

Teamsters Local 682

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.teamsterslocal682employers.org



Teamsters Local 682

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.

Login
Wednesday, January 20, 2021
* User Name:
* Password:

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

- **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 (314) 656-1082 or (866) 364-0682, where someone will assist you.**

Let's Get Started

Wednesday, January 20, 2021

My Profile Logout



Teamsters Local 682

Welcome Democontractor

Last Signed In: Wednesday, January 20, 2021

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Introduction Process Contribution View All Contributions Frequently Asked Questions

You now have the power to access i 7 days a week.

News / Events

No news is available.

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.

- 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.

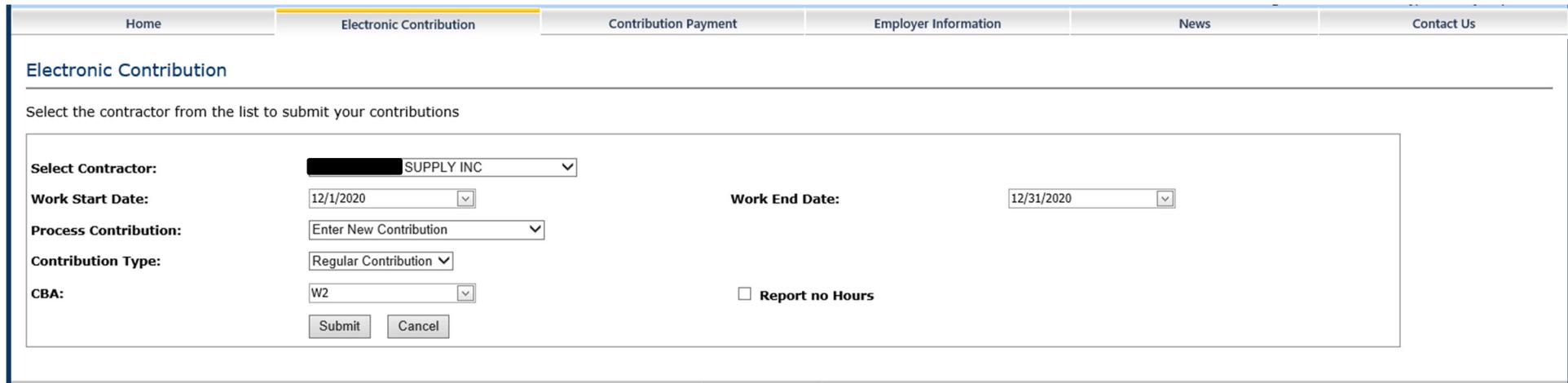
Processing Contributions



The screenshot shows a web-based application for processing contributions. The top navigation bar includes links for Home, Electronic Contribution (which is the active tab), Contribution Payment, Employer Information, News, and Contact Us. The main content area is titled "Electronic Contribution" and contains instructions: "Select the contractor from the list to submit your contributions". Below this, there are several input fields: "Select Contractor" (dropdown menu showing "SUPPLY INC"), "Work Start Date" (dropdown menu showing "12/1/2020"), "Work End Date" (dropdown menu showing "12/31/2020"), "CBA" (dropdown menu showing "W2"), and a checkbox for "Report no Hours". A "Process Contribution" dropdown menu is open, showing four options: "Enter New Contribution", "Modify / Submit Saved Contribution", "Upload Contribution File", and "Copy / Modify Previous Report Form". The "Enter New Contribution" option is highlighted with a red box.

- **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 a web-based application for entering contributions. The top navigation bar includes links for Home, Electronic Contribution (which is the active tab), Contribution Payment, Employer Information, News, and Contact Us. The main content area is titled "Electronic Contribution" and contains instructions: "Select the contractor from the list to submit your contributions". Below this, there are several input fields and dropdown menus:

- Select Contractor:** A dropdown menu showing "████████ SUPPLY INC".
- Work Start Date:** A dropdown menu showing "12/1/2020".
- Work End Date:** A dropdown menu showing "12/31/2020".
- Process Contribution:** A dropdown menu showing "Enter New Contribution".
- Contribution Type:** A dropdown menu showing "Regular Contribution".
- CBA:** A dropdown menu showing "W2".
- Report no Hours:** A checkbox labeled "Report no Hours" with an unchecked state.

