Census Creation Guide

A guide for completing the online census

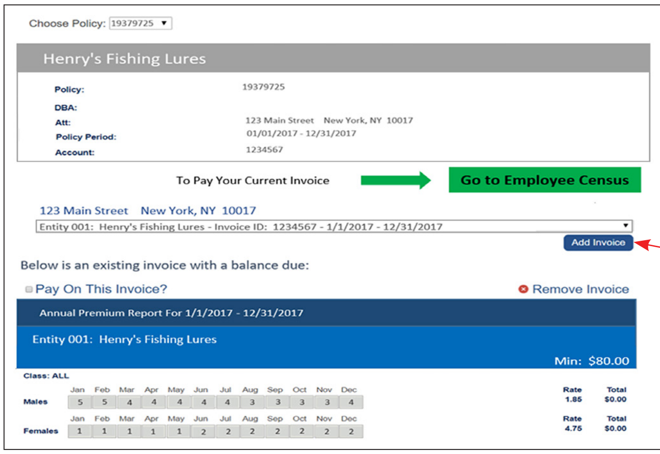
Begin by logging into your AmTrust *Online* account at www.amtrustfinancial.com (upper right hand corner). If you haven't started an account click "Register."

For existing accounts: After you log in, click on "View/Edit Census" link on your policy listed. You'll be taken to the DL Payment page.

For newly registered accounts: After validating your FEIN, you will be taken to your DL Payments page.

1. Click on green "Go to Employee Census" button.

DL Payments



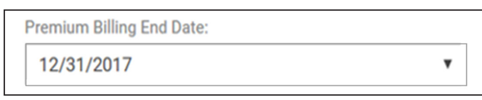
NOTICE:
If you have an outstanding invoice a drop box will appear under the census button on the DL Payments page. This unpaid invoice must be paid as a separate transaction from the new census invoice. Contact customer service with any questions about outstanding invoices.

AmTrust / Wesco Customer Service
1.800.535.2711

2. Detailed instructions for completing the census

Follow the 4 steps below to complete your census and make your payment:

1

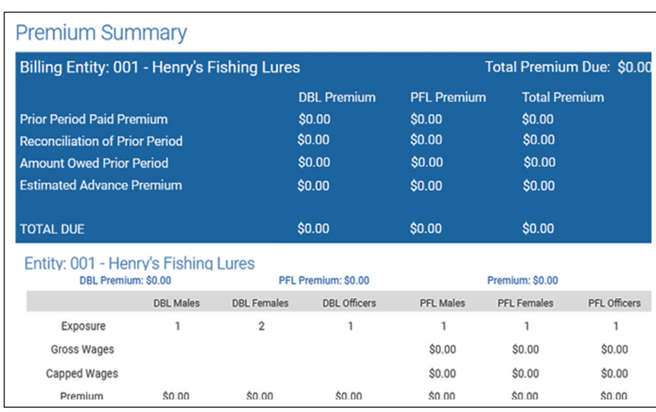


Billing Premium Period: The end date of your current coverage period.
Action: Choose from the drop down menu the date range for the census that you want to create or update. The most current is listed first.

2

Entity Selection: Each entity is listed separately to ensure proper billing.
Action: Select the entity you wish to update or view by clicking on the pencil icon.

3



Premium Summary: Displays the totals and calculated premiums from all the entries you make within the census. This section provides a summary based on the census data you have entered.

NOTE:
If you have over 50 employees, uploading of data is available.

