND

My Portal Quote Policy Claims Safety Services More

ePayroll and ePayment >>

Enroll in ePayroll & ePayment
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ABC Company Inc.
123 Main Street, Anytown, CA 90000

* Regional Office Los Angeles
* Field Services Office SC - LOS ANGELES
* Anniversary Rating Date ---





* These fields contain data from the most recently active policy.

EPayRoll Help

ePayroll and ePayment: A Better Way to Manage Your Workers' Comp Bookkeeping

With State Fund's ePayroll and ePayment system, you can review, track, and submit your payroll reports and bills online. When you have a new payroll report or payment due, you will receive an e-mail notification instead of a paper copy in the U.S. mail. Log in to enter your payroll, check your bill, or make a payment. Enroll now and ePayroll and ePayment will help you:

- **Save time:** By submitting your payroll reports and bills online, you'll have more time in your day for other business responsibilities.
- **Get Organized:** With e-mail notifications and online access to payroll reports and bills, there is less paper to misplace.
- **Reduce Uncertainty:** Select recipients from your company, and notification of your eDocuments will be sent automatically to their e-mail addresses.
- **Simplify Work:** Pay with a click—forget about checks, envelopes, and snail-mail delivery. If you are interrupted, you can save a draft of your payroll report and come back later to complete it.
- **Be secure:** Your payroll and payment information is private and always protected.

You can make payments with a debit/credit card    or electronic check .

You can sign up for ePayroll and ePayment in just a few easy steps. Click the "ENROLL NOW" button below and start saving time, stamps, and worries.

Enroll Now **Back**

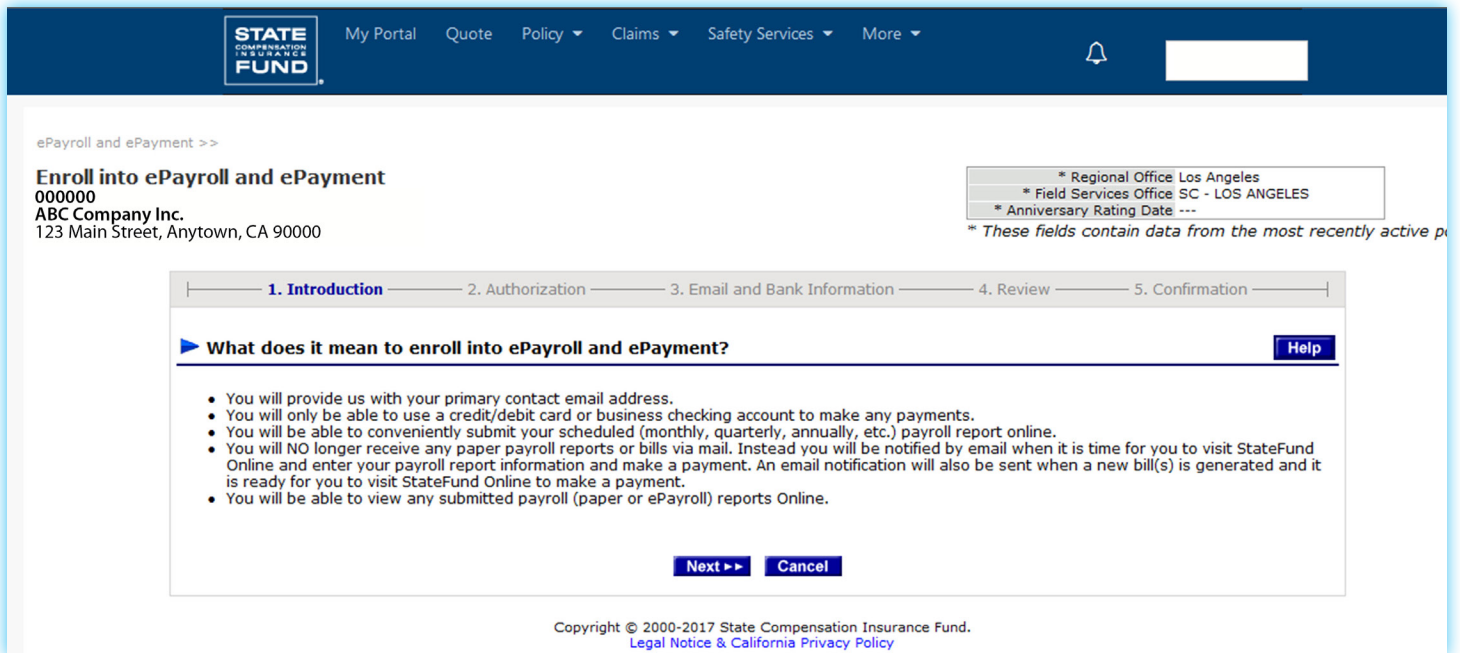
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You can enroll your policy in ePayroll & ePayment if you are;

