



January 20, 2026

**\*\*ACTION REQUIRED\*\***

**DUE BY: 3/16/26**

Members of the Municipal League Workers Compensation Program required to submit their actual (or final) 2025 payroll information must submit their numbers online via the Origami Risk Actual Payroll Reporting Form. If you are AML's designated contact for workers compensation payroll reporting, you should have received an email from [Notifications@origamirisk.com](mailto:Notifications@origamirisk.com) letting you know that your Actual Payroll Report is ready to complete. **If you have not received an email, please contact us!** Attached are detailed instructions for reporting 2025 actual payroll online. Paper forms will not be accepted.

In order to comply with the State of Arkansas workers' compensation laws and regulations, we must receive your payroll information by March 16, 2026. **Failure to submit the requested documentation by March 16<sup>th</sup> could result in a 20% penalty or even cancellation.**

If you have any questions or concerns, please feel free to contact me at (501) 978-6133 or via email at [esinger@arml.org](mailto:esinger@arml.org) or my assistant, Melissa White at (501) 537-3788 or via e-mail at [mwhite@arml.org](mailto:mwhite@arml.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Eli Singer'.

**Eli Singer**  
**Director & Legal Counsel, MWC**



# MUNICIPAL WORKERS COMP



## Guide to Actual Payroll Reporting



1-501-978-6127

Call for additional assistance.

**MWC**

# WELCOME TO THE ACTUAL PAYROLL REPORTING PROCESS



# MUNICIPAL WORKERS COMP

You have been assigned to submit the Actual Payroll Report required by the Municipal Workers Comp Program. Please see below for detailed instructions on how to navigate the new reporting system in our AML/OrigamiRisk database.

## STEP 1: OPEN YOUR ASSIGNMENT EMAIL

You should have received an email from [Notifications@origamirisk.com](mailto:Notifications@origamirisk.com) that indicates you need to complete the Actual Payroll Report. Click the included link to begin.

- If you did not receive this email and believe you should have, please contact us!

MUNICIPAL WORKERS COMP. 2025 ACTUAL PAYROLL REPORTING

To <notifications@origamirisk.com>

2025 Actual Payroll Reporting Guide 1 MB

We have reached the time of year when we ask you to submit your actual 2025 payroll information to the Municipal Workers Comp Program. You have been identified as AML's contact for workers compensation payroll reporting.

Actual payroll must be submitted online via the Origami Risk Actual Payroll Reporting Form [Linked Here](#). Paper forms will not be accepted.

Also attached is a guide to help you navigate the actual payroll submission process.

**YOUR ACTUAL PAYROLL MUST BE SUBMITTED TO US BY MARCH 16, 2026. FAILURE TO SUBMIT BY THE DEADLINE COULD RESULT IN A 20% PENALTY OR EVEN CANCELLATION.**

Should you have any questions, please feel free to call us at (501) 978-6127 or email us at [esinger@arml.org](mailto:esinger@arml.org) for Eli Singer or [mwhite@arml.org](mailto:mwhite@arml.org) for Melissa White.

## STEP 2: GO TO THE PAYROLL REPORTING WELCOME PAGE

The link will take you to the MWC Actual Payroll Reporting Welcome page. Click "Proceed to Payroll Reporting."

2025 Actual Payroll Reporting

Welcome to the Municipal Workers Comp. Actual Payroll Reporting!

Please click the "*Proceed to Payroll Reporting*" button below. On the following page, click name of your member to open 2025 Actual Payroll Reporting.

If you have any concerns or problems with the portal, please reach out to us for help at 501-978-6127 or [AMLComp@arml.org](mailto:AMLComp@arml.org)

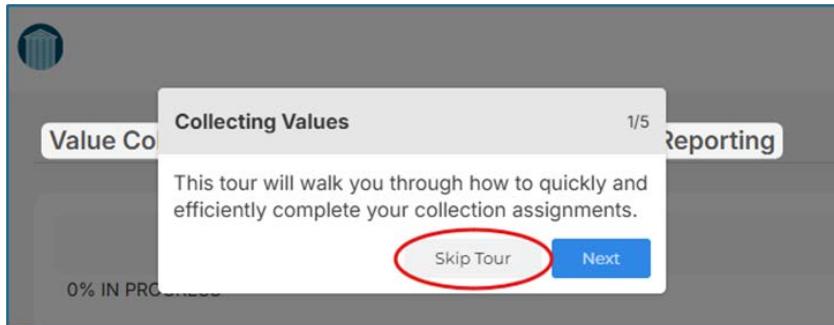
[Proceed to Payroll Reporting](#)

**Need additional assistance? Call 1-501-978-6127**



## STEP 3: SKIP THE OPTIONAL TOUR

A pop-up offering a tour may appear. You can simply click "Skip Tour."



