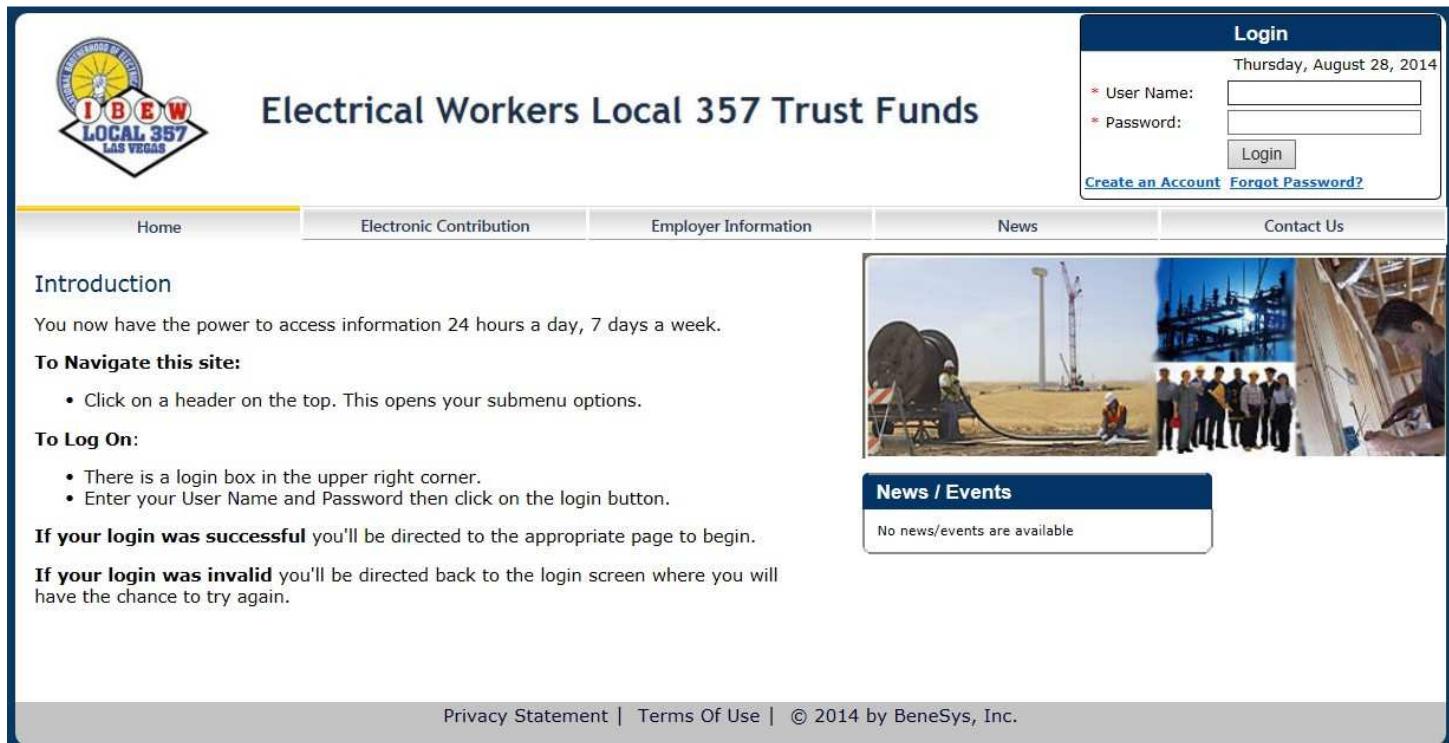


EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

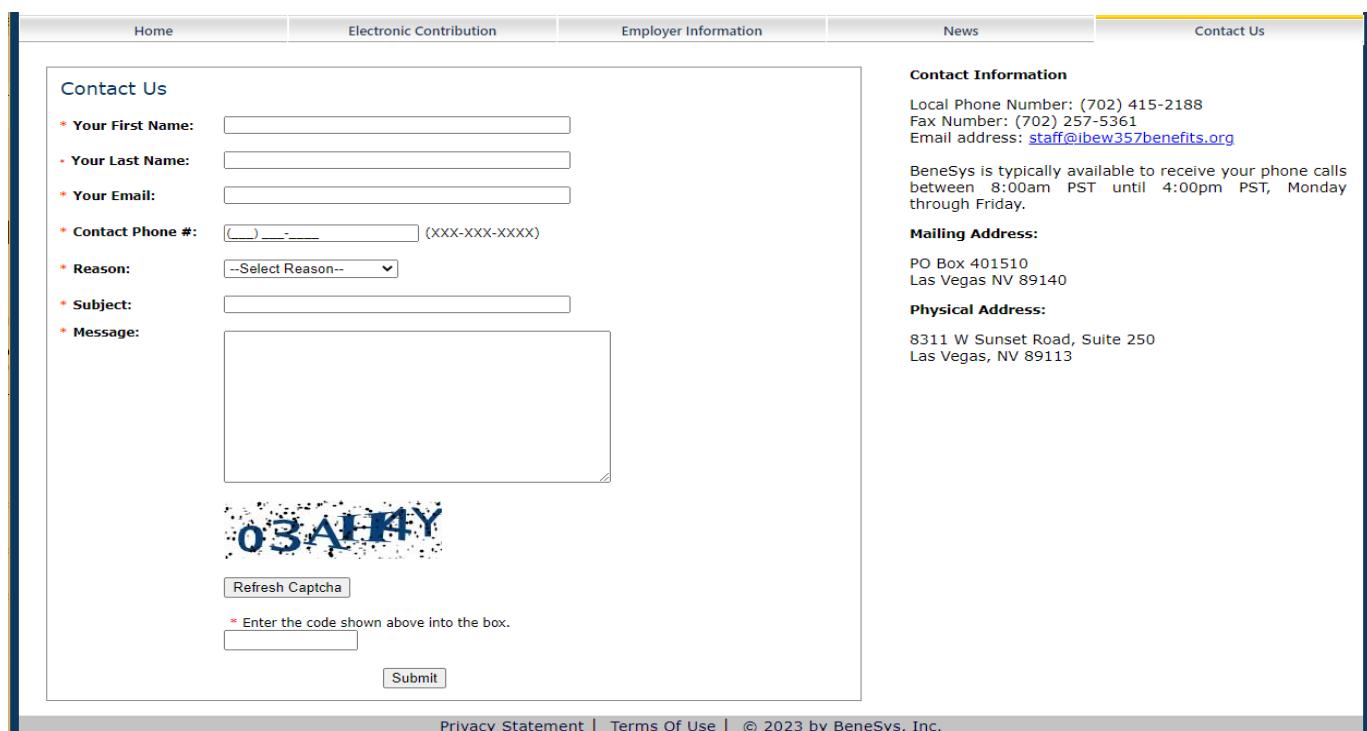
The Electrical Workers Local 357 Trust Fund website is a secure website where Employers can enter and calculate Employee contributions, print the contribution report, and submit to the Benefits Fund Office electronically.

