ASI Alabama Self-Insured
worker's compensation fund
Sponsored by the Business Council of Alabama

How to Submit Monthly Payroll ASI Policy Portal

PRESENTED BY:

The Alabama Self-Insured Worker's Compensation Fund

Log in

Go	Online to www.asiwcf.org

Click	ASI Policy Portal

Enter	Username and password and sign in
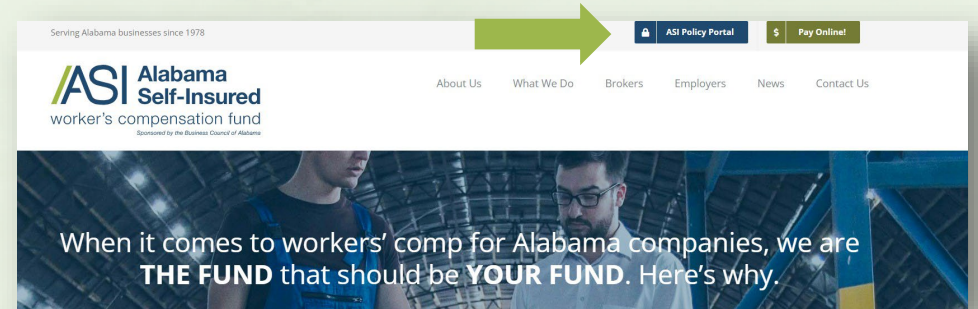
How to Submit Monthly Payroll on the ASI Policy Portal
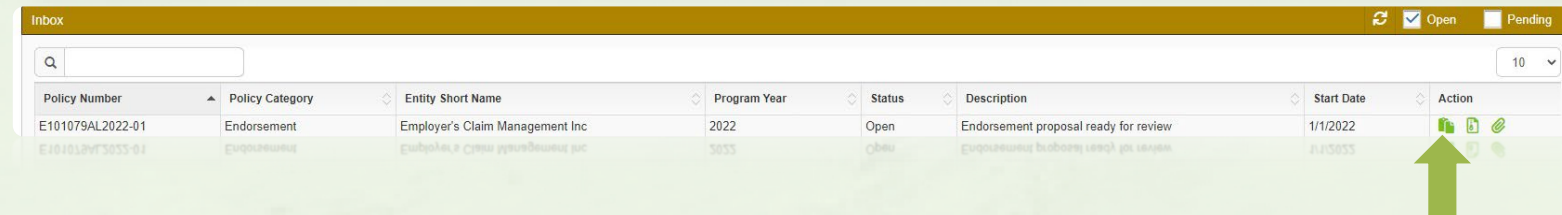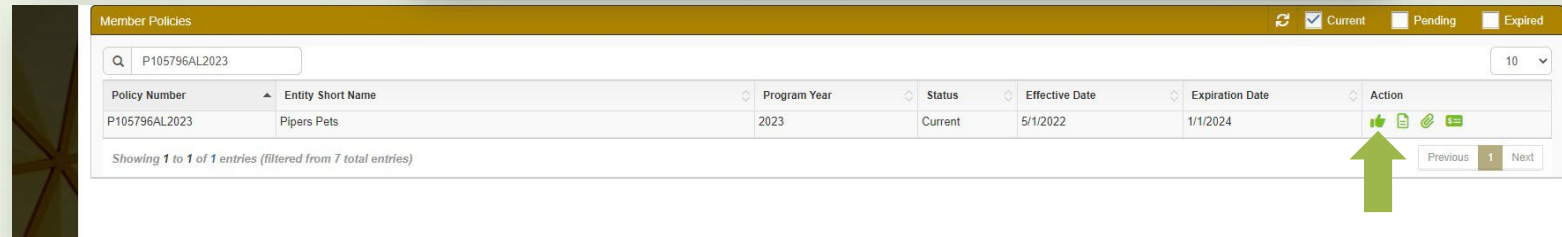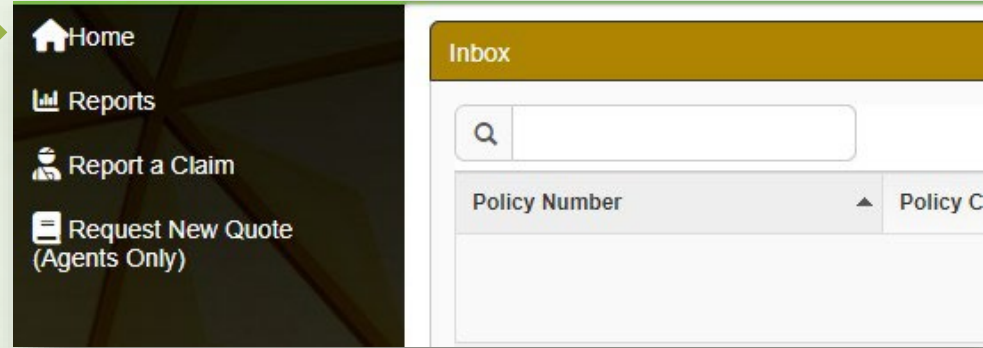
Create an Endorsement

