

IBEW Local Union 1710 Trust Funds

Electronic Contribution Website

Quick Start Guide

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

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

Web Address:

www.ibew1710reports.org



IBEW 1710 Electronic Contributions

Home

Electronic Contribution

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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.

- **To log into this site, you will need to contact the BeneSys office to receive an introduction letter. To register click on the “Create an Account” option in the top right corner of the website. You will need to create a user name, password, and an identification number which was received with your letter.**
- **A second option is to call (626) 646-1081 or Toll Free (855) 658-5776, and someone will assist you.**

Login

Thursday, November 7, 2019

* User Name:

* Password:

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

News / Events

No news/events are available

Lets Get Started



IBEW 1710 Electronic Contributions

Thursday, November 7, 2019

[My Profile](#) [Logout](#)

Welcome Democontractor

Last Signed In: Thursday, November 7, 2019

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
Introduction	Process Contribution			News / Events	
You now have the power to ...	View All Contributions			No news/events are available	
	Frequently Asked Questions				

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

Welcome Democontractor Last Signed In: Thursday, November 7, 2019

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED]

Work Start Date: 10/1/2019 Work End Date: 10/31/2019

Process Contribution:

- [Enter New Contribution](#)
- [Modify / Submit Saved Contribution](#)
- [Upload Contribution File](#)
- [Copy / Modify Previous Report Form](#)

Contribution Type: Day/Rate, Light/Rate, FORTA

CBA: Report no Hours

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

Entering a New Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Redacted]

Work Start Date: 10/1/2019 Work End Date: 10/31/2019

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: [Redacted] Report no Hours

Submit Cancel

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

Enter a New Form - Contribution Entry

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Contribution Entry Form

Contribution Batch

Contractor Name:	[REDACTED]	Contractor Number:	[REDACTED]
Batch Number:	CW19-00000010	Work End Date:	10/31/2019
CBA:	[REDACTED]		

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

*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate	Delete?
1	123456789	PENSION, MEDICAL, DENTAL DHM01	JOHN		DOE	330	2	<input type="checkbox"/>
2	987654321	PENSION, MEDICAL, DENTAL DHM01	JANE	L	DOE	150	1	<input type="checkbox"/>

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

Enter a New Form – Calculate Contributions

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Process Contribution

Contribution Batch

Contractor Name:	[REDACTED]	Contractor Number:	[REDACTED]
Batch Number:	CW19-00000011	Work End Date:	10/31/2019
CBA:	[REDACTED]		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Flat Rate	Amount	
PENSION, MEDICAL, DENTAL DHM01	[REDACTED] ANA	480.00	3.00	\$3,987.42	View Details
TOTAL		480.00	3.00	\$3,987.42	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate	Amount	
987654321	PENSION, MEDICAL, DENTAL DHM01	JANE	L	DOE	150.00	1.00	\$1,317.14	View Details
123456789	PENSION, MEDICAL, DENTAL DHM01	JOHN		DOE	330.00	2.00	\$2,670.28	View Details
TOTAL					480.00	3.00	\$3,987.42	

[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
- The Back button will return you to the prior screen and adjust contributions information. At no time should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.
- When you feel that all the information you've entered is correct, click the Finalize Contribution button. Note: once you've clicked Finalize Contribution, you cannot go back and make changes.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: [REDACTED]

Fund Name	Units	Basis	Rates	Amount
IBEW Local 1710 Pension	480.00	Hours Worked	1.2000	\$576.00
Health & Welfare	3.00	Flat Rate	1,137.1400	\$3,411.42
				Total: \$3,987.42

Close

- This screen will display the Contractor Details

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: JOHN **Last Name:** DOE

Fund	Units	Basis	Rate	Amount
IBEW Local 1710 Pension	330.00	Hours Worked	1.2000	\$396.00
Health & Welfare	2.00	Flat Rate	1,137.1400	\$2,274.28
				Total: \$2,670.28

Close

- This screen will show the individual employee details.

