

# Truck Drivers and Helpers Local 355

## Electronic Contribution Website

### User Manual

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.teamsters355employers.org



### Truck Drivers and Helpers Local 355

<b>Login</b>	
Thursday, May 30, 2024	
* User Name: <input type="text"/>	
* Password: <input type="password"/>	
<input type="button" value="Login"/>	
<a href="#">Create an Account</a> <a href="#">Forgot Password?</a>	

Home	Electronic Contribution	Employer Information	News	Contact Us
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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.

#### News / Events

No news is available.

- To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user name and password for your account.
- If you have any difficulty when creating your account, please call (443) 573-3632 or (866) 621-7974, where someone will assist you.

# Let's Get Started



Truck Drivers and Helpers Local 355

Thursday, May 30, 2024 [My Profile](#) [Logout](#)

Welcome Democontractor Last Signed In: Thursday, May 30, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

**Electronic Contribution**

**Process Contribution**

[View All Contributions](#)

[Frequently Asked Questions](#)

Select the contractor from the list to submit

Select Contractor: 00000 | TEST CONTRACTOR

Work Start Date: 4/1/2024

Work End Date: 4/30/2024

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: UNITED PARCEL SERVICE

Report no Hours

[Submit](#) [Cancel](#)

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- Once you have logged in, 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



Truck Drivers and Helpers Local 355

Thursday, May 30, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Thursday, May 30, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 00000 | TEST CONTRACTOR

Work Start Date: 4/1/2024

Work End Date: 4/30/2024

Process Contribution: Enter New Contribution

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

CBA:  Report no Hours

Submit Cancel

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- **Enter New Contribution** – This allows manual 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



Truck Drivers and Helpers Local 355

Thursday, May 30, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Thursday, May 30, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

**Electronic Contribution**

Select the contractor from the list to submit your contributions

Select Contractor: 00000 | TEST CONTRACTOR

Work Start Date: 4/1/2024

Work End Date: 4/30/2024

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: UNITED PARCEL SERVICE

Report no Hours

Submit Cancel

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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 end 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.** This will pull the fringe rates for that CBA.
6. **To report no work, please check the “Report no Hours” box.**
7. **Finally, click Submit to begin entry.**

# Enter a New Form - Contribution Entry



Truck Drivers and Helpers Local 355

Thursday, May 30, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Thursday, May 30, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch											
Contractor Name:	TEST CONTRACTOR			Contractor Number:	00000						
Batch Number:	CW24-00000010			Work End Date:	04/30/2024						
CBA:	UNITED PARCEL SERVICE										

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

\*Contact the Benefit Office to add new Work Classifications.  
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Pension Hours Worked	Flat Rate	Days Worked	Weeks Worked	Delete?
1	123456789	DEFAULT	Jane		Doe	120	100	1	12	0.00	<input type="checkbox"/>
2	987654321	DEFAULT	John		Doe	160	140	1	0.00	04	<input type="checkbox"/>
3		DEFAULT				0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

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- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee's line and click Delete Employee.
- Enter the Hours Worked and Pension Hours Worked, also enter Flat Rate, Days Worked or Weeks Worked if applicable in the appropriate fields.
- Click 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

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Process Contribution

**Contribution Batch**

Contractor Name:	TEST CONTRACTOR	Contractor Number:	00000
Batch Number:	CW24-00000010	Work End Date:	04/30/2024
CBA:	████████ - UNITED PARCEL SERVICE		

**Contractor Contribution Details:**

Work Class	Contractor	Hours Worked	Pension Hours Worked	Flat Rate	Days Worked	Weeks Worked	Amount	
Default	TEST CONTRACTOR	280.00	240.00	2.00	12.00	4.00	\$4,989.60	<a href="#">View Details</a>
<b>TOTAL</b>		<b>280.00</b>	<b>240.00</b>	<b>2.00</b>	<b>12.00</b>	<b>4.00</b>	<b>\$4,989.60</b>	

**Employee Contribution Details:**

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Pension Hours Worked	Flat Rate	Days Worked	Weeks Worked	Amount	
123456789	Default	Jane		Doe	120.00	100.00	1.00	12.00	0.00	\$2,086.40	<a href="#">View Details</a>
987654321	Default	John		Doe	160.00	140.00	1.00	0.00	4.00	\$2,903.20	<a href="#">View Details</a>
<b>TOTAL</b>					<b>280.00</b>	<b>240.00</b>	<b>2.00</b>	<b>12.00</b>	<b>4.00</b>	<b>\$4,989.60</b>	