- The State Fund Administrator for your organization
- A **State Fund Online** user and your **State Fund Online** Administrator has granted you authority to enroll your policy in ePayroll & ePayment.

If you have been asked to enroll your policy and do not see an enrollment option, you may need the **State Fund Online** Administrator for your organization to grant you authority.

2. ENROLLMENT INFORMATION SCREEN



The screenshot shows the 'Enroll into ePayroll and ePayment' screen. The header includes the State Compensation Insurance Fund logo and navigation links: My Portal, Quote, Policy, Claims, Safety Services, and More. A progress bar at the top indicates the current step is 1. Introduction. The main content area is titled 'What does it mean to enroll into ePayroll and ePayment?' and lists five bullet points explaining the enrollment process. At the bottom, there are 'Next' and 'Cancel' buttons. A copyright notice at the bottom reads: Copyright © 2000-2017 State Compensation Insurance Fund. Legal Notice & California Privacy Policy.

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My Portal Quote Policy Claims Safety Services More

ePayroll and ePayment >>

Enroll into ePayroll and ePayment
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* Regional Office Los Angeles
* Field Services Office SC - LOS ANGELES
* Anniversary Rating Date ---
* These fields contain data from the most recently active policy.

1. Introduction 2. Authorization 3. Email and Bank Information 4. Review 5. Confirmation

What does it mean to enroll into ePayroll and ePayment? [Help](#)

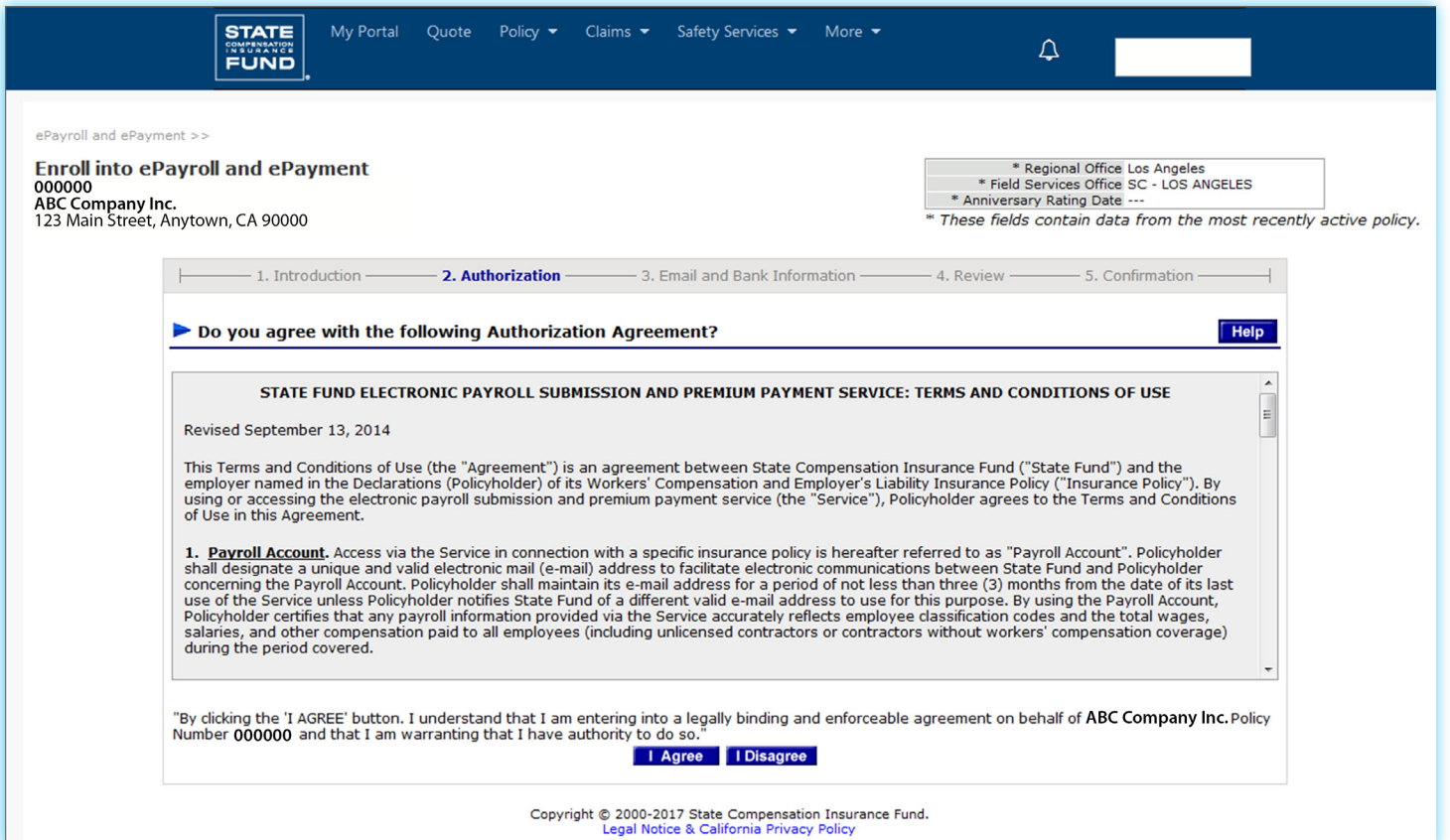
- You will provide us with your primary contact email address.
- You will only be able to use a credit/debit card or business checking account to make any payments.
- You will be able to conveniently submit your scheduled (monthly, quarterly, annually, etc.) payroll report online.
- You will NO longer receive any paper payroll reports or bills via mail. Instead you will be notified by email when it is time for you to visit StateFund Online and enter your payroll report information and make a payment. An email notification will also be sent when a new bill(s) is generated and it is ready for you to visit StateFund Online to make a payment.
- You will be able to view any submitted payroll (paper or ePayroll) reports Online.