Enter a New Form - Finalize Contributions

Welcome Democontractor Last Signed In: Thursday, November 7, 2019

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Contribution Batch

Contractor Name:	[REDACTED]	Contractor Number:	[REDACTED]
Batch Number:	CW19-00000012	Work End Date:	10/31/2019
CBA:	[REDACTED]		

INVOICE # CW19-00000008

Your Calculated Contributions for work ending 10/31/2019: **\$3,987.42**

Remittance Amount Due: **\$3,987.42**

Invoice #: **CW19-00000008**
* PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK

Invoice Date: **11/07/2019**

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

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Flat Rate	Calc Hrs	Basis	Rate	Amount
PENSION, MEDICAL, DENTAL DHM01	Health & Welfare	HW	480.00	3.00	3.00	Flat Rate	1,137.1400	\$3,411.42
PENSION, MEDICAL, DENTAL DHM01	IBEW Local 1710 Pension	DB	480.00	3.00	480.00	Hours Worked	1.2000	\$576.00
TOTAL								\$3,987.42

Employee Details:

Name	Work Class	H	FR	HW	DB
DOE, JANE L	PENSION, MEDICAL, DENTAL DHM01	150.00	1.00	\$1,137.14	\$180.00
DOE, JOHN	PENSION, MEDICAL, DENTAL DHM01	330.00	2.00	\$2,274.28	\$396.00
TOTAL		480.00	3.00	\$3,411.42	\$576.00

- 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)

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Pending Payment

Select Contractor: [REDACTED] Invoice Number: [REDACTED]

* Invoice Begin Date: 10/7/2019 * Invoice End Date: 11/7/2019

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:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW19-00000008	10/31/2019	[REDACTED]	[REDACTED]	[REDACTED]	\$3,987.42	DemoContractor	11/07/2019
<input type="checkbox"/>	CW19-00000003	10/31/2019	[REDACTED]	[REDACTED]	[REDACTED]	\$22,802.80	DemoContractor	11/01/2019

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

Enter a New Form - Pay Invoice(s)

Welcome Democontractor

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Pending Payment

Payment Summary

(1) Invoice Selected

Total amount due: **\$3,987.42**

Make Payment **Edit Selection**

Select Contractor: [REDACTED] Invoice Number: [REDACTED]

* Invoice Begin Date: 10/7/2019 * Invoice End Date: 11/7/2019

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"/>	CW19-00000008	10/31/2019	[REDACTED]	[REDACTED]	[REDACTED]	\$3,987.42	DemoContractor	11/07/2019
<input type="checkbox"/>	CW19-00000003	10/31/2019	[REDACTED]	[REDACTED]	[REDACTED]	\$22,802.80	DemoContractor	11/01/2019

Select Invoice **Cancel**

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

Enter a New Form - Pay Invoice(s)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW19-00000008	10/31/2019			\$3,987.42
TOTAL				\$3,987.42

Total Invoice Amount : **\$3,987.42**

Invoice Adjustment Amount:

Total Amount Due: **\$3,987.42**

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 input you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment for a prior period).

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW19-00000008	10/31/2019			\$3,987.42
TOTAL				\$3,987.42

Total Invoice Amount : **\$3,987.42**
 Invoice Adjustment Amount:
 Total Amount Due: **\$3,987.42**
 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.
 - If your company requires an Approver be notified when an ACH payment is processed, you can add them to the Approver Email List.

Manage Account

Select Contractor:

* Routing Number:
 * Bank Account Number:
 * Account Type: Checking Saving
 Bank Name:



 * Please enter the characters as shown in the image.

Approver Email List

No Approver list found.

ACH Payment

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.