[Back](#) [Finalize Contribution](#) [Cancel](#)

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes.
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.
- Use the [Back](#) button to return to the prior screen if you'd like to adjust work details for any employee. [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 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 - Finalize Contributions

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us																																																																		
<b>Contribution Batch</b>																																																																							
Contractor Name:	TEST CONTRACTOR	Contractor Number:	00000																																																																				
Batch Number:	CW24-00000011	Work End Date:	05/31/2024																																																																				
CBA:	████████ - UNITED PARCEL SERVICE																																																																						
<b>INVOICE # CW24-00000009</b>																																																																							
Your Calculated Contributions for work ending 05/31/2024:	\$4,945.20																																																																						
Remittance Amount Due:	\$4,945.20																																																																						
Invoice #:	CW24-00000009 <small>* 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(S).</small>																																																																						
Invoice Date:	06/04/2024																																																																						
<input type="button" value="Pay Now"/> <input type="button" value="Print Invoice"/> <input type="button" value="Done"/>																																																																							
<b>Amount Due:</b>																																																																							
<table border="1"><thead><tr><th>Work Class</th><th>Fund</th><th>Fund Code</th><th>Hours Worked</th><th>Pension Hours Worked</th><th>Flat Rate</th><th>Days Worked</th><th>Weeks Worked</th><th>Calc Hrs</th><th>Basis</th><th>Rate</th><th>Amount</th></tr></thead><tbody><tr><td>Default</td><td>TD&amp;H Local 355 H&amp;W</td><td>H&amp;W</td><td>260.00</td><td>240.00</td><td>2.00</td><td>12.00</td><td>4.00</td><td>260.00</td><td>Hours Worked</td><td>2.22000</td><td>\$577.20</td></tr><tr><td>Default</td><td>TD&amp;H Local 355 DB</td><td>BP</td><td>260.00</td><td>240.00</td><td>2.00</td><td>12.00</td><td>4.00</td><td>240.00</td><td>Pension Hours Worked</td><td>18.20000</td><td>\$4,368.00</td></tr><tr><td>Default</td><td>Legal Services</td><td>Leg</td><td>260.00</td><td>240.00</td><td>2.00</td><td>12.00</td><td>4.00</td><td>2.00</td><td>Flat Rate</td><td>0.00000</td><td>\$0.00</td></tr><tr><td><b>TOTAL</b></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td><b>\$4,945.20</b></td></tr></tbody></table>												Work Class	Fund	Fund Code	Hours Worked	Pension Hours Worked	Flat Rate	Days Worked	Weeks Worked	Calc Hrs	Basis	Rate	Amount	Default	TD&H Local 355 H&W	H&W	260.00	240.00	2.00	12.00	4.00	260.00	Hours Worked	2.22000	\$577.20	Default	TD&H Local 355 DB	BP	260.00	240.00	2.00	12.00	4.00	240.00	Pension Hours Worked	18.20000	\$4,368.00	Default	Legal Services	Leg	260.00	240.00	2.00	12.00	4.00	2.00	Flat Rate	0.00000	\$0.00	<b>TOTAL</b>											<b>\$4,945.20</b>
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- 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 or Check
  - 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)

## Pending Payment

Select Contractor:	00000   TEST CONTRACTOR	Invoice Number:	<input type="text"/>
* Invoice Begin Date:	5/4/2024	* Invoice End Date:	6/4/2024
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to applicable federal law and the Agreements and Declarations of the Trust establishing the Funds, you are being assessed liquidated damages in the amount of twenty percent (20%) and the interest at the rate of Ten percent (10%) per annum on the total amount owed to the Funds. Please add this amount to the delinquent payment and immediately remit the same, together with the completed remittance report. Failure to remit the full payment with interest and liquidated damages will result in the Fund initiating legal action to secure all amounts owed to the Funds.

### Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date	<input type="button" value="Select Invoice"/> <input type="button" value="Cancel"/>
<input checked="" type="checkbox"/>	CW24-00000009	05/31/2024	████████	UNITED PARCEL SERVICE	00000	\$4,945.20	DemoContractor	06/04/2024	
<input type="checkbox"/>	CW24-00000007	04/30/2024	████████	UNITED PARCEL SERVICE	00000	\$174.90	DemoContractor	05/29/2024	

- After selecting Pay Now, you will be taken to the Pending Payment 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 (via ACH or Check).
- Once you check the box(es) to the left of the invoice(s) desired, click the Select Invoice button.

# Enter a New Form - Pay Invoice(s)

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Pending Payment

Payment Summary  
(1) Invoice Selected  
Total amount due: \$4,945.20

Make Payment    Edit Selection

Select Contractor: 00000 | TEST CONTRACTOR      Invoice Number:   
\* Invoice Begin Date: 5/4/2024      \* Invoice End Date: 6/4/2024

Search    Clear

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to applicable federal law and the Agreements and Declarations of the Trust establishing the Funds, you are being assessed liquidated damages in the amount of twenty percent (20%) and the interest at the rate of Ten percent (10%) per annum on the total amount owed to the Funds. Please add this amount to the delinquent payment and immediately remit the same, together with the completed remittance report. Failure to remit the full payment with interest and liquidated damages will result in the Fund initiating legal action to secure all amounts owed to the Funds.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW24-00000009	05/31/2024	████████	UNITED PARCEL SERVICE	00000	\$4,945.20	DemoContractor	06/04/2024
<input type="checkbox"/>	CW24-00000007	04/30/2024	████████	UNITED PARCEL SERVICE	00000	\$174.90	DemoContractor	05/29/2024

Select Invoice    Cancel

- After clicking Select Invoice, the invoice(s) 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, 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)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-0000009	05/31/2024	UNITED PARCEL SERVICE	00000	\$4,945.20
<b>TOTAL</b>				<b>\$4,945.20</b>

Total Invoice Amount : **\$4,945.20**  
Invoice Adjustment Amount:   
Total Amount Due: **\$4,945.20**  
Adjustment Reason:

Pay By:  ACH(Online)  Check

- Clicking **Make Payment** takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
  - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
  - When an adjustment amount is entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

# Enter a New Form - Pay Invoice(s)

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

Make Payment

Invoice#	Wrk Date	Section	Cost No.	Amount
CW24-00000009	05/31/2024	UNITED PARCEL SERVICE	00000	\$4,945.20
<b>TOTAL</b>				<b>\$4,945.20</b>

Total Invoice Amount : **\$4,945.20**  
Invoice Adjustment Amount:   
Total Amount Due: **\$4,945.20**  
Adjustment Reason:

Pay By:  ACH(Online)  Check

- Now select your Pay By type
  - If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).
    - 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:	<input type="text" value="██████████ INC"/> <input type="button" value="▼"/>
* Routing Number:	<input type="text"/>
* Bank Account Number:	<input type="text"/>
* Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Saving
Bank Name:	



\* Please enter the characters as shown in the image.

# Enter a New Form - Pay Invoice(s)

## ACH Payment

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to applicable federal law and the Agreements and Declarations of the Trust establishing the Funds, you are being assessed liquidated damages in the amount of twenty percent (20%) and the interest at the rate of Ten percent (10%) per annum on the total amount owed to the Funds. Please add this amount to the delinquent payment and immediately remit the same, together with the completed remittance report. Failure to remit the full payment with interest and liquidated damages will result in the Fund initiating legal action to secure all amounts owed to the Funds.

Total Amount Due: <b>\$4,945.20</b>
Bank Account Number: ( Last 4 digits )
Routing Number: ( Last 4 digits )
Bank Name:
Account Type:
Settlement Date: <input type="text"/> <input type="button" value="▼"/>
<input type="button" value="Add Bank Account"/> <input type="button" value="Cancel"/>

