

# RIGHTSUM<sup>TM</sup> Quick Start Guide: Reporting Your Payroll

## Using the Online Entry Tool

<b>1. Log in to your account</b>	Go to <a href="http://myrightsum.insurelinx.com">myrightsum.insurelinx.com</a> .
<b>2. Click "enter payroll"</b>	Located under the shortcuts section at the top of the landing page, this link will direct you to the payroll reporting page. For multiple payroll periods, enter the oldest payroll first.
<b>3. Confirm dates</b>	Verify or update the payroll date range(s).
<b>4. Enter payroll total and click "continue"</b>	Add the total gross payroll for the pay period. This will be the report total if you're entering from a payroll register.
<b>5. Click "enter payroll" for each employee</b>	Use this link for each employee for whom you have payroll to report. If there are more than 10 employees, you can change the "page size" count at the bottom or use the arrows to continue.
<b>6. Confirm entries, then click "process payroll"</b>	Double-check the total and entered payroll.
<b>7. Review &amp; submit final payroll</b>	Review the summary page showing each employee's payroll & premium. Here you can either "make changes" or "submit payroll" to complete the reporting process. Once submitted, the total premium amount for that pay period will be displayed. This amount will be drafted from your account within 1-2 business days.

## Uploading from a file\*

- 1. Click "payroll upload" from the shortcuts (for multiple payroll periods, select the correct one and "confirm").**
- 2. Click "browse" to find and "select" your payroll file.**
- 3. Click "process" to upload the file.**

\*Use an acceptable format that is registered or a provided RIGHTSUM<sup>TM</sup> template.