At the bottom of the form are two buttons: "Submit" and "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 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

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

Contribution Entry Form

Contribution Batch

Contractor Name:	SUPPLY INC	Contractor Number:	
Batch Number:	CW21-00000065	Work End Date:	12/31/2020
CBA:	W2 - W2		

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

Row No	SSN	First Name	MI	Last Name	Hours Worked	Weeks Worked	Delete?
1	123456789	JANE	M	DOE	160.00	4.00	<input type="checkbox"/>
2	987654321	JOHN	L	DOE	120.00	3.00	<input type="checkbox"/>
3					0.00	0.00	<input type="checkbox"/>

- 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 amounts and Weeks Worked amounts 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:	SUPPLY INC	Contractor Number:	
Batch Number:	CW21-00000065	Work End Date:	12/31/2020
CBA:	W2 - W2		

Contractor Contribution Details:

Contractor	Hours Worked	Weeks Worked	Amount	
SUPPLY INC	280.00	7.00	\$791.49	View Details
TOTAL	280.00	7.00	\$791.49	

Employee Contribution Details:

SSN	First Name	MI	Last Name	Hours Worked	Weeks Worked	Amount	
123456789	JANE	M	DOE	160.00	4.00	\$452.28	View Details
987654321	JOHN	L	DOE	120.00	3.00	\$339.21	View Details
TOTAL				280.00	7.00	\$791.49	

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

- 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
- 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 - Contractor Details

Contractor Contribution Details

Contractor Name: ██████████ SUPPLY INC

Fund Name	Units	Basis	Rates	Amount
WELFARE	7.00	Weeks Worked	113.07000	\$791.49
Total: \$791.49				

- This screen will display the Contractor Contribution details

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: JANE **Last Name:** DOE

Fund	Units	Basis	Rate	Amount
WELFARE	4.00	Weeks Worked	113.07000	\$452.28
				Total: \$452.28

- This screen will display the Employee Contribution details

Enter a New Form - Finalize Contributions

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Batch

Contractor Name:	SUPPLY INC	Contractor Number:	
Batch Number:	CW21-00000065	Work End Date:	12/31/2020
CBA:	W2 - W2		

INVOICE # CW21-00000004

Your Calculated Contributions for work ending 12/31/2020: **\$791.49**

Remittance Amount Due: **\$791.49**

Invoice #: **CW21-00000004**
* 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: **02/22/2021**

[Pay Now](#) [Print Invoice](#) [Done](#)

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Weeks Worked	Calc Hrs	Basis	Rate	Amount
DFLT	WELFARE	WELFA	280.00	7.00	7.00	Weeks Worked	113.07000	\$791.49
TOTAL								\$791.49

Employee Details:

Name	H	I	WELFA
DOE, JANE M	160.00	4.00	\$452.28
DOE, JOHN L	120.00	3.00	\$339.21
TOTAL	280.00	7.00	\$791.49

- 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 Number:
* Invoice Begin Date: * Invoice End Date:

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the first month following when the work was performed. Interest is calculated at:
2% of the principle amount owed from the delinquency date, if paid between 1st -15th of the second month following work.
4% of the principle amount owed from the original delinquency date, if paid between 16th-last of the second month following work.
6% of the principle amount owed from the original delinquency date, if paid between the 1st-15th of third month following work.
10% of the principle amount owed from the original delinquency date if not paid after third 15 day period.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW21-00000002	12/31/2020	W2	W2	<input type="text"/>	\$791.49	DemoContractor	01/20/2021

- 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: \$791.49

Make Payment **Edit Selection**

Select Contractor: **SUPPLY INC** **Invoice Number:**
*** Invoice Begin Date:** **12/22/2020** *** Invoice End Date:** **1/22/2021**

Search **Clear**

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the first month following when the work was performed. Interest is calculated at:
2% of the principle amount owed from the delinquency date, if paid between 1st-15th of the second month following work.
4% of the principle amount owed from the original delinquency date, if paid between 16th-last of the second month following work.
6% of the principle amount owed from the original delinquency date, if paid between the 1st-15th of third month following work.
10% of the principle amount owed from the original delinquency date if not paid after third 15 day period.

