

Welcome to the new California Contractors Network portal!

How to Login for the First Time

You will receive a “Welcome to Trailblazer” email on Tuesday, June 24th which contains a link to access the CCN Member Portal and create your password.

If you don't receive the email:

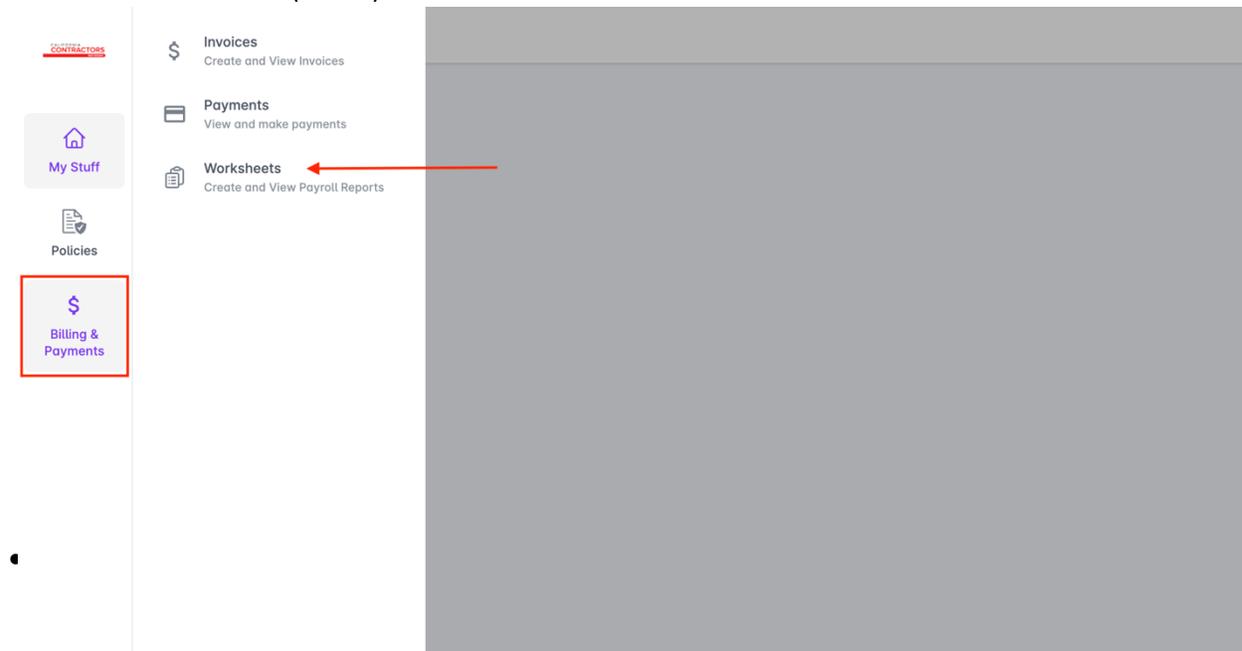
1. Check your junk folder
2. You can reset your password by navigating to <https://ccn.app.trailblazertech.com/forgot-password>, using your email address as your user name.

If you have issues, please contact accounting@diligere.us.

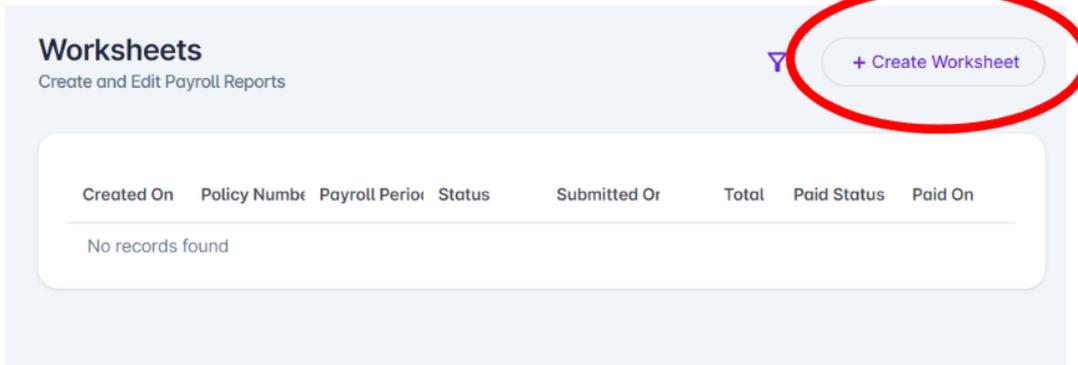
To Enter Payroll Information

Upon logging into the system, you should see a menu of options on the left hand side of the screen.