Total Amount Due: \$3,987.42	
Bank Account Number: (Last 4 digits)	<input type="text"/>
Routing Number: (Last 4 digits)	<input type="text"/>
Bank Name:	<input type="text"/>
Account Type:	Checking
Settlement Date:	11/12/2019
<input type="button" value="Edit Account"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
<small>*Note: Click Edit Account to correct your bank account.</small>	

- Once on the ACH Payment screen:

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

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

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Redacted]

Process Contribution: [Enter New Contribution](#) [Modify / Submit Saved Contribution](#) [Upload Contribution File](#) [Copy / Modify Previous Report Form](#) | Work EndDate

*Batch Number:

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

Modify A Saved Contribution Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED]

Process Contribution: Modify / Submit Saved Contribution ▾

*Batch Number: CW19-00000011 x ▾

Batch Number	CBA	Work Start Date	Work End Date
CW19-00000011	[REDACTED]	10/01/2019	10/31/2019
CW19-00000010	[REDACTED]	10/01/2019	10/31/2019
CW19-00000006	[REDACTED]	10/01/2019	10/31/2019

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

Upload a Contribution File

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED]

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

Process Contribution: [REDACTED]

Contribution Type: Regular Contribution

CBA: [REDACTED]

*File Name: [REDACTED] Browse...

Submit Cancel

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

Upload a Contribution File

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

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

	SSN	Work Class	Last Name	First Name	Middle Initial	Hours Worked	Flat Rate
	A	B	C	D	E	F	G
1	123456789	PMD21	DOE	JOHN		300	2
2	987654321	PMD21	DOE	JANE	L	150	1
3							

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 the fund's work classes are shown below.

D01	DENTAL DHM03
D21	DENTAL DHM02
D46	DENTAL DHM01
D58	DENTAL DHM04
DPE01	DENTAL PRE-ELIG DHM03
DPE21	DENTAL PRE-ELIG DHM02
DPE46	DENTAL PRE-ELIG DHM01
DPE58	DENTAL PRE-ELIG DHM04
M	MEDICAL
MD01	MEDICAL, DENTAL DHM03
MD01S	MEDICAL, DENTAL DHM03 SKURKA
MD21	MEDICAL, DENTAL DHM02
MD21S	MEDICAL, DENTAL DHM02 SKURKA
MD46	MEDICAL, DENTAL DHM01
MD46S	MEDICAL, DENTAL DHM01 SKURKA
MD58	MEDICAL, DENTAL DHM04
MD58S	MEDICAL, DENTAL DHM04 SKURKA
MDSN	MEDICAL, DENTAL - SKURKA NON DHM01
MDSN04	MEDICAL, DENTAL - SKURKA NON DHM04
MDSN21	MEDICAL, DENTAL - SKURKA NON DHM02
MPRE	MEDICAL PRE-ELIGIBLE
P	PENSION ONLY
PD21	PENSION, DENTAL - PRE-ELIG
PM	PENSION, MEDICAL
PMD01	PENSION, MEDICAL, DENTAL DHM03
PMD04	PENSION, MEDICAL, DENTAL DHM04
PMD21	PENSION, MEDICAL, DENTAL DHM02
PMD46	PENSION, MEDICAL, DENTAL DHM01
PMD46PE	PENSION, MEDICAL, DENTAL DHM01 PRE-ELIGIBLE

Upload a Contribution File

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Contribution Entry Form

Contribution Batch					
Contractor Name:	[REDACTED]		Contractor Number:	[REDACTED]	
Batch Number:	CW19-00000010		Work End Date:	10/31/2019	
CBA:	[REDACTED]				

[!\[\]\(004d352ca3e5c974252147a5c78e6fbb_img.jpg\) Rate Inquiry](#) [!\[\]\(3cb37b6b9006c07d1416f684f21590b2_img.jpg\) Add Employee](#) [!\[\]\(d227d26b51a9018ae4b273e75beb0670_img.jpg\) Delete Employee](#) [!\[\]\(fc61d14e51c69580e527ae4d57521b53_img.jpg\) Save and Complete Later](#) [!\[\]\(417a5c1f2f55d9f28fa3b10cd27c6ce6_img.jpg\) Calculate Contribution](#) [!\[\]\(5309c6b8f3581b59ee9bf50f61e41148_img.jpg\) Cancel](#)