Click	Home icon on left-hand side of the screen

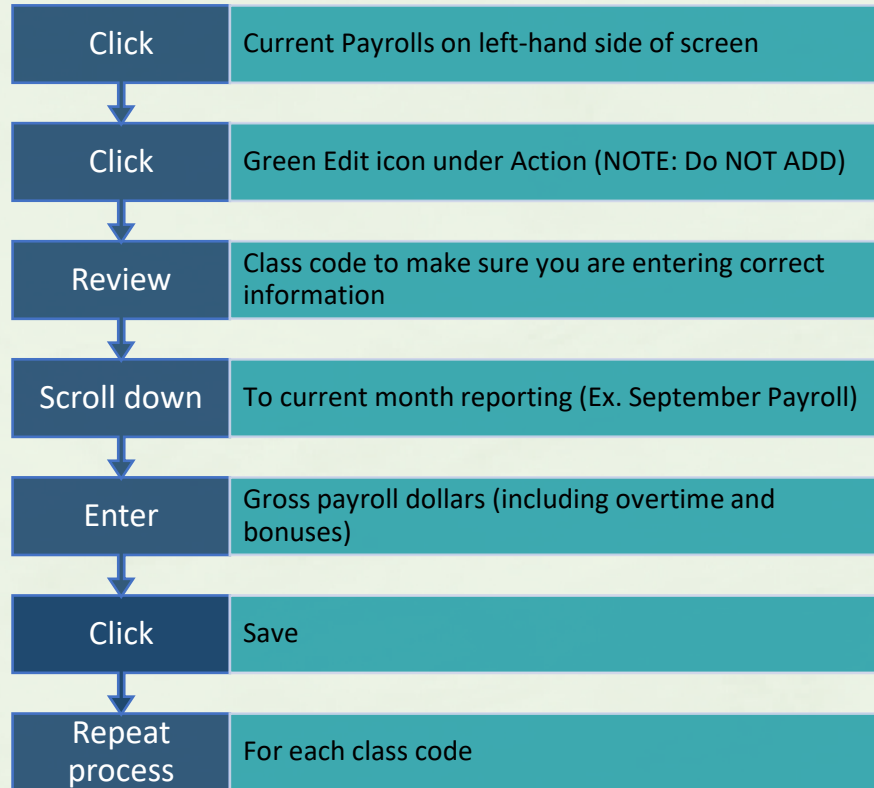| Click	Thumbs Up icon by member you want to update under Member Policies section (NOTE: Make sure the policy number has and AL in it. DO NOT add out of state payroll or add to OS policy.)

NOTE	*If an endorsement has already been submitted but not approved, please click on the green Document icon under Inbox. You will know if there is an endorsement in process by the black Thumbs Up icon under Action under Member Policies sections*

Home
Reports
Report a Claim
Request New Quote (Agents Only)

Inbox

Policy Number	▲	Policy C

Member Policies   ☑ Current ☐ Pending ☐ Expired

🔍 P105796AL2023

Policy Number	Entity Short Name	Program Year	Status	Effective Date	Expiration Date	Action
P105796AL2023	Pipers Pets	2023	Current	5/1/2022	1/1/2024	👍 📄 📎 📋

Showing **1** to **1** of **1** entries (filtered from **7** total entries)   Previous 1 Next

