

IBEW Local 9 and Outside Contractors Fringe Benefit Trust Funds Electronic Contribution Website Quick Start Guide

This guide is intended to show you the quick and easy way to enter contributions using your new contributions website. This guide will walk you through the following:

- How to process a new contribution form.
- How to process payments via ACH.
- How to modify a saved contribution form.
- How to upload a file to the electronic contributions site using a CSV File.
- How to copy/modify a previous contribution form.
- How to view and delete contribution forms.
- How to pay multiple saved invoices.

Web Address: www.IBEW9employers.org



 **IBEW Local 9 and Outside Contractors Fringe Benefit Trust Funds**

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Introduction
You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

Login
Saturday, October 3, 2020

* User Name:
* Password:

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

News / Events
No news is available.

- **To log into this site, you will need to contact the BeneSys office to receive an introduction letter. To register click on the “Create an Account” option in the top right corner of the website. You will need to create a user name, password, and an identification number which was received with your letter.**
- **A second option is to (866) 661-1021 and someone will assist you.**

Lets Get Started

IBEW Local 9 and Outside Contractors Fringe Benefit Trust Funds

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Introduction

You now have the power to access information a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

News / Events

No news is available.

- **To begin entering employee contribution information, mouse over the Electronic Contribution tab and select Process Contribution as shown above.**
 - **This option will allow you to create and process contributions.**

Processing Contributions

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER ▾

Work Start Date: 9/1/2020 ▾ **Work End Date:** 9/30/2020 ▾

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

Contribution Type: ▾

CBA: ▾

Report no Hours

- **Enter New Contribution** – This allows manual data entry of your contribution form.
- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form.
- **Upload Contribution File** – Allows you to upload a data file exported from your payroll system (.CSV or .TXT format) directly to the website.
- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month’s submitted contribution form and copy the information to the current month’s contribution form.

Entering a New Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER ▾

Work Start Date: 9/1/2020 ▾ Work End Date: 9/30/2020 ▾

Process Contribution: Enter New Contribution ▾

Contribution Type: Regular Contribution ▾

CBA: AGREEMENT ▾ Report no Hours

Submit Cancel

1. Select the **Contractor**: If you only submit contributions for one contractor, that contractor will show by default and you won't have other contractors to select from. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors you submit for will show, from which you can select the desired contractor.
2. Select a **Work Start Date** and **Work End Date**. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
3. Select **Enter New Contribution**.
4. The contribution type should always be **Regular Contribution**.
5. Select the appropriate **CBA** based on the work you are reporting for. This will pull the related fringe rates.
6. If reporting zero hours worked, please click the check box "Report no Hours"
7. Finally, click **Submit** to begin entry.

Enter a New Form - Contribution Entry

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Contribution Entry Form

Contribution Batch

Contractor Name:	ELECTRICIAN EMPLOYER	Contractor Number:	TEST123
Batch Number:	CW20-00000021	Work End Date:	09/30/2020
CBA:	CBA - AGREEMENT		

[Rate Inquiry](#)
[Add Employee](#)
[Delete Employee](#)
[Save and Complete Later](#)
[Calculate Contribution](#)
[Cancel](#)

*Please contact the Benefit Office with Demographic information for new members.

Row No	SSN	Work Class	First Name	MI	Last Name	Rate	Hours Worked	Gross Wages	Delete?
1	234567890	DEFAULT	John	D	Doe	45.00	100.00	4500.00	<input type="checkbox"/>
2	345678901	DEFAULT	Jane	D	Doe	60	100	6000	<input type="checkbox"/>
3		DEFAULT				0.00	0.00	0.00	<input type="checkbox"/>

- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered a Social Security Number and have tabbed into the next field. New employees' information will need to be manually entered into each field.
- Enter the employee Wage Rates, Hours Worked, and Gross Wages amounts in the appropriate fields.
- You can select Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

Enter a New Form – Calculate Contributions

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Process Contribution

Contribution Batch

Contractor Name:	ELECTRICIAN EMPLOYER	Contractor Number:	TEST123
Batch Number:	CW20-00000021	Work End Date:	09/30/2020
CBA:	CBA - AGREEMENT		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Gross Wages	Amount	
DEFAULT	ELECTRICIAN EMPLOYER	200.00	10,500.00	\$6,029.97	View Details
TOTAL		200.00	10,500.00	\$6,029.97	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Rate	Hours Worked	Gross Wages	Amount	
345678901	DEFAULT	Jane	D	Doe	60.00	100.00	6,000.00	\$3,313.77	View Details
234567890	DEFAULT	John	D	Doe	45.00	100.00	4,500.00	\$2,716.20	View Details
TOTAL					105.00	200.00	\$10,500.00	\$6,029.97	