Pending Invoice:

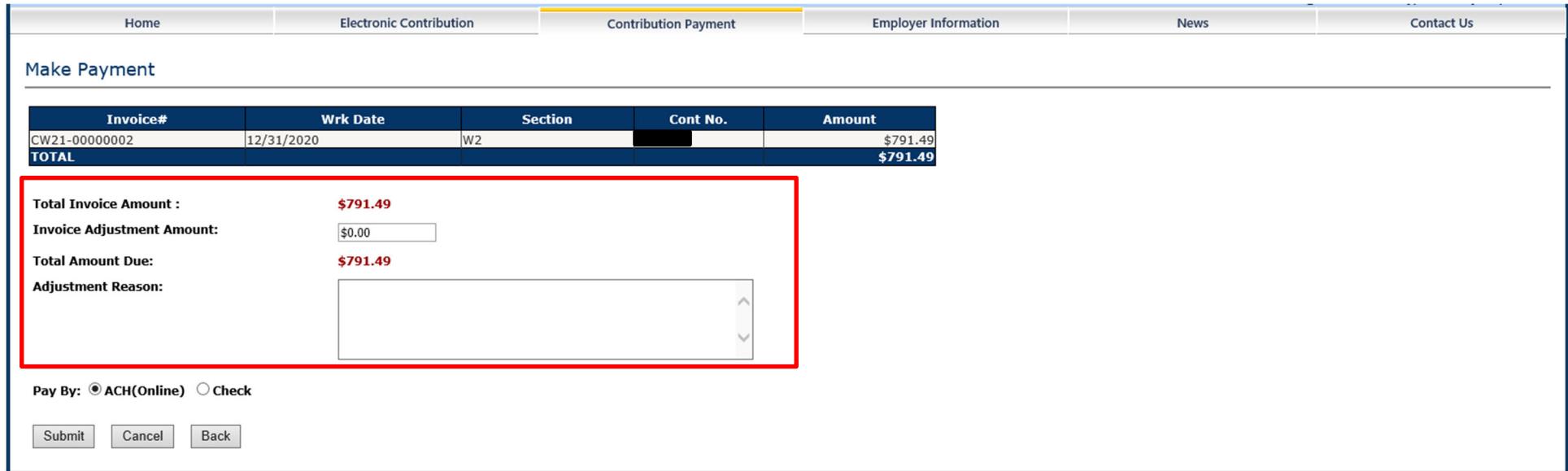
Select Invoice **Cancel**

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW21-00000002	12/31/2020	W2	W2	██████████	\$791.49	DemoContractor	01/20/2021

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)



The screenshot shows a web-based payment interface. At the top, there is a navigation bar with links: Home, Electronic Contribution, Contribution Payment (which is highlighted in yellow), Employer Information, News, and Contact Us. Below the navigation bar, the page title is "Make Payment".

The main content area displays a table of invoices:

Invoice#	Wrk Date	Section	Cont No.	Amount
CW21-00000002	12/31/2020	W2	[REDACTED]	\$791.49
TOTAL				\$791.49

Below the table, there is a red rectangular box highlighting the payment adjustment section:

Total Invoice Amount : **\$791.49**
Invoice Adjustment Amount:
Total Amount Due: **\$791.49**
Adjustment Reason:

At the bottom of the page, there are buttons for "Pay By": ACH(Online) Check, and three navigation buttons: "Submit", "Cancel", and "Back".