To access the Contributions website, go to: www.ibew357employers.org



The screenshot shows the homepage of the Electrical Workers Local 357 Trust Funds website. At the top left is the IBEW Local 357 Las Vegas logo. The top center features the text "Electrical Workers Local 357 Trust Funds". The top right contains a "Login" box with fields for "User Name" and "Password", a "Login" button, and links for "Create an Account" and "Forgot Password?". A navigation bar below the header includes links for "Home", "Electronic Contribution", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" link is highlighted with a yellow bar. The "News" section on the right displays a collage of images related to construction and industrial work. The "Contact Us" section at the bottom contains links for "Privacy Statement", "Terms Of Use", and "© 2014 by BeneSys, Inc."

To use the Contribution website, you must contact the Benefits Fund Office for your unique user name and temporary password. The **Contact Us** section provides contact details as well as the ability to send an email to submit your request.



The screenshot shows the "Contact Us" page. It features a "Contact Us" form on the left with fields for "Your First Name", "Your Last Name", "Your Email", "Contact Phone #", "Reason" (a dropdown menu), "Subject", and "Message". Below the form is a CAPTCHA field with the text "03AH4Y" and a "Refresh Captcha" button. A note says "Enter the code shown above into the box." and a text input field. At the bottom is a "Submit" button. To the right, there is a "Contact Information" section with the phone number (702) 415-2188, fax number (702) 257-5361, and email address staff@ibew357benefits.org. It also includes "Mailing Address" (PO Box 401510, Las Vegas NV 89140) and "Physical Address" (8311 W Sunset Road, Suite 250, Las Vegas, NV 89113). The bottom of the page includes links for "Privacy Statement", "Terms Of Use", and "© 2023 by BeneSys, Inc."

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

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EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Logging In

Once you have received your user name and password, go to the login section located at the top right of the page



IBEW LOCAL 357 LAS VEGAS

Electrical Workers Local 357 Trust Funds

Home Electronic Contribution Employer Information News Contact Us

Login
Thursday, August 28, 2014

* User Name:
* Password:

Login

[Create an Account](#) [Forgot Password?](#)

To Log In:

1. Enter your User Name (case sensitive)
2. Enter your Password (case sensitive)
3. Press Login to continue



Login

Thursday, August 28, 2014

* User Name:
* Password:

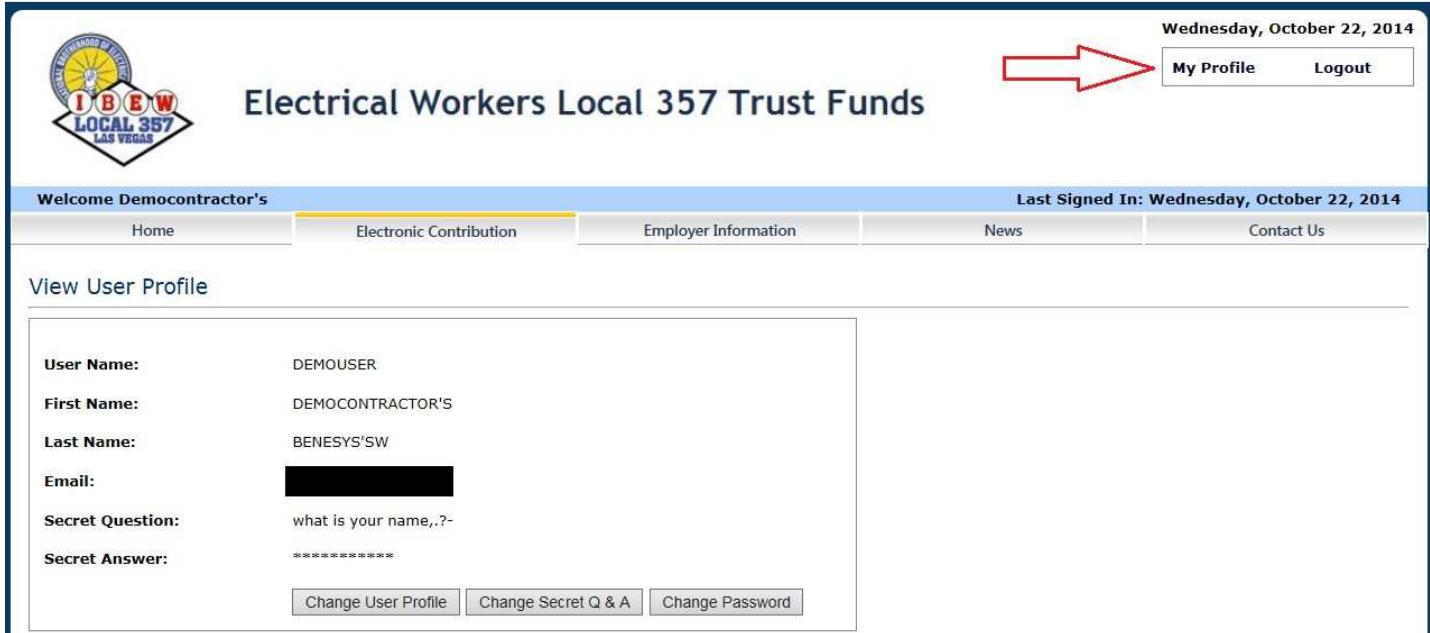
Login

[Create an Account](#) [Forgot Password?](#)

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Managing Your Profile

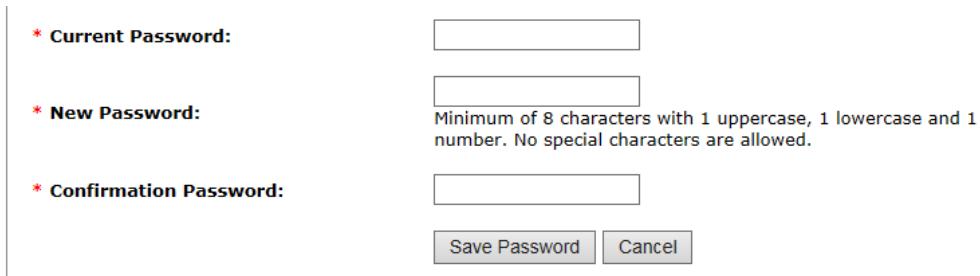
After you have signed in, you can view and update your profile in the **My Profile** section.