- The View Details link under Contractor Contribution Details will show you a breakdown of all calculated fringes.
 - See next page
- The View Details link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.
 - See page after next
- The Back button will return you to the prior screen and adjust contributions information. *At no time* should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.
- When you feel that all the information you've entered is correct, click the Finalize Contribution button. Note: once you've clicked Finalize Contribution, you cannot go back and make changes.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: ELECTRICIAN EMPLOYER

Fund Name	Units	Basis	Rates	Amount
Health & Welfare	9,990.00	CAP Gross Wages	0.18840	\$1,882.12
Defined Benefit	9,990.00	CAP Gross Wages	0.13990	\$1,397.60
Defined Contribution	9,990.00	CAP Gross Wages	0.16560	\$1,654.34
Health Reimbursement	9,990.00	CAP Gross Wages	0.04340	\$433.57
Unemployment Benefit	9,990.00	CAP Gross Wages	0.00000	\$0.00
Training	9,990.00	CAP Gross Wages	0.05210	\$520.48
Admin acct	9,990.00	CAP Gross Wages	0.00150	\$14.99
ALBAT TRNG	9,990.00	CAP Gross Wages	0.01000	\$99.90
LMCC	9,990.00	CAP Gross Wages	0.00270	\$26.97
				Total: \$6,029.97

Close

- To view employer fund total details, click on the [View Details](#) link under Contractor Contribution Details next to the Work Class for which you would like to view details.

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: Jane

Last Name: Doe

Fund	Units	Basis	Rate	Amount
Health & Welfare	5,490.00	CAP Gross Wages	0.18840	\$1,034.32
Defined Benefit	5,490.00	CAP Gross Wages	0.13990	\$768.05
Defined Contribution	5,490.00	CAP Gross Wages	0.16560	\$909.14
Health Reimbursement	5,490.00	CAP Gross Wages	0.04340	\$238.27
Unemployment Benefit	5,490.00	CAP Gross Wages	0.00000	\$0.00
Training	5,490.00	CAP Gross Wages	0.05210	\$286.03
Admin acct	5,490.00	CAP Gross Wages	0.00150	\$8.24
ALBAT TRNG	5,490.00	CAP Gross Wages	0.01000	\$54.90
LMCC	5,490.00	CAP Gross Wages	0.00270	\$14.82
				Total: \$3,313.77

Close

- To view fund total details for ONE EMPLOYEE, click on the [View Details](#) link under Employee Contribution Details next to the employee for whom you would like to view details.

Enter a New Form - Finalize Contributions

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Contribution Batch													
Contractor Name:	ELECTRICIAN EMPLOYER		Contractor Number:	TEST123									
Batch Number:	CW20-00000021		Work End Date:	09/30/2020									
CBA:	CBA - AGREEMENT												
INVOICE # CW20-00000014													
Your Calculated Contributions for work ending 09/30/2020:	\$6,029.97												
Remittance Amount Due:	\$6,029.97												
Invoice #:	CW20-00000014												
Invoice Date:	10/03/2020												
	<input type="button" value="Pay Now"/>	<input type="button" value="Print Invoice"/>	<input type="button" value="Done"/>										
Amount Due:													
Work Class	Fund	Fund Code	Hours Worked	Gross Wages	Calc Hrs	Basis	Amount						
DEFAULT	Health & Welfare	H&W	200.00	10,500.00	9,990.00	CAP Gross Wages	\$1,882.12						
DEFAULT	Defined Benefit	DB	200.00	10,500.00	9,990.00	CAP Gross Wages	\$1,397.60						
DEFAULT	Defined Contribution	DC	200.00	10,500.00	9,990.00	CAP Gross Wages	\$1,654.34						
DEFAULT	Health Reimbursement	HRA	200.00	10,500.00	9,990.00	CAP Gross Wages	\$433.57						
DEFAULT	Unemployment Benefit	SUB	200.00	10,500.00	9,990.00	CAP Gross Wages	\$0.00						
DEFAULT	Training	JATF	200.00	10,500.00	9,990.00	CAP Gross Wages	\$520.48						
DEFAULT	Admin acct	ADMN	200.00	10,500.00	9,990.00	CAP Gross Wages	\$14.99						
DEFAULT	ALBAT TRNG	ALBAT	200.00	10,500.00	9,990.00	CAP Gross Wages	\$99.90						
DEFAULT	LMCC	LMCC	200.00	10,500.00	9,990.00	CAP Gross Wages	\$26.97						
TOTAL							\$6,029.97						
Employee Details:													
Name	Work Class	RT	HW	GW	H&W	DB	DC	HRA	SUB	JATF	ADMN	ALBAT	LMCC
Doe, Jane D	DEFAULT	60.00	100.00	\$6,000.00	\$1,034.32	\$768.05	\$909.14	\$238.27	\$0.00	\$286.03	\$8.24	\$54.90	\$14.82
Doe, John D	DEFAULT	45.00	100.00	\$4,500.00	\$847.80	\$629.55	\$745.20	\$195.30	\$0.00	\$234.45	\$6.75	\$45.00	\$12.15
TOTAL		105.00	200.00	\$10,500.00	\$1,882.12	\$1,397.60	\$1,654.34	\$433.57	\$0.00	\$520.48	\$14.99	\$99.90	\$26.97