[Next >>](#) [Cancel](#)

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To continue with the enrollment process, click the “Next” button.

3. ENROLLMENT AUTHORIZATION SCREEN



The screenshot shows the 'Enroll into ePayroll and ePayment' screen, specifically the authorization phase. The header is identical to the previous screen. The progress bar now shows step 2. Authorization as the current step. The main content area is titled 'Do you agree with the following Authorization Agreement?' and contains a scrollable text area with the 'STATE FUND ELECTRONIC PAYROLL SUBMISSION AND PREMIUM PAYMENT SERVICE: TERMS AND CONDITIONS OF USE'. Below the text area, there is a statement of understanding and two buttons: 'I Agree' and 'I Disagree'. A copyright notice at the bottom reads: Copyright © 2000-2017 State Compensation Insurance Fund. Legal Notice & California Privacy Policy.

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My Portal Quote Policy Claims Safety Services More

ePayroll and ePayment >>

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* Anniversary Rating Date ---
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1. Introduction 2. Authorization 3. Email and Bank Information 4. Review 5. Confirmation

Do you agree with the following Authorization Agreement? [Help](#)

STATE FUND ELECTRONIC PAYROLL SUBMISSION AND PREMIUM PAYMENT SERVICE: TERMS AND CONDITIONS OF USE

Revised September 13, 2014

This Terms and Conditions of Use (the "Agreement") is an agreement between State Compensation Insurance Fund ("State Fund") and the employer named in the Declarations (Policyholder) of its Workers' Compensation and Employer's Liability Insurance Policy ("Insurance Policy"). By using or accessing the electronic payroll submission and premium payment service (the "Service"), Policyholder agrees to the Terms and Conditions of Use in this Agreement.

1. Payroll Account. Access via the Service in connection with a specific insurance policy is hereafter referred to as "Payroll Account". Policyholder shall designate a unique and valid electronic mail (e-mail) address to facilitate electronic communications between State Fund and Policyholder concerning the Payroll Account. Policyholder shall maintain its e-mail address for a period of not less than three (3) months from the date of its last use of the Service unless Policyholder notifies State Fund of a different valid e-mail address to use for this purpose. By using the Payroll Account, Policyholder certifies that any payroll information provided via the Service accurately reflects employee classification codes and the total wages, salaries, and other compensation paid to all employees (including unlicensed contractors or contractors without workers' compensation coverage) during the period covered.