The screenshot shows the homepage of the Electrical Workers Local 357 Trust Funds. At the top right, it displays the date "Wednesday, October 22, 2014". Below the date are links for "My Profile" and "Logout", with a red arrow pointing to the "My Profile" link. The main content area is titled "Electrical Workers Local 357 Trust Funds". A logo for "IBEW LOCAL 357 LAS VEGAS" is visible. The navigation menu includes "Home", "Electronic Contribution", "Employer Information", "News", and "Contact Us". A sub-menu titled "Welcome Democontractor's" is open, showing the user's profile information: "User Name: DEMouser", "First Name: DEMOCONTRACTOR'S", "Last Name: BENESYS'SW", "Email: [REDACTED]", "Secret Question: what is your name,?-", and "Secret Answer: *****". At the bottom of this sub-menu are three buttons: "Change User Profile", "Change Secret Q & A", and "Change Password".

To change your password:

1. Select the **Change Password** option from the Profile menu
2. Enter your current password in the Current Password field
3. Enter your new password in the New Password field
4. Re-enter your new password in the Confirmation Password field



The form for changing a password has three text input fields. The first field is labeled "Current Password". The second field is labeled "New Password" and includes a note: "Minimum of 8 characters with 1 uppercase, 1 lowercase and 1 number. No special characters are allowed.". The third field is labeled "Confirmation Password". At the bottom are "Save Password" and "Cancel" buttons.

To change your secret question:

1. Select the **Change Secret Q & A** option from the Profile menu
2. Enter the answer to your current secret question in the Secret Answer field
3. Enter a new secret question in the New Secret Question field
4. Enter the answer to your new secret question in the New Secret Answer field

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Secret Question:	what is your name,.-
Secret Answer:	<input type="text"/>
* New Secret Question:	<input type="text"/> Minimum 10 characters. Only (.,?-) special characters are allowed.
* New Secret Answer:	<input type="text"/> Minimum 5 characters.
<input type="button" value="Save Secret Q & A"/> <input type="button" value="Cancel"/>	

Employer Information

The **Employer Information** section provides helpful forms and links



The screenshot shows the homepage of the Electrical Workers Local 357 Trust Funds. At the top right, it says "Thursday, August 28, 2014" and has "My Profile" and "Logout" buttons. The main title "Electrical Workers Local 357 Trust Funds" is in the center. On the left, there's a logo for "IBEW LOCAL 357 LAS VEGAS". Below the title, a blue bar says "Welcome Democontractor's" and "Last Signed In: Thursday, August 28, 2014". A navigation menu at the top includes "Home", "Electronic Contribution", "Employer Information" (which is highlighted in yellow), "News", and "Contact Us". Under "Employer Information", there are two blue buttons: "Employer Forms" and "Employer Links". On the left, there's a sidebar with a "Forms" section containing links to "IBEW Collection Policy 2007" and "Amendment 1 and 2".

News

The **News** section provides current contractor News & Information



The screenshot shows the "News" section of the website. At the top right, it says "Thursday, August 28, 2014" and has "My Profile" and "Logout" buttons. The main title "Electrical Workers Local 357 Trust Funds" is in the center. On the left, there's a logo for "IBEW LOCAL 357 LAS VEGAS". Below the title, a blue bar says "Welcome Democontractor's" and "Last Signed In: Thursday, August 28, 2014". A navigation menu at the top includes "Home", "Electronic Contribution", "Employer Information", "News" (which is highlighted in yellow), and "Contact Us". Under "News", there's a blue bar with "News & Information" and a message "No news are available.".

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Electronic Contributions

In the **Electronic Contribution** section Contractors can process contributions, view submitted contributions, and find answers to frequently asked questions.

Frequently Asked Questions:

The frequently asked questions section shows common questions regarding Electronic Contribution Processing.

Home	Electronic Contribution	Employer Information	News	Contact Us
------	-------------------------	----------------------	------	------------

Frequently Asked Questions

Am I now being required to submit my fringe benefit forms electronically?

No, this is a convenient option offered to you by the funds. You may still send your forms in the manner in which you always have.

What is the benefit to my Company of using this new submission method?

Based upon our tests with a number of employers, they have found that the system saves their staff time and helps prevent computational errors, as well insuring that there are no fringe benefit rate change issues.

Along with filling out my fringe benefit form online, can I also submit my payment electronically?

Not at this time. We are hoping to have an electronic fund transfer option available to contractors in the future. As for now, this service simply allows you to quickly and easily generate your fringe benefit form.

Is this transaction secure? Should I be concerned about the electronic transmission of my employee's social security number information?

These transactions are encrypted and secure. It is also in compliance with all Michigan privacy laws concerning the transmission of social security numbers electronically.

How can I tell whether my payroll report is compatible with the automatic upload feature?

In the User Manual in Section 9.1, you will find the format which you must be able to convert your files into so that they are able to be used by this program. You will note that Microsoft Excel also has the ability to produce compatible formatted files.

I am used to simply entering the work month of my fringe benefit reports. Now I have to pick a "day" to enter as the date of my report. What date should I use, the 1st the 31st ... , I'm so confused? I thought you said this was going to be easier!

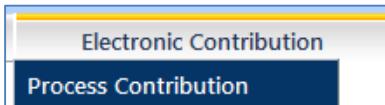
We recommend that you choose the last day worked in that particular month as the date to enter, but it does not really matter as long as you get the month correct. The rates on the electronic form are driven by the work month that you enter whether it's the 17th or the 31st. Putting the last day worked may be helpful to you however in knowing where to pick up reportable hours for your next months fringe benefit form.

I just finalized a report and I found an error. How do I delete this transaction once I've finalized?