- Clicking **Finalize Contribution** will take you to the above screen, which gives the below options.
 - **Pay Now** – Takes you to the next step so you can remit payment via ACH.
 - **Print Invoice** – Use this option to print a copy of the invoice for your records.
 - **Done** - Use this option to enter another contribution form before making your payment.

Enter a New Form - Pay Invoice(s)

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Pending Payment

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER ▾ Invoice Number:

* Invoice Begin Date: 9/3/2020 ▾ * Invoice End Date: 10/3/2020 ▾

*Contribution payments, together with the completed reporting forms, are due on the 15th day following the end of each calendar month. If an employer fails to file reports and/or make contributions due by the due date, there shall be added and become a part of the amount due and unpaid: liquidated damages and interest for each monthly report or payment due to the Fund in accordance with the rules set forth in the Collective Bargaining Agreement.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW20-00000014	09/30/2020	CBA	AGREEMENT	TEST123	\$6,029.97	DemoContractor	10/03/2020
<input type="checkbox"/>	CW20-00000013	09/30/2020	CBA	AGREEMENT	TEST123	\$301.80	DemoContractor	10/02/2020

- After selecting Pay Now you will be taken to the Pending Payments page which will show all contribution forms entered on the website that have not yet been paid. Here, you will select the open invoice(s) you would like to remit payment for (ACH).
- Once you check the box(s) to the left of the invoice(s) desired, click the Select Invoice button.

Enter a New Form - Pay Invoice(s)

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Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: **\$6,029.97**

Make Payment Edit Selection

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER Invoice Number:

* Invoice Begin Date: 9/3/2020 * Invoice End Date: 10/3/2020

Search Clear

*Contribution payments, together with the completed reporting forms, are due on the 15th day following the end of each calendar month. If an employer fails to file reports and/or make contributions due by the due date, there shall be added and become a part of the amount due and unpaid: liquidated damages and interest for each monthly report or payment due to the Fund in accordance with the rules set forth in the Collective Bargaining Agreement.

Pending Invoice:

Select Invoice Cancel

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW20-00000014	09/30/2020	CBA	AGREEMENT	TEST123	\$6,029.97	DemoContractor	10/03/2020
<input type="checkbox"/>	CW20-00000013	09/30/2020	CBA	AGREEMENT	TEST123	\$301.80	DemoContractor	10/02/2020

Select Invoice Cancel

- After clicking Select Invoice, the invoices you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).
- If the amount is correct, please click Make Payment.
 - Use the Edit Selection option if you selected the wrong invoice(s). This will allow you to change your selections.

Enter a New Form - Pay Invoice(s)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-0000014	09/30/2020	AGREEMENT	TEST123	\$6,029.97
TOTAL				\$6,029.97

Total Invoice Amount : **\$6,029.97**

Pay By: ACH(Online)

- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.
 - This information will be saved for future contributions and only needs to be updated if it has changed.

Select Contractor: [REDACTED] INC

* Routing Number:

* Bank Account Number:

* Account Type: Checking Saving

Bank Name:



* Please enter the characters as shown in the image.

Enter a New Form - Pay Invoice(s)

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ACH Payment

*Contribution payments, together with the completed reporting forms, are due on the 15th day following the end of each calendar month. If an employer fails to file reports and/or make contributions due by the due date, there shall be added and become a part of the amount due and unpaid: liquidated damages and interest for each monthly report or payment due to the Fund in accordance with the rules set forth in the Collective Bargaining Agreement.