Contact: 877.882.1304

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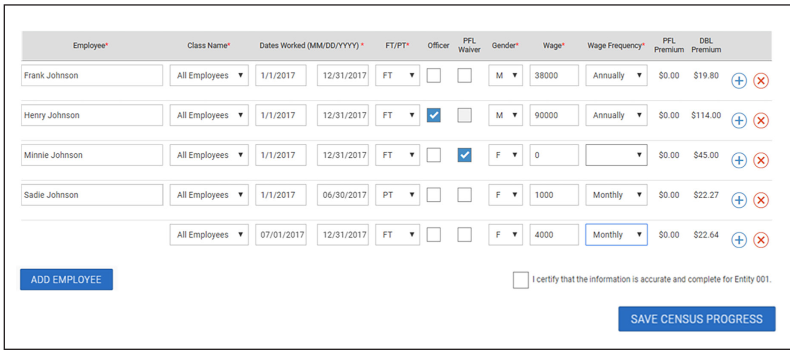
Census Creation Guide – continued

Detailed instructions for completing the census

4

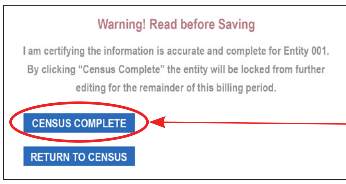


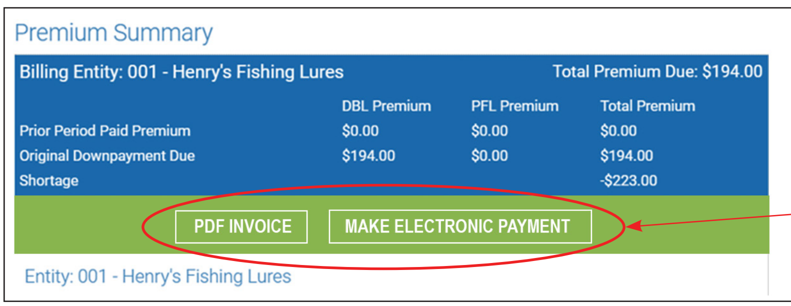
Employee Information: Individual employee information is required for state reporting and accurate premium calculations.

Complete each field for each employee (See field definitions below.)

Save Census Progress: Save progress on census at any time and return to update or make changes until you are ready to submit your final census for the period.

Complete and Submit Census: Check the box to certify that the information is accurate and complete, by doing so you are locking this census period from further editing for the remainder of this billing period. Click Census Complete and submit census to be able to make your payment.





Complete your census in order to make your premium payment.

Follow the prompts to make your electronic payment or to print and mail your census and a check for payment.

Census field definitions:

Employee	Enter a unique identifier for each employee, i.e. name or employee number.
Class	If your policy has differing classes of employees, they will be listed here, please select the accurate class for each individual. Many policies have a single class and will have 'All Employees' prefilled in the drop down boxes.
Dates Worked	These fields automatically pre-fill with the start and end of the current billing period. Adjust the start and end dates for each employee to reflect any new hires or terminations during the current billing period. This will allow AmTrust to accurately calculate the premium due per employee.
FT / PT	Select (FT) Full Time or (PT) Part Time. According to the New York state definition of full time = 20+ hours weekly and part time = less than 20 hours weekly.
Officer	Click the box if the employee is a Sole Proprietor, Partner or Officer of the company.
PFL Waiver	If the employee is on a PFL waiver, no contribution will be collected by the employer and AmTrust / Wesco will not bill premium. The employee is not eligible for PFL benefits. Waivers are obtained from the state, signed by the employee and kept on file by employer.
Gender	Select (M) Male or (F) Female
Wage	Enter gross wages the employee earned during the billing cycle. Include all bonuses and commissions.
Wage Frequency	Enter the wage frequency that matches your billing cycle, i.e. quarterly or annual.
PFL Premium	AmTrust calculated annual PFL premium based on data provided
DBL Premium	AmTrust calculated annual DBL premium based on data provided
Add Detail	Allows employers to add details about a specific employee that would impact premium calculations. Add Detail will be used if an employee has a change during the period, i.e. individual received a pay increase during the period, or went from full time to part time. Examples: • Class – Relevant on policies that have rate classes applied. • Period – Select the dates when the change you are documenting occurred. • FT / PT – Did the employee switch from full time to part time? • PSM / Officer change – Did they become or discontinue in this status? • Waiver – Has the employee waiver status changed? Either added or removed? • Wage change – Enter new wages if changed. • Wage Frequency – Enter appropriate payment frequency.