AMERICAN LIBERTY
— **INSURANCE COMPANY** —
A TREAN COMPANY

Thank you for selecting American Liberty Insurance Company as your Workers Compensation Provider. We value your business and appreciate the opportunity to work with you.

We have established an Online Customer Portal for our insureds located at https://alic.chsitech.com. Through the portal, you will be able to do the following:

- View your Policy Status
- View Billing History
- Report your MSR Payroll
- Pay your Bill

All Policyholders are granted access to the Online Customer Portal. Please call 801-854-1325 if you need assistance with your User ID or Password.

Instructions for Payroll Reporting:

- Click "Billing" (on the left side of the page)
- On the top left corner of the page under "Payroll Reporting" click on "Appropriate Month Reporting"
- The payroll reporting box will open, enter gross payroll information by class code
    (use the tab or the curser to move to each class code, not the return button)
    (if the number of employees is available please enter it, but it is not required)
- When all payroll is entered there is one of two options to submit:
    o Click "Submit & Mail Check", this will submit the information. Click "Print", (print two copies, one for record keeping and one to accompany the check) or
    o Click "Submit & Pay Online", this will submit the information. Proceed to follow the steps to pay online. Click "Print" to print a report for record keeping
- Exit out by clicking on the "X" on top right corner of the payroll reporting box
- Click on "Log Out"

Please have your payroll report and premium entered **online and paid** each month by the 10th to avoid any late fees.

If you experience any problems, please call us at 801-854-1325. You may also email us with any web issues at info@trean.com. We thank you for your business and look forward to serving you!

Thank you,
Accounting Department
Trean Corporation
American Liberty Insurance Company | Benchmark Insurance Company