"By clicking the 'I AGREE' button, I understand that I am entering into a legally binding and enforceable agreement on behalf of ABC Company Inc. Policy Number 000000 and that I am warranting that I have authority to do so."

[I Agree](#) [I Disagree](#)

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This is the authorization phase of your enrollment. Click the “I Agree” button to continue.

4. ENROLLMENT EMAIL SCREENS

The next screen prompts you to provide State Fund with an email address where the payroll and payment notifications will be sent.

The screenshot shows the 'Enroll into ePayroll and ePayment' screen. The header includes the State Fund logo and navigation links: My Portal, Quote, Policy, Claims, Safety Services, and More. A progress bar at the top indicates the current step is '3. Default Email address'. The main content area asks 'Where should electronic Payroll and Payment Notifications be sent?' and provides a text box for 'Email Address' and a 'Confirm Email Address' field. A 'Next >>' button is visible. A sidebar on the right shows policy details: Regional Office Los Angeles, Field Services Office SC - LOS ANGELES, and Anniversary Rating Date ---. A footer note states: 'These fields contain data from the most recently active policy.'

Please enter a valid email address and confirm. To continue with the enrollment process, click the “Next” button.

On the next screen you will be asked to confirm the email address you entered.

The screenshot shows the 'Enroll into ePayroll and ePayment' screen. The header includes the State Fund logo and navigation links: My Portal, Quote, Policy, Claims, Safety Services, and More. A progress bar at the top indicates the current step is '4. Review'. The main content area asks 'Is this the information you want to submit for enrollment?' and displays the 'Default Email Address: jdoe@abccompany.com'. A 'Submit' button is visible. A sidebar on the right shows policy details: Regional Office Los Angeles, Field Services Office SC - LOS ANGELES, and Anniversary Rating Date ---. A footer note states: 'These fields contain data from the most recently active policy.'

To continue, click the “Submit” button.

5. ENROLLMENT CONFIRMATION

After clicking the "Submit" button, you will receive the notice shown below thanking you for enrolling in ePayroll & ePayment for your policy.

The screenshot shows the SCIF website's enrollment confirmation page. At the top is a dark blue header with the SCIF logo and navigation links: My Portal, Quote, Policy, Claims, Safety Services, and More. A notification bell icon and a search bar are on the right. Below the header, the page title is "ePayroll and ePayment >>". The main content area has a heading "Enroll into ePayroll and ePayment" followed by the policy number "000000" and the company name "ABC Company Inc." with its address "123 Main Street, Anytown, CA 90000". To the right, a box displays policy details: "Regional Office Los Angeles", "Field Services Office SC - LOS ANGELES", and "Anniversary Rating Date ---", with a note that these fields contain data from the most recently active policy. A progress bar shows five steps: 1. Introduction, 2. Authorization, 3. Email and Bank Information, 4. Review, and 5. Confirmation (the current step). The main message says "Thank you for enrolling into ePayroll and ePayment." with a "Help" button. Below this, it states: "You will receive an email shortly confirming your enrollment. Once State Fund has validated your bank account information, you will receive another email indicating that you can begin submitting online payroll reports and payments." A link "Go to Your Home Page." is provided. At the bottom, a copyright notice reads "Copyright © 2000-2017 State Compensation Insurance Fund. Legal Notice & California Privacy Policy".

After your enrollment in ePayroll & ePayment is complete, you will receive an email confirmation similar to the message below;

The screenshot shows an email confirmation from State Fund. The header bar is blue and contains the following information: From: contact@scif.com, To: John Doe, Cc: (empty), Subject: Your ePayroll enrollment has been received. Policy 000000-2017. The email body starts with "Policy: 000000" and "Employer Name: ABC Company Inc.". It then addresses the policyholder as "Dear Policyholder," and states: "You have successfully enrolled in StateFund Online ePayroll and eBilling. You will no longer receive paper payroll solicitations or paper bills. Instead you will be sent emails notifying you that your payroll report is ready to be submitted online or your bill is ready to be paid online." It provides contact information for Customer Service Representatives at 1-888-STATEFUND (1-888-782-8338) between 7:30 AM and 5:30 PM PT, Monday - Friday. A link is provided to log on to the State Fund's Electronic Payroll Reporting and Bill Payment system: <https://portal.scif.com>. The email concludes with "Thank you, State Fund Customer Service" and a disclaimer: "DO NOT REPLY TO THIS E-MAIL. Replies are automatically deleted. Please call the number listed above for questions regarding this message."


