

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

Login
Thursday, May 30, 2024
* User Name:
* Password:

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

[Home](#)[Electronic Contribution](#)[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.

News / Events

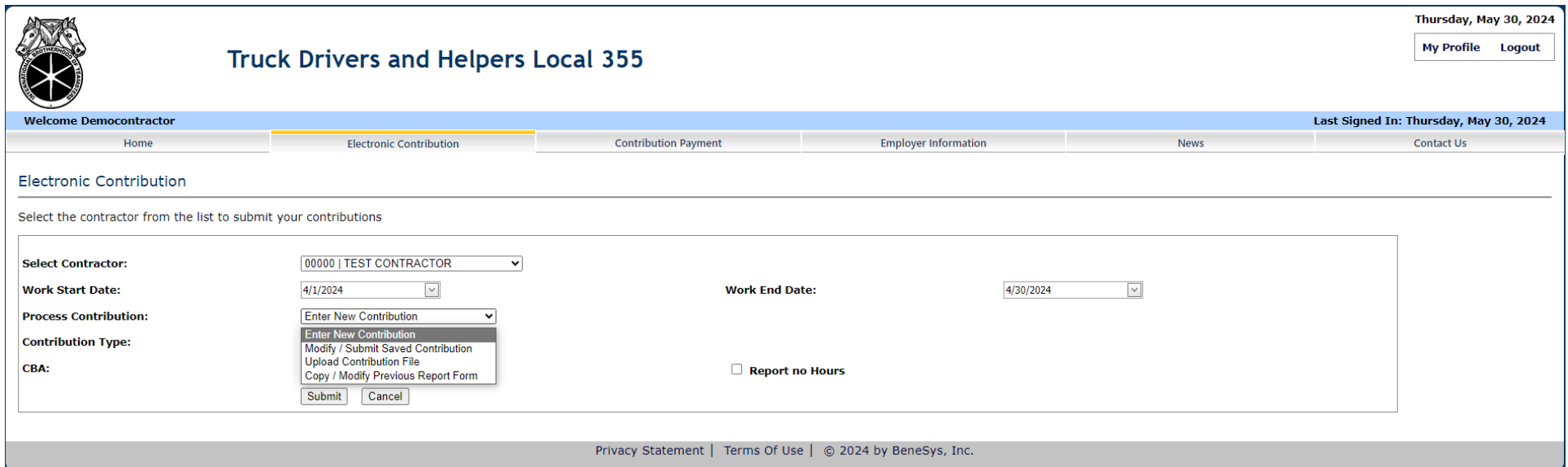
No news is available.

- 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

- 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.