## STEP 4: CHOOSE YOUR CITY, TOWN, OR LIMITED SERVICE MEMBER

On the main screen, you'll see a list of the members assigned to you. Click the name of the city, town, or LSM you are reporting payroll for.

- If you report payroll for multiple members, all of them will appear in this list.

Location / Member	Value Collection Group	Status	Comments
ABC Member	Actual Payroll Reporting	Pending	

## STEP 5: OPEN THE ACTUAL PAYROLL REPORTING FORM

After selecting your member, the Actual Payroll Reporting Form will open. At the bottom of the page, you'll see the Job Classification Codes that appeared on your 2025 WC Premium Invoice. (If the tour appears again, click "Skip Tour.")

Welcome to the MWC Actual Payroll Reporting Form!

Please enter the number of employees and the total payroll amount for each Job Classification Code listed below. If you need help navigating the system, you can refer to the guide included in your initial email. If you'd like tips on how to calculate your numbers, simply click "Yes" below to view helpful hints. If you have any questions or need additional support, feel free to call us at (501) 978-6127 or email esinger@armi.org for Eli Singer or mwhite@armi.org for Melissa White. Thank you!

Please select Yes if you would like more information.

Payroll Information?  Yes  No

**Payrolls** (i)

Job Classification	Actual # Of Employees	Actual Annual Payroll
7705 - Ambulance		<small>⊕ New Payroll</small>
8831 - Animal Control		
7710 - Firefighters		
9102 - Parks		
7720 - Police Officers		



## STEP 6: REVIEW AND UPDATE EACH JOB CLASSIFICATION CODE

Click each Job Classification Code to enter the actual number of employees and the actual annual payroll for 2025. Each code should appear only once in the list.

- **Entering Payroll for an Existing Job Classification Code**

- Click the Job Classification Code you want to update
- Enter:
  - Actual # of Employees
  - Actual Annual Payroll for 2025
- Click "Save Changes."

***Important: Saving may take a few seconds. Do not refresh your screen.***

### EXAMPLE:

TO UPDATE 9102 – PARKS, CLICK “9102 – PARKS.”

Job Classification	Actual # Of Employees	Actual Annual Payroll
7710 - Firefighters		
9102 - Parks		
7720 - Police Officers		

IF YOU HAD 4 PARKS EMPLOYEES WITH A TOTAL PAYROLL OF \$120,000, ENTER 4 AND 120,000.00. CLICK “SAVE CHANGES.”

Member:	ABC Member
Proposal:	ABCMEM111-41-06 -
Job Classification:	9102 - Parks
Estimated Employees:	4
Estimated Annual Payroll:	100,000.00
Actual # of Employees:	4
Actual Annual Payroll:	120,000.00

NOTE: ESTIMATED PAYROLLS PREVIOUSLY SUBMITTED FOR YOUR 2025 INVOICE WILL APPEAR FOR YOU TO REFERENCE.



- **Adding a Job Classification Code That Is Not Listed**

- Click "New Payroll."
- In the pop-up window, click the Lookup Tool  next to "Job Classification."
- Choose the correct Job Classification Code from the list.
- Enter the Actual # of Employees and Actual Annual Payroll for 2025.
- Click "Save Changes."

**Important:** Saving may take a few seconds. **Do not refresh your screen.**

### EXAMPLE:

IF YOU WANT TO ADD 2 AMBULANCE EMPLOYEES WITH A TOTAL PAYROLL OF \$100,000, CLICK "NEW PAYROLL," THEN CLICK THE LOOKUP TOOL, THEN CLICK "7705."