- 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
CW21-00000002	12/31/2020	W2		\$791.49
TOTAL				\$791.49

Total Invoice Amount : **\$791.49**
Invoice Adjustment Amount:
Total Amount Due: **\$791.49**
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:

 Get New Image

* 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					
<p>An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the first month following when the work was performed. Interest is calculated at: 2% of the principle amount owed from the delinquency date, if paid between 1st -15th of the second month following work. 4% of the principle amount owed from the original delinquency date, if paid between 16th-last of the second month following work. 6% of the principle amount owed from the original delinquency date, if paid between the 1st-15th of third month following work. 10% of the principle amount owed from the original delinquency date if not paid after third 15 day period.</p>					
<p>Total Amount Due: \$791.49</p> <p>Bank Account Number: (Last 4 digits) 1234 Routing Number: (Last 4 digits) 0000 Bank Name: My Financial Institution Account Type: Checking Settlement Date: <input type="text"/> <input type="button" value="▼"/></p> <p><input type="button" value="Add Bank Account"/> <input type="button" value="Cancel"/></p> <p><small>*Note: Click Edit Account to correct your bank account.</small></p>					

- 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 horizontal navigation bar with links: Home, Electronic Contribution (which is highlighted with a yellow bar), Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the main content area is titled "Electronic Contribution". A sub-instruction "Select the contractor from the list to submit your contributions" is displayed. On the left, there are three input fields: "Select Contractor:" with a dropdown menu showing "SUPPLY INC" and other options like "Enter New Contribution", "Modify / Submit Saved Contribution" (which is highlighted with a blue background), "Upload Contribution File", and "Copy / Modify Previous Report Form"; "Process Contribution:"; and "*Batch Number:". On the right, there is a date input field "Work EndDate" with a dropdown arrow. At the bottom of the form area 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

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

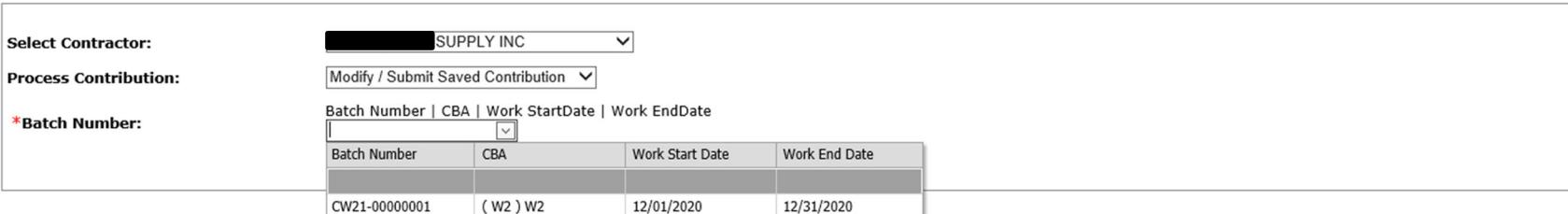
Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: **SUPPLY INC**

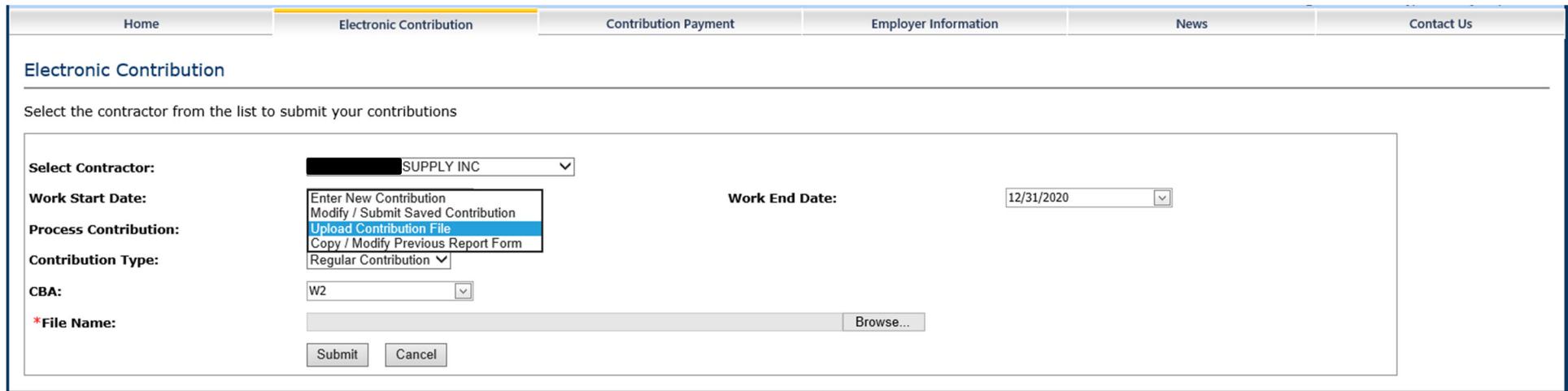
Process Contribution: **Modify / Submit Saved Contribution**