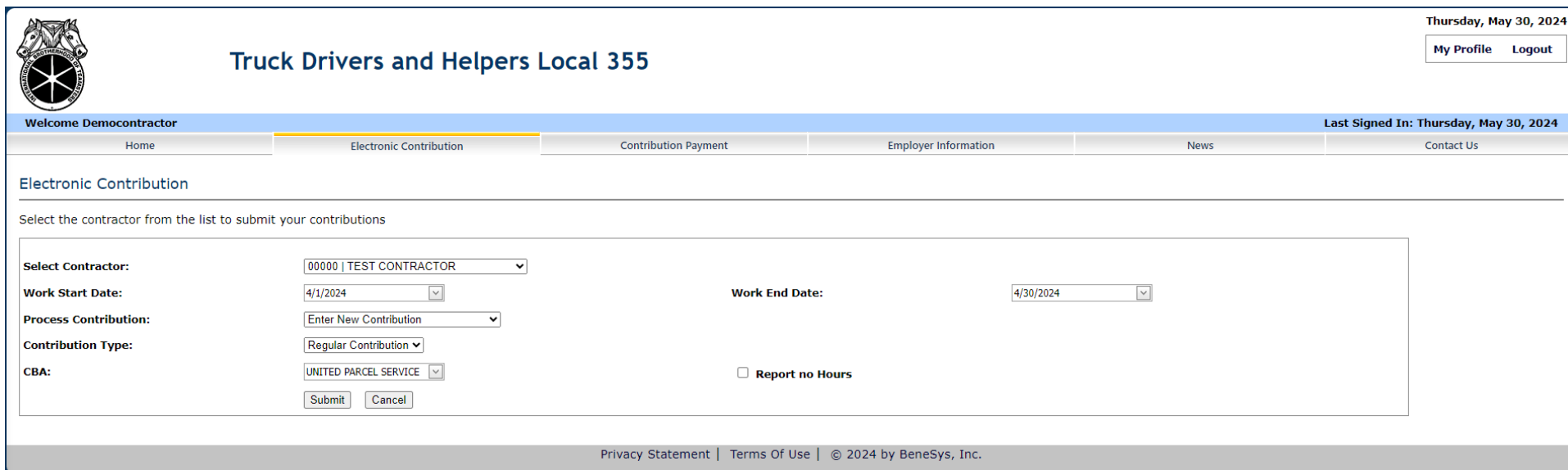
Processing Contributions



The screenshot shows the website for Truck Drivers and Helpers Local 355. The header includes the union logo, the title "Truck Drivers and Helpers Local 355", and the date "Thursday, May 30, 2024". Below the header is a navigation bar with links: Home, Electronic Contribution (highlighted), Contribution Payment, Employer Information, News, and Contact Us. The main content area is titled "Electronic Contribution" and contains the instruction "Select the contractor from the list to submit your contributions". The form includes fields for "Select Contractor:" (00000 | TEST CONTRACTOR), "Work Start Date:" (4/1/2024), "Work End Date:" (4/30/2024), and "Process Contribution:". The "Process Contribution:" dropdown menu is open, showing options: "Enter New Contribution", "Modify / Submit Saved Contribution", "Upload Contribution File", and "Copy / Modify Previous Report Form". There is also a checkbox for "Report no Hours" and "CBA:" buttons for "Submit" and "Cancel". The footer contains links for "Privacy Statement", "Terms Of Use", and "© 2024 by BeneSys, Inc."

- **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



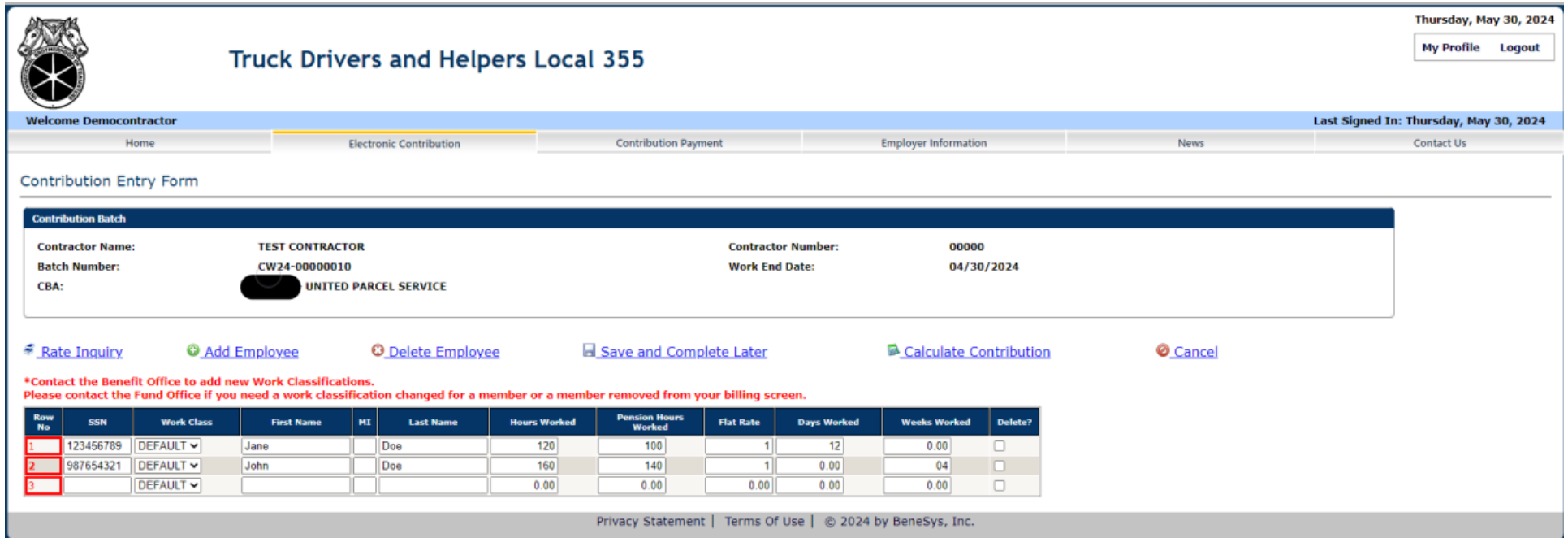
The screenshot shows the 'Truck Drivers and Helpers Local 355' portal. At the top left is a logo with a truck and a star. The header includes the date 'Thursday, May 30, 2024' and links for 'My Profile' and 'Logout'. Below the header is a navigation bar with tabs: 'Home', 'Electronic Contribution' (selected), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The main content area is titled 'Electronic Contribution' and contains the instruction 'Select the contractor from the list to submit your contributions'. The form fields are as follows:

Select Contractor:	00000 TEST CONTRACTOR	Work End Date:	4/30/2024
Work Start Date:	4/1/2024		
Process Contribution:	Enter New Contribution		
Contribution Type:	Regular Contribution		
CBA:	UNITED PARCEL SERVICE	<input type="checkbox"/> Report no Hours	
	Submit Cancel		

At the bottom of the page, there are links for 'Privacy Statement', 'Terms Of Use', and '© 2024 by BeneSys, Inc.'.