Inbox   ☑ Open ☐ Pending

🔍

Policy Number	Policy Category	Entity Short Name	Program Year	Status	Description	Start Date	Action
E101079AL2022-01	Endorsement	Employer's Claim Management Inc	2022	Open	Endorsement proposal ready for review	1/1/2022	📄 📄 📎

Enter Payroll Information

Click	Current Payrolls on left-hand side of screen
Click	Green Edit icon under Action (NOTE: Do NOT ADD)
Review	Class code to make sure you are entering correct information
Scroll down	To current month reporting (Ex. September Payroll)
Enter	Gross payroll dollars (including overtime and bonuses)
Click	Save
Repeat process	For each class code

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Employer's Claim Management, Inc.

Submit Payroll

Check — Mark this section as complete and accurate

Click — Save and Next

Click — Finish, and add a description of the changes made to comment section

Click — Authorize

NOTE: Please wait 24 hours after submission of monthly payroll before going to the ASI Billing Portal to pay
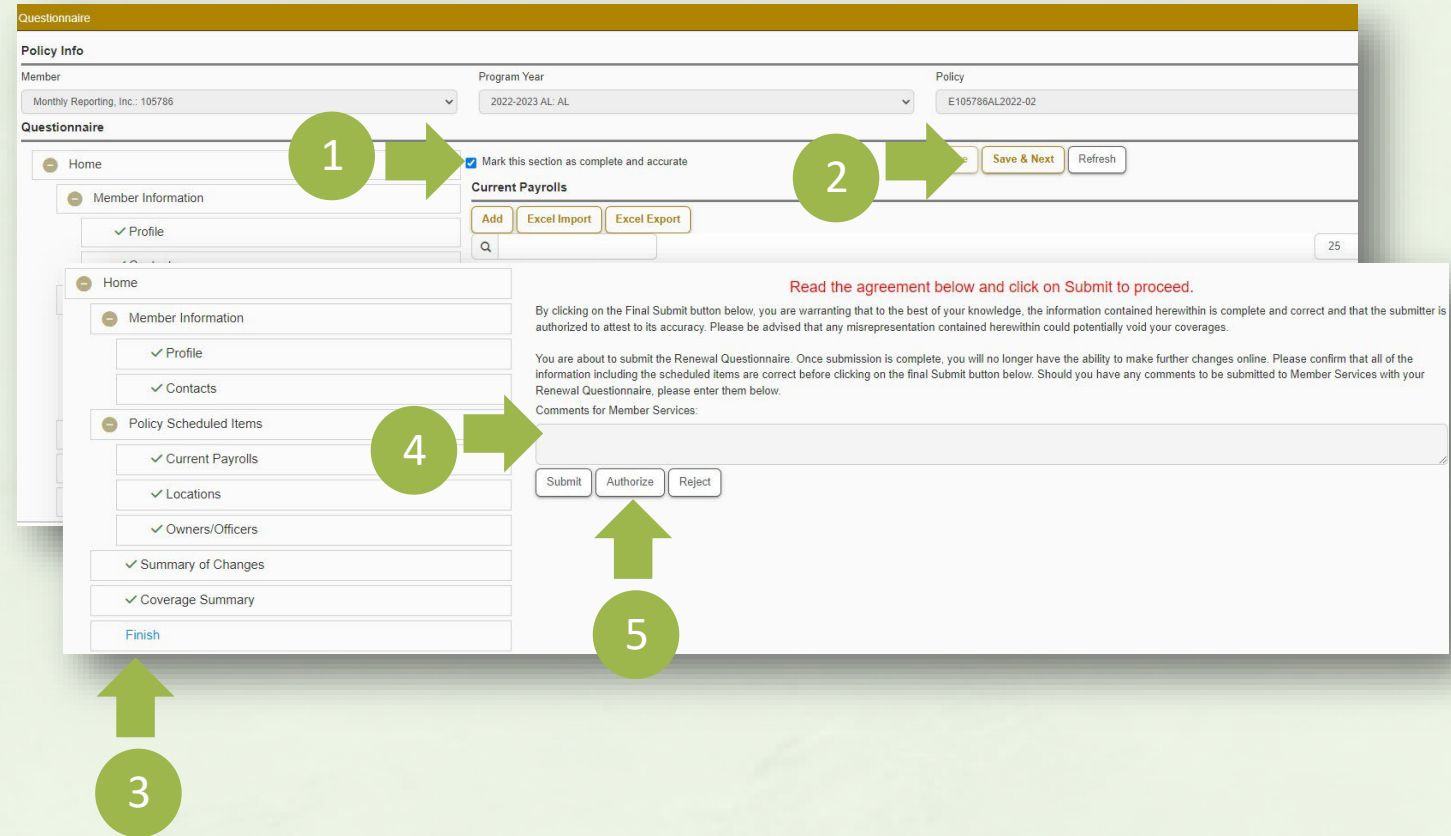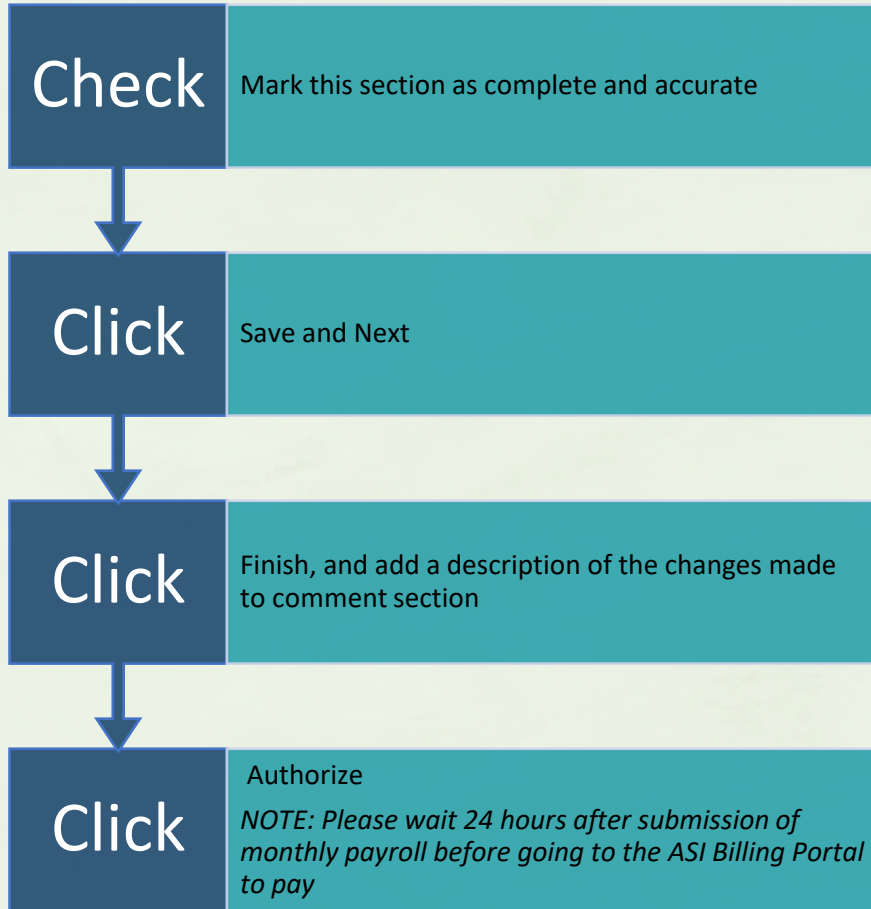
Make A Payment

Click

NOTE: Please wait 24 hours after submission of monthly payroll before going to the ASI Billing Portal to pay

Home icon on left-hand side of the screen

Click

Dollar bill icon by member you want to update

Log On

ASI Billing Portal using credentials previously set up (Username is your email address)

Once you have submitted your payroll, your underwriter will review and approve and you will be able to complete payment.

Who We Are

The Fund

- ✓ A committed team providing loss control, claim management and information services that help members develop and maintain successful programs.

- ✓ Focused on handling worksite safety and injury across the state.

- ✓ No other types of insurance, just workers' compensation in Alabama.

- ✓ We know the employees, employers, and the medical and legal community.

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Employer's
Claim Management, Inc.