



KANSAS BUILDERS INSURANCE GROUP

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In order to take advantage of our new web reporting system you must fill out and return to us the ACH agreement form!! Once we have your form it will take one or two business days to be able to utilize this service. You will receive an email with your password once it is ready.

1. Fill out and return the ACH agreement form. You will receive an email with your password in one or two business days.
2. Once you have received your password via the email address given on the ACH agreement form: Go to our website www.kbig.biz
3. On the home page you will see a link to download the ACH agreement form in Adobe. To the right of this you will see a bold "CLICK HERE". This is where you will go to fill out your monthly report.
4. You will be prompted for policy number and password. ****REMEMBER**** As indicated above, your password will be emailed to the address on file once we have received your ACH agreement form.
5. Outstanding monthly self audits will appear on the next screen. Choose the month you wish to submit by clicking on the page icon.
6. Enter the payroll for each class code. Click the next button.
7. The next screen will show the calculations based on the entered payroll. If you notice a mistake there is a back button to return you to the previous screen. Taking into account any fees, the total due will be at the bottom of the form. You now have two options:
 - Save & Print - this will allow you to print the form and mail it along with your check to our office.
 - Save & Submit - this will allow you to submit the form electronically as well as authorize the "Total Due" to be pulled from the bank account indicated on the ACH agreement form.
 - ****NOTE**** It takes 1 to 2 business days to process. Please take into account weekends. Payments entered after 2:00 pm on Friday or on the weekend will not be processed until Tuesday.

If you have any questions please contact:

Sue Mowder, *Controller*
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