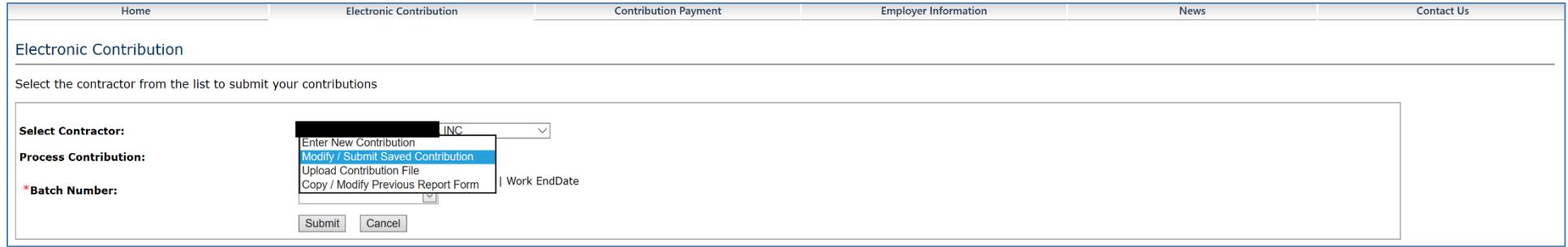
\*Note: Click Edit Account to correct your bank account.

- Once on the ACH Payment screen:

- Input a settlement date for when you would like the funds withdrawn from your account. **Note:** 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.

**If you select to pay by check**, after you click Submit on the Make a Payment screen, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.

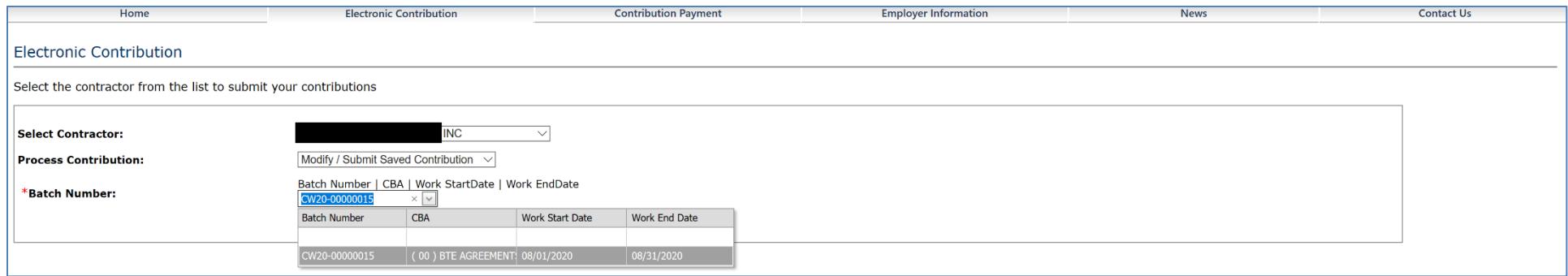
# Modify A Saved Contribution Form



The screenshot shows a web-based application interface for managing contributions. At the top, there is a navigation bar with links: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the title "Electronic Contribution" is displayed. A sub-instruction "Select the contractor from the list to submit your contributions" is present. On the left, there are several input fields and dropdown menus: "Select Contractor" (with "INC" selected), "Process Contribution" (with "Modify / Submit Saved Contribution" highlighted in blue), "Batch Number" (with a dropdown menu showing "Enter New Contribution", "Modify / Submit Saved Contribution", "Upload Contribution File", and "Copy / Modify Previous Report Form"), and "Work EndDate" (with a dropdown menu). At the bottom of the form are two buttons: "Submit" and "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



The screenshot shows a web-based application for electronic contributions. The top navigation bar includes links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' section is active. A sub-section titled 'Electronic Contribution' asks to select a contractor from a list. A dropdown menu titled 'Select Contractor:' shows 'INC' as the selected item. Below it, a dropdown menu titled 'Process Contribution:' shows 'Modify / Submit Saved Contribution' as the selected item. A sub-section titled 'Batch Number' shows a dropdown menu with 'CW20-00000015' selected. A table below the dropdown shows the details for this batch: Batch Number (CW20-00000015), CBA (00), Work Start Date (08/01/2020), and Work End Date (08/31/2020). The table also includes a note: '( 00 ) BTE AGREEMENT'.

1. Select a saved batch by selecting its batch number 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



The screenshot shows a web-based application for electronic contributions. The top navigation bar includes links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' page is active. A sub-header 'Electronic Contribution' is displayed, followed by a note: 'Select the contractor from the list to submit your contributions'. The form contains several input fields and dropdown menus:

- Select Contractor:** A dropdown menu showing 'INC'.
- Work Start Date:** A dropdown menu showing 'Enter New Contribution'.
- Process Contribution:** A dropdown menu with options: 'Upload Contribution File' (highlighted in blue), 'Copy / Modify Previous Report Form', and 'Regular Contribution'.
- Work End Date:** A dropdown menu showing '8/31/2020'.
- Contribution Type:** A dropdown menu showing 'BTE AGREEMENTS'.
- CBA:** A dropdown menu showing 'BTE AGREEMENTS'.
- \*File Name:** A text input field with a 'Browse...' button.
- Buttons:** 'Submit' and 'Cancel'.