Payrolls	New Payroll
Job Classification	
8831 - Animal Control	Actual # Of Employees 0 Actual Annual Payroll 0.00
7710 - Firefighters	4 100,000.00
9102 - Parks	4 120,000.00
7720 - Police Officers	4 100,000.00
	14 420,000.00

**New Payroll**

Member:	ABC Member
Proposal:	ABCMEM111-41-04 -
Job Classification:	<input type="text"/> 
Actual # of Employees:	<input type="text"/>
Actual Annual Payroll:	<input type="text"/>



**Job Classification**

Code	Description
8392	Automobile Storage Garage, Parking Lot or Parking Station
8601	Engineer
9093	Bowling Lane.
9220	Cemetery Operation & Drivers
7403	Airport Operators
7705	Ambulance
4511	Analytic Chemist

IN THE NEW PAYROLL WINDOW FOR 7705-AMBULANCE, ENTER 2 AND 100,000.00. CLICK "SAVE CHANGES."



- **Marking a Job Classification Code as Not Used in 2025**

If a code appears but you did not have employees in that classification during 2025:

- Click the Job Classification Code.
- Enter:
  - 0 for Actual # of Employees
  - \$00.00 for Actual Annual Payroll
  - Click "Save Changes."

***Important: Saving may take a few seconds. Do not refresh your screen.***

### EXAMPLE:

IF YOU HAD ANIMAL CONTROL EMPLOYEES IN 2024 BUT NONE IN 2025, ENTER ZEROS FOR 8831 – ANIMAL CONTROL. CLICK “SAVE CHANGES.”

Member:	ABC Member
Proposal:	ABCMEM111-41-06 -
Job Classification:	8831 - Animal Control
Estimated Employees:	4
Estimated Annual Payroll:	100,000.00
Actual # of Employees:	0
Actual Annual Payroll:	0.00



## STEP 7: VERIFY YOUR TOTALS

After updating all applicable codes, review the totals at the bottom of the form. They should match your 2025 payroll records.

**Exception:** Unpaid volunteer firefighters, unpaid auxiliary police officers, and unpaid elected officials must each be reported with \$300 in payroll, which may cause totals to differ slightly from your internal records.

Payrolls 		New Payroll
Job Classification	Actual # Of Employees	Actual Annual Payroll
7705 - Ambulance	2	100,000.00
8831 - Animal Control	0	0.00
7710 - Firefighters	4	100,000.00
9102 - Parks	4	120,000.00
7720 - Police Officers	4	100,000.00
	14	420,000.00

## STEP 8: ENTER YOUR CONTACT INFORMATION

Before saving your report, enter your name, email address, and title in the fields provided.

**Help us connect with you. Please enter your contact details below:**

Name: \*

Email: \*

Title: \*

## STEP 9: SAVE YOUR REPORT

You have two options:

### Save for Later

- Use this if you are not finished.
- You can return to the form anytime using the link in your original assignment email.

### Save as Completed

- Use this when your report is fully finished.
- This submits your Actual Payroll Report to MWC.