Total Amount Due: \$6,029.97

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

Routing Number: (Last 4 digits) [REDACTED]

Bank Name: [REDACTED]

Account Type: Checking

Settlement Date: 10/6/2020

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

- **Once on the ACH Payment screen:**
 - **Input a settlement date for when you would like the funds withdrawn from your account. Note that, because there is a 2 work day lag between when ACH transactions are submitted and when they are deposited into the fringe fund's bank account, you must submit your payment at least 2 work days prior to when you want it to be considered paid.**
 - **If you have an ACH block on your bank account, please make sure that you provide your bank the appropriate details in order for the payment to be processed.**
 - **After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records. This information will also be saved under the Contribution Payments tab of the website.**

Modify A Saved Contribution Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER

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

***Batch Number:** Work EndDate

Submit Cancel

- If you select Modify / Submit Saved Contribution from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.

Modify A Saved Contribution Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER ▾

Process Contribution: Modify / Submit Saved Contribution ▾

* Batch Number: CW20-00000018 × ▾

Batch Number	CBA	Work Start Date	Work End Date
CW20-00000019	(CBA) AGREEMENT	09/01/2020	09/30/2020
CW20-00000018	(CBA) AGREEMENT	09/01/2020	09/30/2020

1. Select a saved batch form from the Batch Number drop down list.
2. Click the Submit button.
3. The rest of the process is the same as entering a new contribution form (refer to instructions above).

Upload a Contribution File

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER

Work Start Date: Enter New Contribution
Modify / Submit Saved Contribution
Upload Contribution File
Copy / Modify Previous Report Form
Regular Contribution

Work End Date: 9/30/2020

Process Contribution: AGREEMENT

Contribution Type: AGREEMENT

*File Name: Browse...

Submit Cancel

- If you select Upload Contribution File from the Electronic Contribution page, you can upload employee hour & wage data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
 2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
 3. Click the Browse button to find the .CSV or .TXT file that you want to use.

Upload a Contribution File

Whether you export from your payroll system or you use Excel to create spreadsheets with employee information, you need to save your file as a .CSV or .TXT file. Simply select “File,” “Save As,” and choose .CSV or .TXT from the “Save as type” drop down list.

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. A header line should not be used in your file (i.e. employee contribution information should begin in row 1). If a header line is included, it will cause errors when uploading.

Note that the value entered into the Work Class field should always be “DFLT”.

	SSN	Work Class	First	Last	MI	Wage Rate	Hours Worked	Gross Wages
	A	B	C	D	E	F	G	H
1	234567890	DFLT	John	Doe	D	45	100	4500
2	345678901	DFLT	Jane	Doe	D	60	100	6000

Upload a Contribution File

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Contribution Entry Form

Contribution Batch

Contractor Name: ELECTRICIAN EMPLOYER	Contractor Number: TEST123
Batch Number: CW20-0000024	Work End Date: 09/30/2020
CBA: CBA - AGREEMENT	

[Rate Inquiry](#)
 [Add Employee](#)
 [Delete Employee](#)
 [Save and Complete Later](#)
 [Calculate Contribution](#)
 [Cancel](#)

*Please contact the Benefit Office with Demographic information for new members.

Row No	SSN	Work Class	First Name	MI	Last Name	Rate	Hours Worked	Gross Wages	Delete?
1	234567890	DEFAULT	Doe	D	John	45.00	100.00	4500.00	<input type="checkbox"/>
2	345678901	DEFAULT	Doe	D	Jane	60.00	100.00	6000.00	<input type="checkbox"/>
3		DEFAULT				0.00	0.00	0.00	<input type="checkbox"/>

- Upon clicking **Submit**, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.
- Once the file has been successfully uploaded, you can proceed as if you were entering a new contribution form (refer to instructions above).

Copy/Modify Previous Report Form

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER ▾

Work Start Date: 9/1/2020 ▾ **Work End Date:** 9/30/2020 ▾

Process Contribution: Copy / Modify Previous Report Form ▾

***Invoice Number:** Invoice Number | CBA | Work StartDate | Work EndDate ▾

Check here to zero out hours and amounts from copied data

Submit Cancel

- If you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously used by you for the selected CBA. This can be beneficial when you consistently report on the same employees each pay period.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
 2. From the Invoice Number drop down list, select the Invoice you would like to copy.
 3. Check the box in the bottom left of the screen to zero out any information from the copied data. This will keep the same employees but zero out their hours & wages so you can enter the correct amounts for this pay period.
 4. Click the Submit button.
 5. The rest of the process is the same as entering a new contribution form (refer to instructions above).