If after you have hit the "finalize report" button and transmitted your electronic form you realize that you still need to make a change, you will need to have this transaction voided. To do this you will call the fringe benefit office and give them the invoice number off of this report so that it can be voided and you can submit a new report.

Processing Contributions:

1. Select the **Process Contribution** option from the Electronic Contribution menu



2. The *Select Contractor* field will be populated with your Employer Name and assigned number

Select Contractor:	00207 TEST EMPLOYER	<input type="button" value="▼"/>
---------------------------	-----------------------	----------------------------------

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

3. Specify the correct Work Start and End Dates for the detail being reported – only one work month should be reported per invoice

Work Start Date:	12/31/2012	Work End Date:	1/27/2013
*Select last Sunday of Work Month			

4. Select the type of entry method from the Process Contribution drop down

Process Contribution:	Enter New Contribution
	Enter New Contribution
	Modify / Submit Saved Contribution
	Upload Contribution File
	Copy / Modify Previous Report Form

a. Enter New Contribution – Use this option to start a new contribution form. The User will be required to enter Employee Social Security Numbers, Names, work classification, and hours worked for all Employees

- Select the Contribution Type of ‘Regular Contribution’ and select the applicable ‘CBA’

Contribution Type:	Regular Contribution
CBA:	Select CBA
	Select CBA
	NON NON-NECA Contractor
	IN NECA Local Contractor
	OUT NECA Outside Contractor

b. Modify / Submit Saved Contribution – Use this option to return to a previously saved contribution for updating and submission

- Select the saved contribution batch report from the drop down list

*Batch Number:	Batch Number CBA Work StartDate Work EndDate
	CW13-00000100
	Batch Number CBA Work Start Date Work End Date
	CW13-00000100 NON-NECA Contractor 01/01/2013 01/27/2013
	CW13-00000095 NON-NECA Contractor 01/01/2013 01/31/2013

c. Upload Contribution File – Use this option to upload a locally saved Text or CSV file that contains the Employee details (Employee Social Security Number, accurate work classification code, last name, first name, middle initial, gross wages, straight time, over time and double time).

- Select the Regular Contribution Type, CBA, and select the file to upload using the Browse function

Contribution Type:	Regular Contribution
CBA:	NON NON-NECA Contractor
*File Name:	<input type="text"/> Browse...

- File to be uploaded must be a Text file and in Comma Delimited File format with .txt or .csv extensions. No other file type is accepted through the website.

Field	Data type	Special Attention

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Social Security Number	Numeric	SSN must not contain any dashes
Work Class Code	Alphabetic	Do not spell out classification
Last Name	Alphabetic	
First Name	Alphabetic	
Middle Initial	Alphabetic	
Gross Wages	Numeric	
Regular Hours Worked	Numeric	
Overtime Hours	Numeric	
Double Time Hours	Numeric	

- All the data in the numeric fields must not contain commas or special characters such as \$, -, +, (,). For e.g. \$1,234 must be represented as 1234 or 1234.00. Having the \$ or the , would cause the program to error out.
- Examples of good data lines are:
XXXXXXXXXX,JRNY,LastName,FirstName,MI,5514.24,128,0,0
YYYYYYYYYY,A65,LastName,FirstName,,3654.00,130.50,0.5,0
ZZZZZZZZZ,FORE,LastName,FirstName,,5929.68,124,40,10

d. Copy / Modify Previous Report Form – Use this option to select a previously submitted contribution report to copy the Employee details. Users will then have the option to zero out hours and amounts from copied data

- Select the report number from the drop down list and mark the box to zero out hours and amounts from copied data if desired (*this will not change the previously submitted report in any way*)

*Report Number:	Report Number CBA Work StartDate Work EndDate
	CW13-00000056
<input type="checkbox"/> Check here to zero out hours and amounts from copied data	

5. Once the Contribution Processing method and applicable settings are selected, press the Submit option to continue

Submit

6. The next step is completing the **Contribution Entry Form** – The Contribution Batch details will display in the upper section (*if any of the details are incorrect, it will be necessary to Cancel, go back, and start again*)

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Home Electronic Contribution Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name:	[REDACTED]	Contractor ID:	[REDACTED]
Batch Number:	CW14-00000252	Work End Date:	09/30/2014
CBA:	[REDACTED]		

[!\[\]\(1e8f47f2333494fc995f2031934aa5b2_img.jpg\) Rate Inquiry](#) [!\[\]\(6d9338a7f3d4fce2d48f8e503851ec49_img.jpg\) Add Employee](#) [!\[\]\(c87aa96e88910262ce8fa0e5cfc55d09_img.jpg\) Delete Employee](#) [!\[\]\(2145c22ebc1901f0e3b25cf64956424b_img.jpg\) Save and Complete Later](#) [!\[\]\(a712b9bf602abc5314b7cdd5c0e67525_img.jpg\) Calculate Contribution](#) [!\[\]\(e23395427e80d9f6720e539529f77d1f_img.jpg\) Cancel](#)

*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Gross Wages	Regular Hours	Overtime	Double	Delete?
1	[REDACTED]	JOURNEYMAN	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	<input type="checkbox"/>

a. For each Employee: Enter the complete Social Security Number, select the Work Class, populate the Employee's Name, fill in the gross wages and number of hours worked in the applicable fields (*Regular, Overtime, and Double hours must be entered separately*).

- To navigate through the Contribution Entry screen, use the TAB button or use the mouse
- The Work Class must be selected from the drop down list using the mouse
- Pressing the ENTER key when completing the Employee Details will save the form - Users can continue to enter Employee details or exit the screen and complete it later
- Selecting the 'Save and Complete Later' option in the tool bar above will also save form details

[Save and Complete Later](#)

Your contribution information is saved for future submission. It will be available for 120 days.