6. CANCEL OR UPDATE ENROLLMENT

Enrollment can be updated or cancelled at any time. While logged into **State Fund Online**, select the “More” dropdown menu and then select “ePayroll & ePayment”, then you may select either “UnEnroll from ePayroll & ePayment” or “Maintain Default Email”.



The screenshot shows the State Fund Online portal. The top navigation bar includes links for My Portal, Quote, Policy, Claims, Safety Services, and More. The 'More' dropdown menu is open, showing options like Certificate of Insurance, User Administration, My Account, Go Paperless, and ePayroll & ePayment. The 'ePayroll & ePayment' option is selected, and a sub-menu is displayed with options: UnEnroll from ePayroll & ePayment, Maintain Default Email, Pay Outstanding Payrolls & Bills, and View Submitted Payroll Reports. The 'UnEnroll from ePayroll & ePayment' option is highlighted by a mouse cursor. Below the navigation bar, there are sections for Notifications (You have no notifications), Policy Summary (ABC COMPANY INC., Policy Id 000000, Coverage Period 01-01-YEAR to 01-01-YEAR, Annual Premium \$0000.00), Quote Summary (You have no quote requests), and Quick Links (This section is down for maintenance while we implement enhancements. We apologize for the inconvenience. If you need to make a payment or report payroll, please navigate to the "more" link on the menu bar above. Then choose either the "My Account" option or the ePayroll/ePayment link to access "Outstanding Payroll Reports and Bills" link. If access is needed to the menu, please contact the user within your organization who has policy administration rights.). On the right side, there is a 'Safety Videos' section with a video player showing 'EUCA Employee Code of Safe Practices In Action (English) Part 2'.

Click the “Cancel Enrollment” button to cancel enrollment. After enrollment cancellation is complete, you will receive confirmation.

The screenshot shows the 'Cancel ePayroll and ePayment enrollment' page. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there is a breadcrumb trail: ePayroll and ePayment >> UnEnroll from ePayroll & ePayment. The main heading is 'Cancel ePayroll and ePayment enrollment'. Below the heading, there is a form with the following information: 000000, ABC COMPANY INC, 123 MAIN STREET, ANYTOWN, CA 90000. To the right of the form, there is a table with the following data: * Regional Office Los Angeles, * Field Services Office SC - LOS ANGELES, * Anniversary Rating Date ---. Below the table, there is a note: * These fields contain data from the most recently active policy. The main content area is titled 'Cancel ePayroll and ePayment Enrollment' and contains the following text: 'What does it mean to Cancel from ePayroll and ePayment?'. Below this text, there is a section titled 'If you Cancel your ePayroll-ePayment enrollment:' with a list of bullet points: You will receive paper payroll solicitations and paper bills by regular mail once again. You will NO LONGER receive email notifications when payroll reports or outstanding bills are due. You can complete and send in the paper payroll reports and bills with your paper check. You can still complete and pay your payroll reports and bills online using credit/debit cards or by electronic check (e-check). At the bottom of the form, there are two buttons: 'Cancel Enrollment' and 'Keep Enrollment'. The 'Cancel Enrollment' button is highlighted by a mouse cursor.



[My Portal](#)
[Quote](#)
[Policy ▾](#)
[Claims ▾](#)
[Safety Services ▾](#)
[More ▾](#)

ePayroll and ePayment >> UnEnroll from ePayroll & ePayment

Cancel ePayroll and ePayment enrollment Confirmation

000000
ABC COMPANY INC
123 MAIN STREET, ANYTOWN, CA 90000

* Regional Office	Los Angeles
* Field Services Office	SC - LOS ANGELES
* Anniversary Rating Date	---

** These fields contain data from the most recently active policy.*

Cancel ePayroll and ePayment Enrollment Confirmation

You have successfully cancelled your ePayroll and ePayment enrollment.

You will receive an email shortly confirming your ePayroll and ePayment enrollment cancellation.

Go to Your [Home Page](#).

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If you have any questions regarding the enrollment process, please contact Customer Service at 1-888-782-8338 for assistance.

We protect the people who make California work.