- If you select **Upload Contribution File** from the Electronic Contribution page, you can upload contribution form 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 end dates.
  2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
  3. Click the **Choose File** button to find the .CSV or .TXT file 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.

SSN	FIRST	Last	MI	Pension				
				Hours Worked	Hours Worked	Flat Rate	Days Worked	Weeks Worked
123456789	John	Doe	D	110	100	0	25	0
987654321	Jane	Doe	D	120	100	0	27	0

## Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund's work classes are shown below. In most cases DFLT is the work class for most Contractors and may be your only option if so.

DFLT	Default Work Classification
60DB	60 Cent Pension Rate
4x10	4x10 Shifts
20DB	20 Cent Pension Rate
15DB	15 Cent Pension Rate

# Upload a Contribution File

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Contribution Entry Form

**Contribution Batch**

Contractor Name:	██████████ INC	Contractor Number:	██████████
Batch Number:	CW20-00000017	Work End Date:	08/31/2020
CBA:	00 - BTE AGREEMENTS		

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

Row No	SSN	First Name	MI	Last Name	Gross	Hours Paid	Hours Worked	Delete?
	123456789	Doe	D	John	1000.00	120.00	100.00	<input type="checkbox"/>
	234567890	Doe	D	Jane	1000.00	120.00	100.00	<input type="checkbox"/>
3					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).

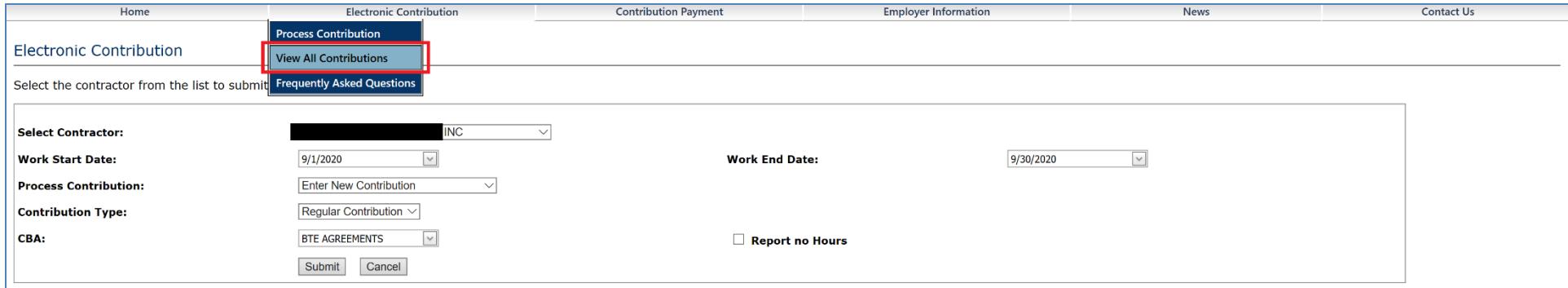
# Copy/Modify Previous Report Form



The screenshot shows a web-based application for electronic contributions. The top navigation bar includes links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' section is active. A sub-section titled 'Electronic Contribution' asks to select a contractor from a list. The 'Select Contractor:' dropdown is set to 'INC'. Below it are fields for 'Work Start Date' (dropdown with options: Enter New Contribution, Modify / Submit Saved Contribution, Upload Contribution File) and 'Work End Date' (dropdown set to 8/31/2020). A 'Process Contribution:' dropdown is set to 'Copy / Modify Previous Report Form'. A 'Invoice Number:' dropdown is set to 'CW20-00000009'. At the bottom left, a red-bordered checkbox is labeled 'Check here to zero out hours and amounts from copied data'. Below the checkbox are 'Submit' and 'Cancel' buttons.