*Batch Number: **CW21-00000001** (W2) W2 Work Start Date: **12/01/2020** Work End Date: **12/31/2020**



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



The screenshot shows a web-based application for electronic contributions. The top navigation bar includes links for Home, Electronic Contribution (which is highlighted in yellow), Contribution Payment, Employer Information, News, and Contact Us. The main content area is titled "Electronic Contribution" and contains instructions: "Select the contractor from the list to submit your contributions". Below this, there are several input fields and dropdown menus:

- Select Contractor: A dropdown menu showing "SUPPLY INC".
- Work Start Date: A dropdown menu showing "Enter New Contribution" and "Modify / Submit Saved Contribution".
- Process Contribution: A dropdown menu with "Upload Contribution File" highlighted in blue, and other options like "Copy / Modify Previous Report Form".
- Contribution Type: A dropdown menu showing "Regular Contribution".
- CBA: A dropdown menu showing "W2".
- *File Name: A text input field with a "Browse..." button to its right.
- 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 **Browse** 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.

	Social Security #	Last Name	First Name	Middle Init	Hours Worked	Hours2 (Weeks Worked)	
	A	B	C	D	E	F	
1	123456789	DOE	JANE	M	160	4	
2	987654321	DOE	JOHN	L	120	3	
3							

Upload a Contribution File

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

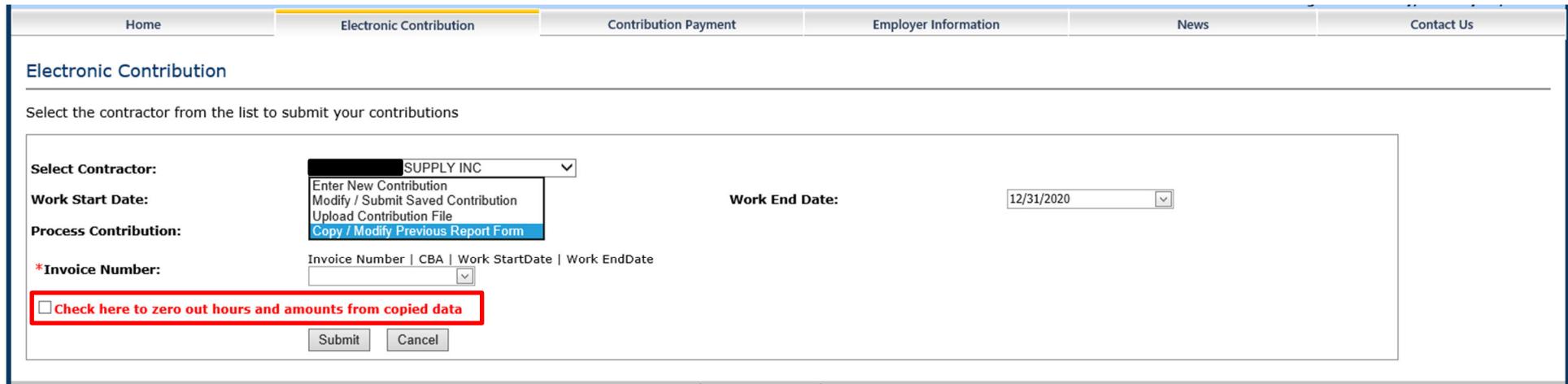
Contractor Name:	SUPPLY INC	Contractor Number:	
Batch Number:	CW21-00000065	Work End Date:	12/31/2020
CBA:	W2 - W2		

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

Row No	SSN	First Name	MI	Last Name	Hours Worked	Weeks Worked	Delete?
1	123456789	JANE	M	DOE	160.00	4.00	<input type="checkbox"/>
2	987654321	JOHN	L	DOE	120.00	3.00	<input type="checkbox"/>
3					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).