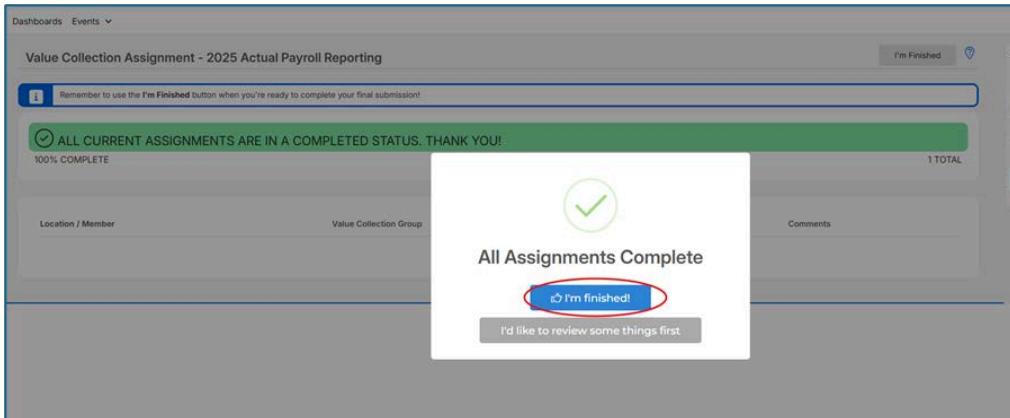
2025 Actual Payroll Reporting

**or**



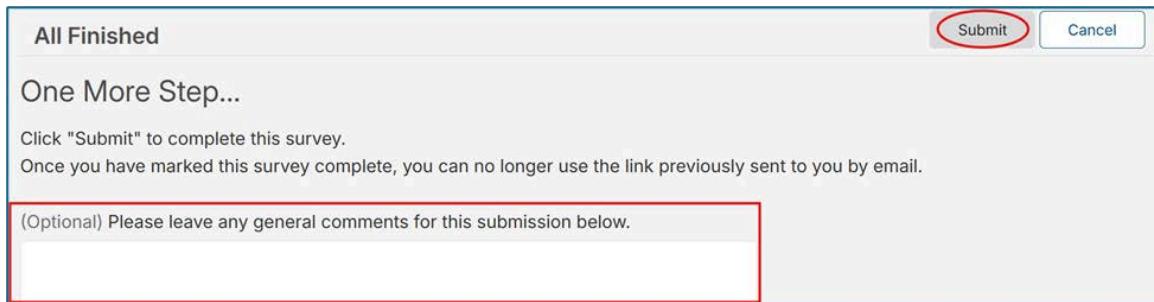
## STEP 10: FINAL STEPS

- If you only report payroll for one member, click "I'm Finished."
- If you report for multiple members, complete all of them before clicking "I'm Finished."



### One More Step...

- You have an option to enter any general comments for your payroll submission
- Click "Submit" to complete your Payroll Reporting Form
- AML will review your submission and contact you if additional information is needed.





## STEP 11: CONFIRMATION

You will see a Thank You screen once your 2025 Actual Payroll Report has been successfully submitted. You may close the window.

2025 Actual Payroll Reporting

Thank You!

Thank you for completing the Municipal Workers Comp. Actual Payroll Reporting!

If you have any concerns or questions about your submission, please reach out to us at 501-978-6127 or [AMLComp@armi.org](mailto:AMLComp@armi.org).

**Your 2025 Actual Payroll Report has been submitted and is now under review by the MWC Program. If any corrections or clarifications are needed, you may receive a follow-up email from [Notifications@Origamirisk.com](mailto:Notifications@Origamirisk.com)**

## FOLLOW UP EMAIL

If you receive a 'Changes Needed' email, follow the link to reopen your submission and make the necessary changes. Once you have reviewed your information. Click "Save as Completed" to submit your form,

CHANGES NEEDED: MUNICIPAL WORKERS COMP. 2025 ACTUAL PAYROLL REPORTING

 To: <notifications@origamirisk.com>     

Upon review of your Fund Year 41 (2025) Actual Payroll submission, we need some additional information from you:

**Please review class code 9102-Parks**

To complete your Actual Payroll submission for 2025, visit [Origami Risk Actual Payroll Reporting](#) and update your information to reflect the changes listed above.

If you have any questions, please contact Melissa White at 501-978-6127 x213 or [MWhite@armi.org](mailto:MWhite@armi.org)

2025 Actual Payroll Reporting

Save as Completed **or** Save for Later 

100% IN PROGRESS 1 TOTAL

Location: ABC Member (200) Actual Payroll Reporting

**CHANGES REQUESTED**

 REVIEWER COMMENTS  
Please review class code 9102-Parks

**Need additional assistance? Call 1-501-978-6127**



MUNICIPAL  
**WORKERS COMP**

# Portal FAQ

Got a question about reporting your 2025 Actual Payroll Information?

Below are answers to the most frequently asked questions about submissions.



**Q: Do I need an Origami Risk user account to complete payroll reporting?**

**A:** No, payroll reporting will be accessed through a link sent to AML's designated workers comp. contact's email address.

**Q: If I need to change my payroll submission can I reuse my email link?**

**A:** No, once your form is saved as completed the link will no longer access the form. Please reach out to us at (501) 978-6127 or email [AMLCOMP@arml.org](mailto:AMLCOMP@arml.org).

**Q: What is the best browser to access the portal?**

**A:** The portal can be used on any browser but works best on Google Chrome and Microsoft Edge.



1-501-978-6127

Call for additional assistance.

**MWC**