- To delete a line entered in error, check the 'Delete?' box at the end of each record to be removed and press the 'Delete Employee' option in the tool bar above

[Delete Employee](#)

- Rate Inquiry – Selecting this option will display a table of all Shift-Work Class combinations and the applicable rates by fund

[Rate Inquiry](#)

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Fringes & Rates

Work Class	Name	Rate
45% APPRENTICE(A45)	Health & Welfare	7.45
45% APPRENTICE(A45)	Pension DB	0
45% APPRENTICE(A45)	Annuity	0
45% APPRENTICE(A45)	JATC	0.5
50% APPRENTICE(A50)	Health & Welfare	7.45
50% APPRENTICE(A50)	Pension DB	0
50% APPRENTICE(A50)	Annuity	0
50% APPRENTICE(A50)	JATC	0.5
60% APPRENTICE(A60)	Health & Welfare	7.45
60% APPRENTICE(A60)	Pension DB	5.01
60% APPRENTICE(A60)	Annuity	0.522
60% APPRENTICE(A60)	JATC	0.5
65% APPRENTICE(A65)	Health & Welfare	7.45
65% APPRENTICE(A65)	Pension DB	5.01
65% APPRENTICE(A65)	Annuity	0.983
65% APPRENTICE(A65)	JATC	0.5
75% APPRENTICE(A75)	Health & Welfare	7.45
75% APPRENTICE(A75)	Pension DB	5.01
75% APPRENTICE(A75)	Annuity	1.905
75% APPRENTICE(A75)	JATC	0.5
85% APPRENTICE(A85)	Health & Welfare	7.45
85% APPRENTICE(A85)	Pension DB	5.01
85% APPRENTICE(A85)	Annuity	2.827
85% APPRENTICE(A85)	JATC	0.5
FOREMAN(FORE)	Health & Welfare	7.45
FOREMAN(FORE)	Pension DB	5.01
FOREMAN(FORE)	Annuity	4.21
FOREMAN(FORE)	JATC	0.5

- Contact the Benefit Office for any new rates being submitted for new or existing work classifications – Users do not have an option to use rates that are not listed
- If the ‘Copy/Modify Previous Report Form’ processing method was selected, the Employees and Work Classifications that were on the copied contribution report will display – Users should populate the hours worked for all Employees (*adding/removing Employees as necessary*)
- If the ‘Upload Contribution File’ processing method was selected, the details imported will display in the Employee Entry section – It may be necessary to complete details that were not imported

- b. Once all Employee details have been entered, press the ‘Calculate Contribution’ option in the tool bar above

 [Calculate Contribution](#)

- c. The Contractor level Contribution details will display with calculated amounts by work classification

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Contractor Contribution Details:

Work Class	Contractor	Gross Wages	Regular Hours	Overtime	Double	Amount	
45% APPRENTICE		0.00	0.00	0.00	0.00	\$0.00	View Details
JOURNEYMAN		4,000.00	160.00	10.00	10.00	\$3,348.15	View Details
TOTAL		4,000.00	160.00	10.00	10.00	\$3,348.15	

- Pressing the '[View Details](#)' option will show the calculated amounts per fund

Contractor Contribution Details

Contractor Name: [REDACTED]

Fund Name	Units	Basis	Rates	Amount
Health & Welfare	195.00	Hours Paid	7.4500	\$1,452.75
Pension DB	195.00	Hours Paid	5.0100	\$976.95
Annuity	195.00	Hours Paid	4.2100	\$820.95
JATC	195.00	Hours Paid	0.5000	\$97.50
				Total: \$3,348.15

[Close](#)

- d. The Employee level Contribution details will display with calculated wages and amounts

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Gross Wages	Regular Hours	Overtime	Double	Amount	
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
	45% APPRENTICE				0.00	0.00	0.00	0.00	\$0.00	View Details
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
	JOURNEYMAN				4,000.00	160.00	10.00	10.00	\$3,348.15	View Details
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
	JOURNEYMAN				0.00	0.00	0.00	0.00	\$0.00	View Details
TOTAL					4,000.00	160.00	10.00	10.00	\$3,348.15	

- New Employees are highlighted in yellow
- Pressing the '[View Details](#)' option will show the calculated amounts per fund

Employee Contribution Details

First Name: [REDACTED] Last Name: [REDACTED]

Overwrite	Fund	Units	Basis	Rate	Amount
<input type="checkbox"/>	Health & Welfare	195.00	Hours Paid	7.4500	\$1,452.75
<input type="checkbox"/>	Pension DB	195.00	Hours Paid	5.0100	\$976.95
<input type="checkbox"/>	Annuity	195.00	Hours Paid	4.2100	\$820.95
<input type="checkbox"/>	JATC	195.00	Hours Paid	0.5000	\$97.50
					Total: \$3,348.15

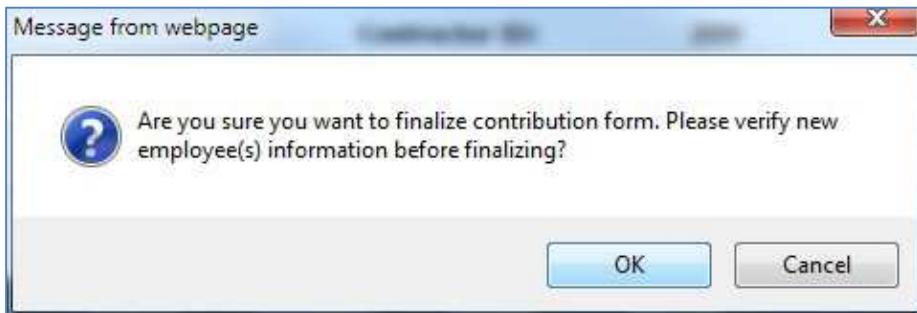
[Save](#) [Close](#)