*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate	Delete?
1	123456789	PENSION, MEDICAL, DENTAL DHM01	JOHN		DOE	330	2	<input type="checkbox"/>
2	987654321	PENSION, MEDICAL, DENTAL DHM01	JANE	L	DOE	150	1	<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

Welcome Democontractor Last Signed In: Friday, November 8, 2019

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Work Start Date:

Process Contribution:

*Invoice Number:

Check here to zero out hours and amounts from copied data

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

How to View Past Contribution Forms

Welcome Democontractor

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Electronic Contribution	Process Contribution				
	View All Contributions				
Select the contractor from the list to submit	Frequently Asked Questions				

Select Contractor: [REDACTED]

Work Start Date: 10/1/2019

Work End Date: 10/31/2019

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: [REDACTED]

Report no Hours

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

How to View Past Contribution Forms

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[View All Contributions](#)

Select Contractor: Begin Date: End Date:

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

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

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Friday, November 8, 2019

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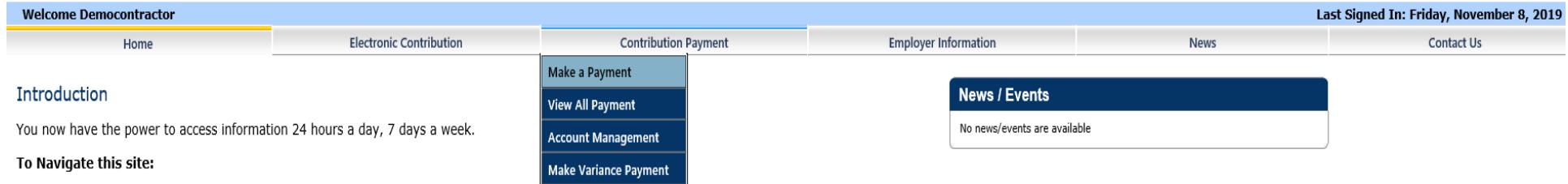
Select Contractor: Begin Date: End Date:

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
CW19-00000008	10/31/2019			2			\$3,987.42	Pending			DemoContractor	11/07/2019	<input type="checkbox"/>
CW19-00000004	10/31/2019			1			\$57,001.00	Pending	ACH	11/05/2019	DemoContractor	11/01/2019	<input type="checkbox"/>
CW19-00000003	10/31/2019			1			\$22,802.80	Pending			DemoContractor	11/01/2019	<input type="checkbox"/>
CW19-00000002	09/30/2019			1			\$57,001.00	In Process	CHK		DemoContractor	10/31/2019	<input type="checkbox"/>
CW19-00000001	09/30/2019			1			\$45,629.60	In Process	ACH - Adjusted	11/04/2019	DemoContractor	10/31/2019	<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 header with a blue bar. On the left, it says "Welcome Democontractor". On the right, it says "Last Signed In: Friday, November 8, 2019". Below the header is a navigation bar with several tabs: "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Contribution Payment" tab is currently active, as indicated by a blue underline. A dropdown menu for "Contribution Payment" is open, showing four options: "Make a Payment" (which is highlighted with a blue background), "View All Payment", "Account Management", and "Make Variance Payment". To the right of the dropdown, there is a "News / Events" section with a dark blue header and a white body. The body contains the text "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

Welcome Democontractor Last Signed In: Friday, November 8, 2019

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

Pending Payment

Select Contractor: [REDACTED] Invoice Number: [REDACTED]
* Invoice Begin Date: 10/8/2019 * Invoice End Date: 11/8/2019
[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:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW19-00000008	10/31/2019	[REDACTED]	[REDACTED]	[REDACTED]	\$3,987.42	DemoContractor	11/07/2019
<input type="checkbox"/>	CW19-00000003	10/31/2019	[REDACTED]	[REDACTED]	[REDACTED]	\$22,802.80	DemoContractor	11/01/2019

[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 # for the forms that you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

Questions/Concerns

For questions, enrollment, or training, please call (626) 646-1081 or Toll Free (855) 658-5776 and ask to speak with someone from our Contributions Team.