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



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"/>

Privacy Statement | Terms Of Use | © 2024 by BeneSys, Inc.

- 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	View Details
TOTAL		280.00	240.00	2.00	12.00	4.00	\$4,989.60	

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	View Details
987654321	Default	John		Doe	160.00	140.00	1.00	0.00	4.00	\$2,903.20	View Details
TOTAL					280.00	240.00	2.00	12.00	4.00	\$4,989.60	

[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
------	-------------------------	----------------------	----------------------	------	------------

Contribution Batch

Contractor Name:	TEST CONTRACTOR	Contractor Number:	00000
Batch Number:	CW24-00000011	Work End Date:	05/31/2024
CBA:	UNITED PARCEL SERVICE		

INVOICE # CW24-00000009

Your Calculated Contributions for work ending 05/31/2024: **\$4,945.20**

Remittance Amount Due: **\$4,945.20**

Invoice #: **CW24-00000009**
*** 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).**

Invoice Date: **06/04/2024**

Amount Due:

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
TOTAL											\$4,945.20

Employee Details:

SSN	Name	Work Class	IHW	PHW	FR	DW	WW	H&W	BP	Leg
XXXXXX6789	Doe, Jane	DFLT	120.00	100.00	1.00	12.00	0.00	\$266.40	\$1,820.00	\$0.00
XXXXXX4321	Doe, John	DFLT	140.00	140.00	1.00	0.00	4.00	\$310.80	\$2,548.00	\$0.00
TOTAL			260.00	240.00	2.00	12.00	4.00	\$577.20	\$4,368.00	\$0.00

- 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)

[Home](#) | [Electronic Contribution](#) | [Contribution Payment](#) | [Employer Information](#) | [News](#) | [Contact Us](#)

Pending Payment

Select Contractor:
* Invoice Begin Date:

00000 | TEST CONTRACTOR
5/4/2024

Invoice Number:
* Invoice End Date:

6/4/2024

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 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 Begin Date: 5/4/2024
Invoice Number:
* 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:


[Select Invoice](#) [Cancel](#)

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW24-00000009	05/31/2024	0000	UNITED PARCEL SERVICE	00000	\$4,945.20	DemoContractor	06/04/2024
<input type="checkbox"/>	CW24-00000007	04/30/2024	0000	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.

Page | 10

 BeneSys

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
CW24-00000009	05/31/2024	UNITED PARCEL SERVICE	00000	\$4,945.20
TOTAL				\$4,945.20

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	Cont No.	Amount
CW24-00000009	05/31/2024	UNITED PARCEL SERVICE	00000	\$4,945.20
TOTAL				\$4,945.20

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: 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)

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

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: \$4,945.20

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name:

Account Type:

Settlement Date:

*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 the 'Electronic Contribution' page. At the top is a navigation bar with links: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the page title 'Electronic Contribution' is displayed. The main content area starts with the instruction 'Select the contractor from the list to submit your contributions'. Below this, there is a form with the following elements:

- Select Contractor:** A dropdown menu showing a redacted contractor name followed by 'INC'.
- Process Contribution:** A dropdown menu with four options: 'Enter New Contribution', 'Modify / Submit Saved Contribution' (highlighted in blue), 'Upload Contribution File', and 'Copy / Modify Previous Report Form'.
- *Batch Number:** A text input field.
- Work EndDate:** A date input field.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom of the form.

- 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

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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Redacted] INC

Process Contribution: Modify / Submit Saved Contribution

***Batch Number:** CW20-00000015

Batch Number	CBA	Work Start Date	Work End Date
CW20-00000015	(00) BTE AGREEMENT	08/01/2020	08/31/2020

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

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Dropdown Menu] INC

Work Start Date: [Dropdown Menu] 8/31/2020

Process Contribution: [Dropdown Menu] Upload Contribution File

Contribution Type: [Dropdown Menu] Regular Contribution

CBA: [Dropdown Menu] BTE AGREEMENTS

*File Name: [Text Input Field] Browse...