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

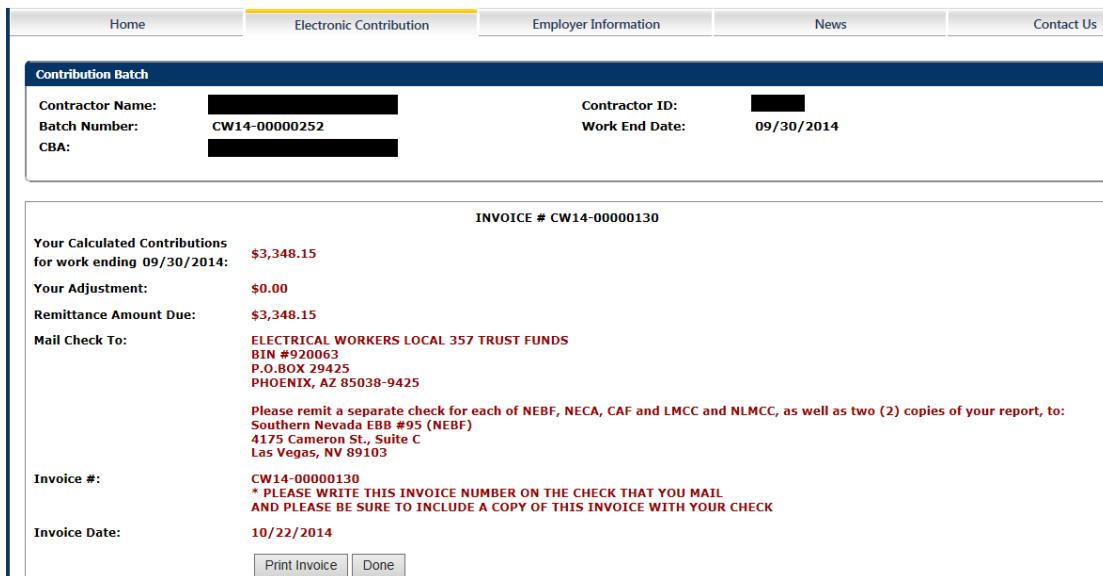
7. Once all details have been reviewed and verified for accuracy, press the 'Finalize Contribution' option to submit the contribution report electronically to the Benefits Fund Office and continue

Finalize Contribution

- A verification pop-up will display – press OK to continue or Cancel to go back



8. The Contribution Finalization screen will display showing the details of the contribution report submitted



Contribution Batch	
Contractor Name:	██████████
Batch Number:	CW14-00000252
CBA:	██████████
Contractor ID:	██████████
Work End Date:	09/30/2014

INVOICE # CW14-00000130

Your Calculated Contributions for work ending 09/30/2014: \$3,348.15

Your Adjustment: \$0.00

Remittance Amount Due: \$3,348.15

Mail Check To: ELECTRICAL WORKERS LOCAL 357 TRUST FUNDS
BIN #920063
P.O.BOX 29425
PHOENIX, AZ 85038-9425

Please remit a separate check for each of NEBF, NECA, CAF and LMCC and NLMCC, as well as two (2) copies of your report, to:
Southern Nevada EBB #95 (NEBF)
4175 Cameron St., Suite C
Las Vegas, NV 89103

Invoice #: CW14-00000130
* PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL
AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK

Invoice Date: 10/22/2014

Print Invoice **Done**

9. To print the report, press the 'Print Invoice' option

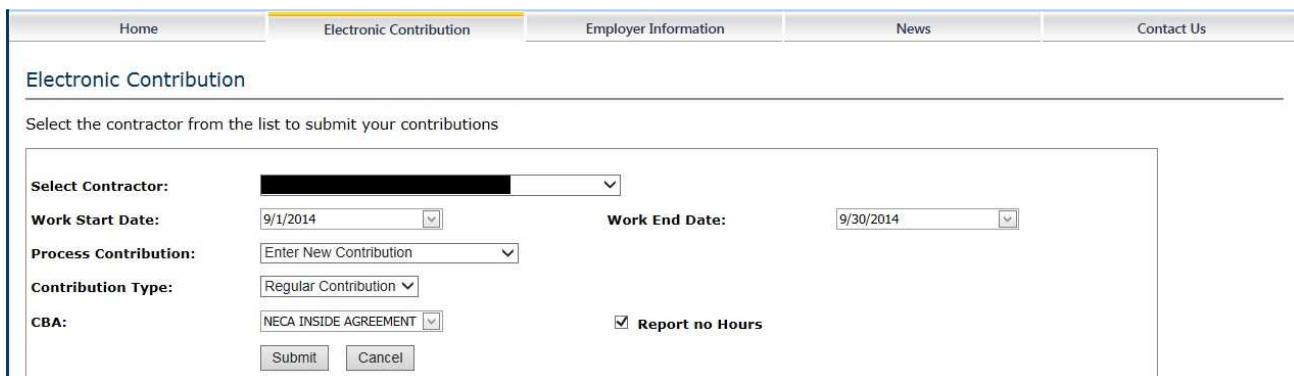
Print Invoice

10. To process payments online, please proceed to page 15 for further direction.

EMPLOYER CONTRIBUTION WEBSITE – TRAINING GUIDE

Reporting No Work – To submit a zero hour report:

1. Go to the *Process Contribution* screen – The Contractor associated with your user information will display
2. Complete the Work Start and End Dates
3. Select the ‘Enter New Contribution’ processing method and Regular Contribution Type
4. Select the CBA applicable
5. Mark the ‘Report No Hours’ box
6. Press the ‘Submit’ option to continue

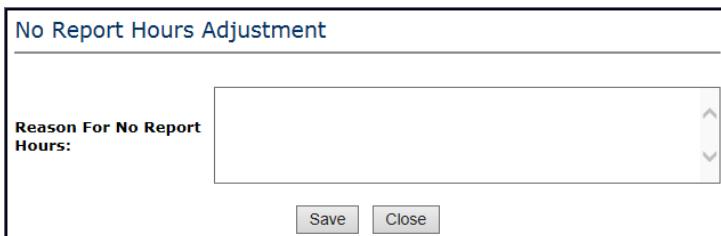


The screenshot shows the 'Electronic Contribution' screen. At the top, there are tabs for Home, Electronic Contribution (which is selected and highlighted in yellow), Employer Information, News, and Contact Us. Below the tabs, the page title is 'Electronic Contribution'. A sub-instruction says 'Select the contractor from the list to submit your contributions'. A form section contains the following fields:

- Select Contractor: A dropdown menu with a redacted value.
- Work Start Date: A dropdown menu showing '9/1/2014'.
- Work End Date: A dropdown menu showing '9/30/2014'.
- Process Contribution: A dropdown menu showing 'Enter New Contribution'.
- Contribution Type: A dropdown menu showing 'Regular Contribution'.
- CBA: A dropdown menu showing 'NECA INSIDE AGREEMENT'.
- Report no Hours: A checked checkbox.