- 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 end 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 form details 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 page with a blue header bar containing links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' link is underlined. Below the header, there are two main sections: 'Electronic Contribution' and 'Process Contribution'. The 'Process Contribution' section is highlighted with a blue box. Inside this section, there are two buttons: 'View All Contributions' (which is also highlighted with a red box) and 'Frequently Asked Questions'. Below these buttons, there is a form with the following fields: 'Select Contractor:' (a dropdown menu showing 'INC'), 'Work Start Date:' (a dropdown menu showing '9/1/2020'), 'Work End Date:' (a dropdown menu showing '9/30/2020'), 'Process Contribution:' (a dropdown menu showing 'Enter New Contribution'), 'Contribution Type:' (a dropdown menu showing 'Regular Contribution'), 'CBA:' (a dropdown menu showing 'BTE AGREEMENTS'), and a checkbox labeled 'Report no Hours'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

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

# How to View Past Contribution Forms

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
<a href="#">View All Contributions</a>					
Select Contractor:	<input type="button" value="Select Contractor"/>	Begin Date:	<input type="button" value="8/30/2020"/>	End Date:	<input type="button" value="9/30/2020"/>
<input type="button" value="Search"/>					
<small>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.</small>					

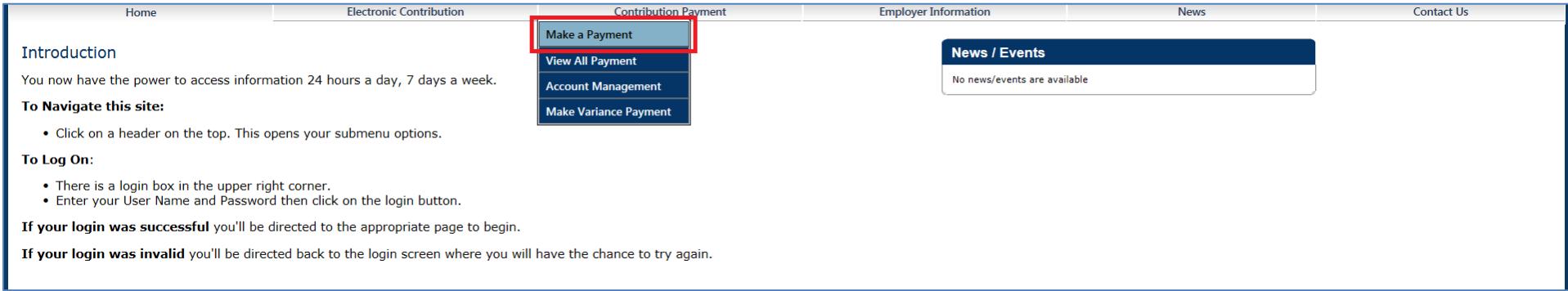
- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their account is setup).
- Once you click the Search button it will show a screen with all past contribution forms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

# How to View Past Contribution Forms

Home	Electronic Contribution	Contribution Payment	Employer Information		News	Contact Us							
View All Contributions													
Select Contractor:	INC	Begin Date:	8/30/2020	End Date:	9/30/2020								
<input type="button" value="Search"/>													
<b>Special Note:</b> 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
CW20-00000011	08/31/2020	00	BTE AGREEMENTS	2		INC	\$6,513.60	Pending			DemoContractor	09/30/2020	<input type="checkbox"/>
CW20-00000010	08/31/2020	00	BTE AGREEMENTS	2		INC	\$6,513.60	Pending			DemoContractor	09/30/2020	<input type="checkbox"/>
CW20-00000009	08/31/2020	00	BTE AGREEMENTS	2		INC	\$6,513.60	Pending	ACH	10/02/2020	DemoContractor	09/30/2020	<input type="checkbox"/>
<input type="button" value="Delete Contribution(s)"/>													

- 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



Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

**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.

- **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, whether by ACH or Check.**
- **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:  INC

\* Invoice Begin Date:

Invoice Number:

\* Invoice End Date:

In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	<a href="#">CW20-00000011</a>	08/31/2020	00	BTE AGREEMENTS	████████	\$6,513.60	DemoContractor	09/30/2020
<input type="checkbox"/>	<a href="#">CW20-00000010</a>	08/31/2020	00	BTE AGREEMENTS	████████	\$6,513.60	DemoContractor	09/30/2020

- 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 Numbers 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 (443) 573-3632 or (866) 621-7974 and ask to speak with someone from our Contributions Team.**