How to View Past Contribution Forms

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the 'Electronic Contribution' section is active, displaying a dropdown menu with three options: 'Process Contribution', 'View All Contributions', and 'Frequently Asked Questions'. The 'View All Contributions' option is highlighted with a red box. Below the menu, there is a form titled 'Electronic Contribution' with the instruction 'Select the contractor from the list to submit:'. The form contains several fields: 'Select Contractor:' with a dropdown menu showing 'TEST123 | ELECTRICIAN EMPLOYER'; 'Work Start Date:' with a date picker set to '9/1/2020'; 'Work End Date:' with a date picker set to '9/30/2020'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Regular Contribution'; and 'CBA:' with a dropdown menu showing 'AGREEMENT'. There are also 'Submit' and 'Cancel' buttons at the bottom left, and a checkbox labeled 'Report no Hours' at the bottom right.

- You can view all your previously submitted contributions by selecting the View All Contributions link as shown above.

How to View Past Contribution Forms

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View All Contributions

Select Contractor:

Begin Date:

End Date:

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their user ID is setup).
- Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).

How to View Past Contribution Forms

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View All Contributions

Select Contractor: Begin Date: End Date:

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW20-00000014	09/30/2020	CBA	AGREEMENT	2	TEST123	ELECTRICIAN EMPLOYER	\$6,029.97	Pending			DemoContractor	10/03/2020	<input type="checkbox"/>
CW20-00000013	09/30/2020	CBA	AGREEMENT	1	TEST123	ELECTRICIAN EMPLOYER	\$301.80	Pending			DemoContractor	10/02/2020	<input type="checkbox"/>

- If you wish to delete any of the invoices shown, you may do so from this screen, however, ***you can only*** delete invoices with a “Pending” status. To delete these invoices, check the box in the **Del** column next to the invoices to be deleted, then click the **Delete Contribution** button at the bottom of the page.
- To delete invoices with an “In Process” status, you will need to contact the fund office.
- Invoices with a “Paid” status cannot be deleted, as these have already been processed and entered into the contributions system.

How to Make Payments on Multiple Saved Forms

The screenshot displays the BeneSys web application interface. At the top, there is a navigation bar with the following tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is active, and its dropdown menu is open, showing four options: 'Make a Payment' (highlighted with a red box), 'View All Payment', 'Account Management', and 'Make Variance Payment'. To the right of the dropdown menu, there is a 'News / Events' section with a dark blue header and a white box containing the text 'No news is available.' Below the navigation bar, the main content area is titled 'Introduction' and contains the following text: 'You now have the power to access information 24 hours a day, 7 days a week.' Below this, there are three sections: 'To Navigate this site:' with a bullet point 'Click on a header on the top. This opens your submenu options.', 'To Log On:' with two bullet points 'There is a login box in the upper right corner.' and 'Enter your User Name and Password then click on the login button.', and 'If your login was successful you'll be directed to the appropriate page to begin.' and 'If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.'

- **If you have entered and saved multiple invoices and have not yet processed a payment for them, you can process one payment for multiple invoices.**
- **From the Contribution Payment dropdown menu choose Make a Payment (see above).**

How to Make Payments on Multiple Saved Forms

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Pending Payment

Select Contractor: TEST123 | ELECTRICIAN EMPLOYER ▾ Invoice Number:

* Invoice Begin Date: 9/3/2020 ▾ * Invoice End Date: 10/3/2020 ▾

*Contribution payments, together with the completed reporting forms, are due on the 15th day following the end of each calendar month. If an employer fails to file reports and/or make contributions due by the due date, there shall be added and become a part of the amount due and unpaid: liquidated damages and interest for each monthly report or payment due to the Fund in accordance with the rules set forth in the Collective Bargaining Agreement.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW20-00000014	09/30/2020	CBA	AGREEMENT	TEST123	\$6,029.97	DemoContractor	10/03/2020
<input type="checkbox"/>	CW20-00000013	09/30/2020	CBA	AGREEMENT	TEST123	\$301.80	DemoContractor	10/02/2020

- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice # for the forms that you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

Questions

For questions, enrollment, or training, please call (866) 661-1021 and ask to speak with someone from our Contributions Team.