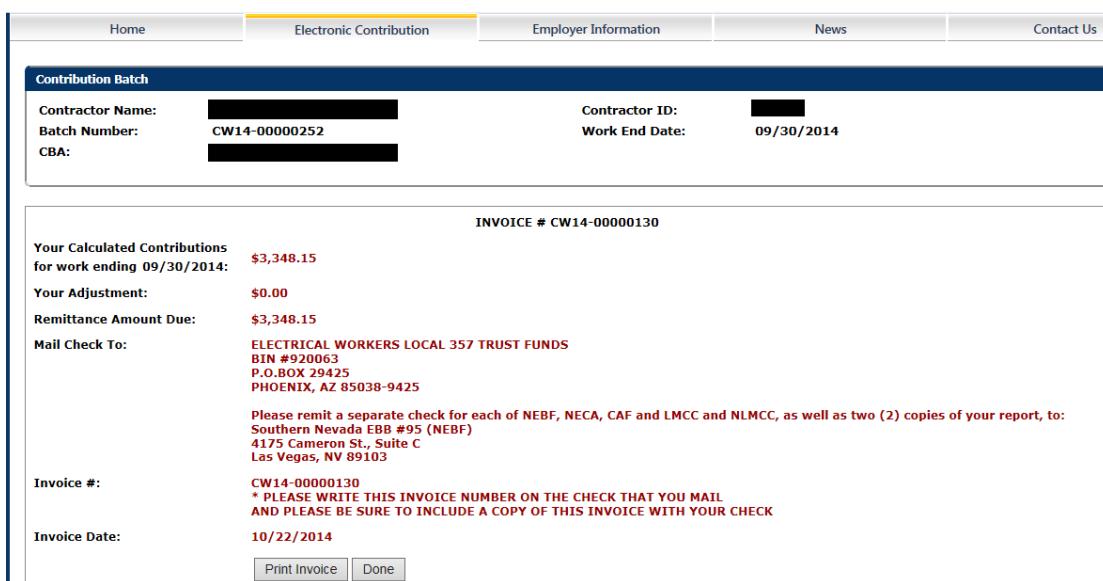
At the bottom of the form are 'Submit' and 'Cancel' buttons.

7. Identify the reason for no hours



The screenshot shows a 'No Report Hours Adjustment' dialog box. It has a title bar and a main content area. In the content area, there is a label 'Reason For No Report Hours:' followed by a large text input field. At the bottom of the dialog are 'Save' and 'Close' buttons.

8. The Employee Entry screens will be skipped and the user will be directed to the Contribution Finalization screen



The screenshot shows the 'Contribution Finalization' screen. At the top, there are tabs for Home, Electronic Contribution (selected), Employer Information, News, and Contact Us. Below the tabs, the page title is 'Contribution Finalization'. A 'Contribution Batch' section shows:

- Contractor Name: [redacted]
- Batch Number: CW14-00000252
- Contractor ID: [redacted]
- Work End Date: 09/30/2014
- CBA: [redacted]

Below this is an 'INVOICE # CW14-00000130' section:

- Your Calculated Contributions for work ending 09/30/2014: \$3,348.15
- Your Adjustment: \$0.00
- Remittance Amount Due: \$3,348.15
- Mail Check To: ELECTRICAL WORKERS LOCAL 357 TRUST FUNDS
BIN #920063
P.O.BOX 29425
PHOENIX, AZ 85038-9425
- Please remit a separate check for each of NEBF, NECA, CAF and LMCC and NLMCC, as well as two (2) copies of your report, to:
Southern Nevada EBB #95 (NEBF)
4175 Cameron St., Suite C
Las Vegas, NV 89103
- Invoice #: CW14-00000130
* PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL
AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK
- Invoice Date: 10/22/2014

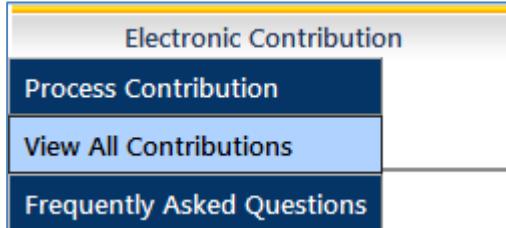
At the bottom are 'Print Invoice' and 'Done' buttons.

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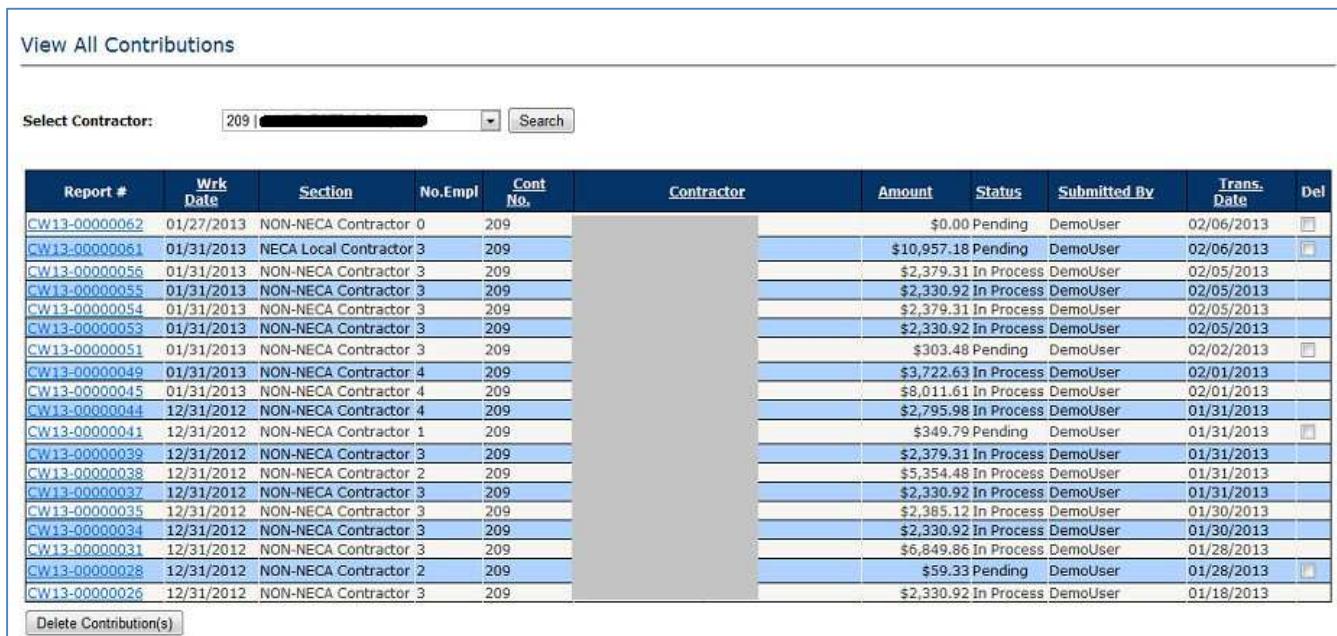
9. Use the 'Print Invoice' option to print the report and follow mailing instructions