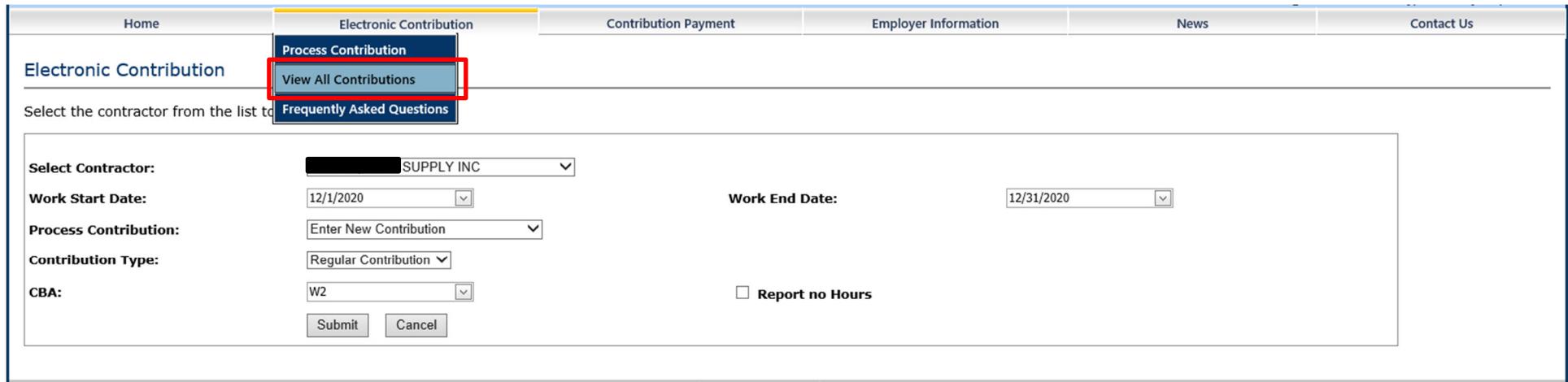
Copy/Modify Previous Report Form



The screenshot shows a web-based application interface for 'Electronic Contribution'. The top navigation bar includes links for Home, Electronic Contribution (which is the active tab), Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' page has a sub-header 'Electronic Contribution' and a sub-instruction 'Select the contractor from the list to submit your contributions'. It features several input fields: 'Select Contractor:' dropdown (set to 'SUPPLY INC'), 'Work Start Date:' dropdown (set to 'Enter New Contribution'), 'Work End Date:' dropdown (set to '12/31/2020'), 'Process Contribution:' dropdown (set to 'Copy / Modify Previous Report Form'), and 'Invoice Number:' dropdown. A red-bordered box highlights the 'Copy / Modify Previous Report Form' option in the dropdown. Below these fields is a checkbox labeled 'Check here to zero out hours and amounts from copied data'. At the bottom 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 Electronic Contribution interface. At the top, there is a navigation bar with links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' link is currently selected, highlighted in blue. Below the navigation bar, there are two main sections: 'Electronic Contribution' and 'Frequently Asked Questions'. The 'Electronic Contribution' section contains a sub-section for 'Process Contribution' with a 'View All Contributions' link, which is also highlighted with a red box. Below this, there is a form for entering contribution details. The form includes fields for 'Select Contractor' (a dropdown menu showing 'SUPPLY INC'), 'Work Start Date' (set to '12/1/2020'), 'Work End Date' (set to '12/31/2020'), 'Process Contribution' (a dropdown menu showing 'Enter New Contribution'), 'Contribution Type' (a dropdown menu showing 'Regular Contribution'), 'CBA' (a dropdown menu showing 'W2'), and a checkbox for '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

