RIGH+SUM™
BY PROTECTIVE INSURANCE COMPANY

MARSH

RIGHTSUM™ Quick Start Guide: Creating Your Account

Steps to Create Your Account	
1. Click the registration link in your email	See this important link in your registration request email.
2. Review and sign the online agreement	You must be an authorized representative for your company.
3. Create your username and password	Keep this in a secure place!
4. Supply your payroll reporting information	Select your payroll frequency, enter the dates of your most recent payroll period and choose a payroll reporting method.
5. If using "payroll provider" reporting...	Click "payroll provider" and search for your provider. *Note: If they don't appear, follow the instructions to have them added. This should take 2-3 business days. In the meantime, simply use the convenient upload feature to "self-report" via a spreadsheet (using the acceptable registered format or template). ADP Intuit and PayChex have declined to participate in this program; if this is your provider, simply use the upload feature.*
6. Enter your policy contacts	Let us know your contacts for the identified items. Provide a mobile number for "immediate action required" text messages related to payment issues.
7. Enter your banking information	Provide your banking information to complete your registration — bank name, account and routing number.

Once completed, your RIGHTSUM™ active policy notification email will arrive in a few days outlining your next steps!