



## Online Payroll Reporting Access Authorization Form

The State Insurance Fund now offers a way to report payroll online through our secure website. The Online Payroll Reporting feature is available for policyholders who report Monthly, Quarterly, and Semi-Annually. It is not available at this time for policies reporting once a year.

It is preferable if you will register for online access and create a user account prior to submitting this form. However, we can create an account for you with the information you supply below.

For authorization to access online payroll reporting through the secure portion of our website, please complete and submit this form. Once enabled, payroll reports will be available to complete online about two to three days after the first of the month unless it falls on a weekend which will add extra days. Paper reports will still be mailed to you.

Policy No. \_\_\_\_\_ Insured Entity Name: \_\_\_\_\_

I CERTIFY that I am authorized by the above named Insured, a current policyholder of the State Insurance Fund, to access online payroll reporting.

I CERTIFY I will have access to confidential information and I will not use it for any purpose not authorized by law. I understand that by allowing the unauthorized review, use, disclosure, or distribution of confidential information, I could subject myself to possible civil and criminal penalties.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Please add Online Payroll Reporting access to my existing user account:

Username: \_\_\_\_\_

Email address: \_\_\_\_\_

**Submit by one of these methods:**

Upload saved file to our website at: [www.idahosif.org/document/upload](http://www.idahosif.org/document/upload)

Email as an attachment to: [webfax@idahosif.org](mailto:webfax@idahosif.org)

Mail to: State Insurance Fund, PO Box 83720, Boise, ID 83720-0044

**NOTE:** Links to the online payroll reporting feature will be available 1 - 2 business days after receipt and processing of this completed document. If we create a user account for you, a temporary password will be sent to the email address you supplied above.