

Get Started with Chesapeake Employers' Pay-As-You-Go Billing Plan

Setting up your pay-as-you-go account is as easy as **1, 2, 3, 4**

1

Open your Welcome email from SmartPay Solutions. It contains a temporary password and instructions for completing your online registration.

2

Go to www.smartpayllc.com to complete the online registration process. Select a permanent password and enter the required payroll and banking information.

3

When the online registration is complete, an Active Policy Notification will be sent by SmartPay Solutions for your review.

4

Continue to look for SmartPay Solutions emails to report payroll and/or review premium payments.

Tools are available to assist you, such as [SmartPay's Self-Reporting tutorial video](#). During your registration process, review the short video or detailed instructions to help you with the registration process. For further assistance, contact SmartPay Solutions' Customer Support at 877-905-0786 or email support@smartpayllc.com.