- 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

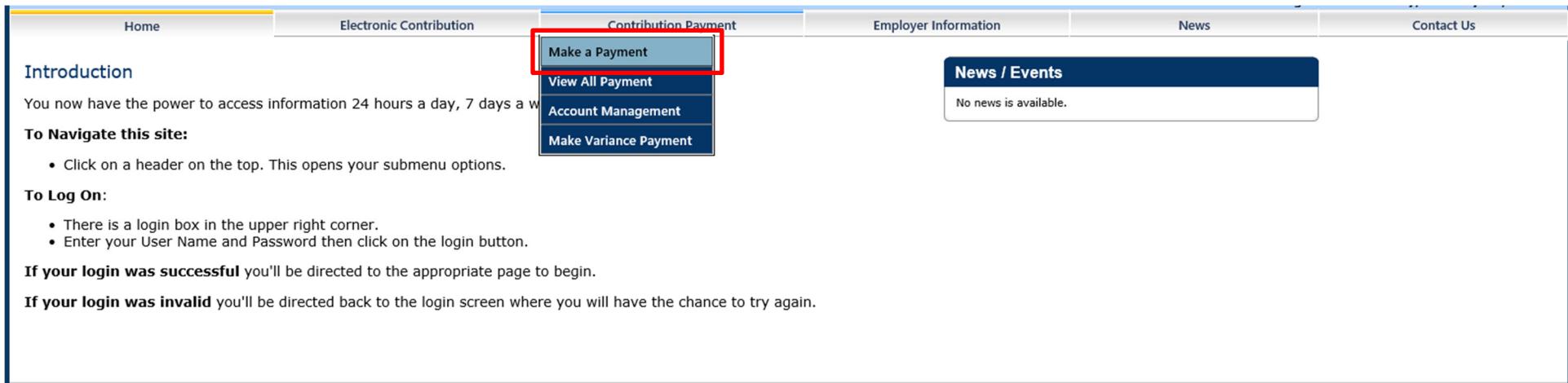
Select Contractor: Begin Date: End Date:

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
CW21-00000002	12/31/2020	W2	W2	2	<input type="text"/>	SUPPLY INC	\$791.49	Pending			DemoContractor	01/20/2021	<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 shows a website navigation bar with links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' link is currently active, as indicated by a red box around its dropdown menu. The dropdown menu contains four options: 'Make a Payment' (which is highlighted with a blue background and white text), 'View All Payment', 'Account Management', and 'Make Variance Payment'. To the right of the dropdown, there is a 'News / Events' box stating 'No news is 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

The screenshot shows a web-based application for managing contributions. At the top, there are navigation links: Home, Electronic Contribution, Contribution Payment (which is highlighted in yellow), Employer Information, News, and Contact Us. Below the navigation, a section titled "Pending Payment" is displayed. This section includes fields for "Select Contractor" (a dropdown menu showing "SUPPLY INC"), "Invoice Number" (a text input field), "Invoice Begin Date" (a dropdown menu showing "12/26/2020"), and "Invoice End Date" (a dropdown menu showing "1/26/2021"). There are also "Search" and "Clear" buttons. A note below these fields states: "An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the first month following when the work was performed. Interest is calculated at: 2% of the principle amount owed from the delinquency date, if paid between 1st -15th of the second month following work. 4% of the principle amount owed from the original delinquency date, if paid between 16th-last of the second month following work. 6% of the principle amount owed from the original delinquency date, if paid between the 1st-15th of third month following work. 10% of the principle amount owed from the original delinquency date if not paid after third 15 day period." Below this note, a table titled "Pending Invoice:" lists a single invoice entry. The table has columns: #, Invoice #, Wrk Date, Section Code, Section, Cont No., Amount, Submitted By, and Trans. Date. The data in the table is: # (checkbox), Invoice # (CW21-00000002), Wrk Date (12/31/2020), Section Code (W2), Section (W2), Cont No. (redacted), Amount (\$791.49), Submitted By (DemoContractor), and Trans. Date (01/20/2021). At the bottom of the table are "Select Invoice" and "Cancel" buttons.

#	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW21-00000002	12/31/2020	W2	W2		\$791.49	DemoContractor	01/20/2021

- 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 (314) 656-1082 or (866) 364-0682 and ask to speak with someone from our Contributions Team.