Viewing Previously Submitted Contribution Reports – To view previously submitted contribution reports:

1. Select the 'View All Contributions' option in the Electronic Contribution menu



2. Pick the contractor to view contributions for and press the 'Search' option
(for most users, there will only be one Employer listed)
3. Results will display all previously submitted contributions

A screenshot of a 'View All Contributions' page. At the top, there is a search bar with 'Select Contractor' and a dropdown menu showing '209'. Below the search bar is a table with 21 rows of contribution data. The table has columns for Report #, Wrk Date, Section, No.Empl, Cont No., Contractor, Amount, Status, Submitted By, Trans. Date, and Del. The data shows various contributions from different contractors and dates, with amounts ranging from \$59.33 to \$10,957.18. The 'Status' column includes 'Pending', 'In Process', and 'Submitted'. The 'Submitted By' column shows 'DemoUser' for all entries. The 'Trans. Date' column shows dates from 02/06/2013 to 01/18/2013. The 'Del' column contains checkboxes for each row. At the bottom of the table, there is a button labeled 'Delete Contribution(s)'.

- a. To view report details, including the ability to re-print a report, select the report # of the record from the list – the user will be directed to the finalized report
- b. If the report status is 'Pending', it hasn't been sent electronically to the Benefits Fund Office. Reports that are pending can be deleted by marking the 'Del' box of the record(s) and selecting the 'Delete Contribution(s)' option
- c. Once reports have a status of 'In Process', they have been submitted electronically to the Fund Office and cannot be deleted or voided through the website. If an adjustment is required due to incorrect information submitted, contact the Benefits Fund Office to have the original submission voided and removed from the website

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Online Payment for Contributions

1. After selecting 'Finalize Contributions', you can select 'Pay Now', which will direct you to the Pending Payments page. This page will show all Contributions Forms entered on the website that have not been paid. Here, you will select the Open Invoice(s) for which you would like to remit a payment. Once you check the box(es) to the left of the invoice(s) desired, select the 'Select Invoice' button.

Pending Payment

Select Contractor: 1013 | ALL LIT UP ELECTRIC, INC

* Invoice Begin Date: 2/24/2015 * Invoice End Date: 3/24/2015

Contributions must be paid in full, no later than the 15th of the month following the month of work performed or they are delinquent. Delinquent contributions will be assessed administrative fees of \$250.00 per month until paid in full and are subject to liquidated damages and interest.

Pending Invoice:

<input checked="" type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW15-00000045	02/28/2015	1010	NECA INSIDE AGREEMENT	1013	\$2,655.00	DEMOCONTRACTOR'S	03/24/2015

2. The Pending Payment page will show selected invoice(s) highlighted in orange on screen, and the upper left portion of the screen in 'Payment Summary' shows the total amount due for the selected invoices.
3. Select 'Make Payment' to proceed with payment. Use the 'Edit Selection option if you selected the wrong invoice(s), and you will return to the previous screen to make selections.

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: **\$2,655.00**

Select Contractor: 1013 | ALL LIT UP ELECTRIC, INC

* Invoice Begin Date: 2/24/2015 * Invoice End Date: 3/24/2015

Contributions must be paid in full, no later than the 15th of the month following the month of work performed or they are delinquent. Delinquent contributions will be assessed administrative fees of \$250.00 per month until paid in full and are subject to liquidated damages and interest.

Pending Invoice:

<input checked="" type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW15-00000045	02/28/2015	1010	NECA INSIDE AGREEMENT	1013	\$2,655.00	DEMOCONTRACTOR'S	03/24/2015

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4. The 'Make Payment' screen will show the total amount due and the option to make an adjustment.
5. Use the 'Invoice Adjustment Amount' field to enter adjustment amount. You can insert positive or negative amount to automatically increase or decrease, respectively, the 'Total Amount Due'. When an adjusted amount is input, you are required to enter the reason for the adjustment in the 'Adjustment Reason' box. For example: Liquidated Damages or Over/Under Payments.

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW15-00000046	02/28/2015	NECA INSIDE AGREEMENT	1013	\$2,655.00
TOTAL				\$2,655.00

Total Invoice Amount : **\$2,655.00**

Invoice Adjustment Amount:

Total Amount Due: **\$2,655.00**

Adjustment Reason:

Pay By: ACH(Online) Check

6. Select payment option and press 'Submit'.
7. If this is your first ACH payment and you have not supplied your Banking information, you will be prompted to complete the section below. For future contributions, information is saved and only needs to be updated if your information has changed. If your company requires an Approver to be notified when an ACH payment is processed, you can add a list of those individuals. Press 'Submit' to continue.

Manage Account

Select Contractor:

Routing Number:

Bank Account Number:

Account Type: Checking Saving

Bank Name:



Please enter the characters as shown in the image.

Approver Email List

No Approver list found.

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8. You will subsequently be directed to the ‘ACH Payment’ page.

ACH Payment

Contributions must be paid in full, no later than the 15th of the month following the month of work performed or they are delinquent. Delinquent contributions will be assessed administrative fees of \$250.00 per month until paid in full and are subject to liquidated damages and interest.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 1006002904.

Total Amount Due: \$2,655.00

Bank Account Number: (Last 4 digits) [REDACTED]

Routing Number: (Last 4 digits) [REDACTED]

Bank Name: [REDACTED]

Account Type: Savings

Settlement Date: 3/26/2015

Edit Account Submit Cancel

*Note: Click Edit Account to correct your bank account.

9. Input a settlement date for when you would like the funds withdrawn from your account. There is a 2 working day lag for ACH transaction to be applied to the Fringe fund bank account, so **you must submit your payment 2 days prior to when you want it to be considered paid.**
10. Make sure if you have an ACH block on your bank account that you provide the bank the Company ID that is provided in RED on the ACH Payment Page.
11. After selecting ‘Submit’, you will be taken to a Payment Confirmation Page. This can be printed for your records. Additionally, it is saved under the Contribution Payments tab of the website.

NOTE: If you select to ‘Pay By’ Check, after you choose Submit, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your checks.