Submit 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.

					Pension				
					Hours	Hours	Flat	Days	Weeks
					Worked	Worked	Rate	Worked	Worked
SSN	FIRST	Last	MI						
A	B	C	D	E	F	G	H	I	
1	123456789	John	Doe	D	110	100	0	25	0
2	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?
1	123456789	Doe	D	John	1000.00	120.00	100.00	<input type="checkbox"/>
2	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 the 'Electronic Contribution' section of a web application. 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 'Electronic Contribution' section is active. It contains a heading 'Select the contractor from the list to submit your contributions'. The form includes several fields: 'Select Contractor:' with a dropdown menu showing 'INC' and a list of options including 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form' (which is highlighted in blue); 'Work Start Date:' and 'Work End Date:' with date pickers; 'Process Contribution:' with a dropdown menu; and '*Invoice Number:' with a dropdown menu showing 'CW20-0000009'. Below the invoice number field, there is a checkbox labeled 'Check here to zero out hours and amounts from copied data' which is currently unchecked. At the bottom of the form 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 the BeneSys web application interface. 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 'Electronic Contribution' section is active. On the left, there is a sidebar with links: 'Electronic Contribution' (selected), 'Process Contribution', 'View All Contributions' (highlighted with a red box), and 'Frequently Asked Questions'. The main content area contains a form titled 'Select the contractor from the list to submit:'. The form includes several fields: 'Select Contractor:' with a dropdown menu showing 'INC'; '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 'BTE AGREEMENTS'. There are also 'Submit' and 'Cancel' buttons at the bottom of the form. A checkbox labeled 'Report no Hours' is also present.

- 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
------	-------------------------	----------------------	----------------------	------	------------

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 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

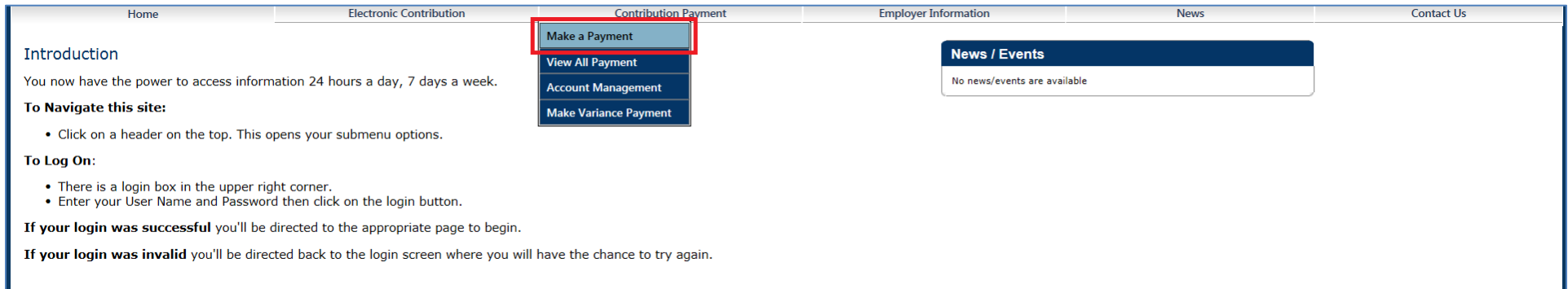
Begin Date: End Date:

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
CW20-00000011	08/31/2020	00	BTE AGREEMENTS	2			\$6,513.60	Pending			DemoContractor	09/30/2020	<input type="checkbox"/>
CW20-00000010	08/31/2020	00	BTE AGREEMENTS	2			\$6,513.60	Pending			DemoContractor	09/30/2020	<input type="checkbox"/>
CW20-00000009	08/31/2020	00	BTE AGREEMENTS	2			\$6,513.60	Pending	ACH	10/02/2020	DemoContractor	09/30/2020	<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 currently selected, 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'. On the left side of the page, under the 'Introduction' heading, there is a message: 'You now have the power to access information 24 hours a day, 7 days a week.' Below this, there are sections for 'To Navigate this site:' and 'To Log On:', each with a list of instructions. On the right side, there is a 'News / Events' section with the text 'No news/events are available'.

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

Make a Payment
View All Payment
Account Management
Make Variance Payment

News / Events
No news/events are available

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: [Redacted] INC Invoice Number: [Redacted]

* Invoice Begin Date: 8/30/2020 * Invoice End Date: 9/30/2020

Search Clear

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:

Select Invoice Cancel

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

Select Invoice Cancel

- 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.