- Click on “Billing & Payments” icon on left side of the screen (**circled**)
- Click “Worksheets” (**arrow**)



You should see the below screen. Click on “Create Worksheet” (circled) to start the process.



Complete Payroll Worksheet

- Select the correct “Reporting Month” **(1)**
- Click “No payroll” box if applicable **(2)**
- Update “Monthly Gross Payroll” and “Employee Count” for each class code **(3)**
- Click “Calculate Premium” **(4)**

Premium will automatically be calculated for you

- Click “Submit Worksheet” **(sample below)**

The form includes a search bar for 'Policyholder', a dropdown for 'Policy', and a note: 'Monthly reporting date must be between policy effective date 1/1/23 and expiration date 12/31/23.' Callout 1 points to the 'Reporting Month' dropdown (01/2023). Callout 2 points to the 'No payroll' checkbox. Callout 3 points to the 'Gross Payroll Amount' column in the table. Callout 4 points to the 'Calculate Premium' button.

Class Code	Class Description	Gross Payroll Amount
5606	Contractor-Executive Supervisor	0
8601	Architect or Engineer - Consulting; Surveyor	0
8742	Assessment Of Patient At Home - No Counseling	0
8810	Clerical Office Emp; Drafting Emp; Bank Tellers; Library or Museum Emp	0
Total Gross Payroll Amount		0

Reporting Month: 01-2023

Class Code	Class Description	Gross Payroll Amount	Class Code Rate	Total
5606	Contractor-Executive Supervisor	100	1.69	2
8601	Architect or Engineer - Consulting; Surveyor	1,000	0.65	7
8742	Assessment Of Patient At Home - No Counseling	1,000	0.36	4
8810	Clerical Office Emp; Drafting Emp; Bank Tellers; Library or Museum Emp	1,000	0.15	2
Total Gross Payroll Amount		3,100		
Sub Total				15
Worksheet Factor See Details				0.95000
Premium Amount				14
Total Due				14

Buttons: [Make changes](#), [Submit Worksheet](#)

Add Payment Information and Submit Payment

- After submitting your worksheet, scroll down to bottom of the page and click “Make Payment” (circled).

Class Code	Class Description	Gross Payroll Amount [ⓘ]	Class Code Rate	Total	
5606	Exec.Supervisors - NO LABOR	\$ 10,000.00	1.69	\$169.00	
8601	Engineer or Architect	\$ 200.00	0.65	\$1.00	
8742	Salesperson, Collectors	\$ 1,000.00	0.36	\$4.00	
8810	Clerical Office Employee NOC	\$ 1,000.00	0.15	\$2.00	
Total Gross Payroll Amount		\$ 12,200.00	Sub Total	\$176.00	
				Worksheet Factor See Details	0.9500
				Premium Amount [ⓘ]	\$167.00
				Total Due	\$167.00

[Make changes](#)
[Make Payment](#)

- Select payment method **(1)** and Add information in all fields and click “validate”
- To save this payment method, check the “Save card for future use” box **(2)**
- Click “Submit Payment” **(3)**

Worksheet Details

Insured Name	Policy ID
Effective Date 1/1/23	Expiration Date 12/31/23
Premium \$167.00	Status SUBMITTED

Payment Method **(1)**

Credit ACH

Saved Payment Methods

Name on Card *

Credit Card Number **(3)**

Expiration CVC Postal

Save card for future use **(2)**

Validate

Payment Details

AMOUNT	\$167.00
FEE	\$5.85
TOTAL	\$172.85

Submit Payment