

Northern California Tile Industry 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.baclocal3tileemployers.org



Northern California Tile Industry Trust Funds

Login	
	Wednesday, April 10, 2019
* User Name:	<input type="text"/>
* Password:	<input type="password"/>
	<input type="button" value="Login"/>
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/events are available

- To log into this site, you will need to contact the BeneSys office to receive an introduction letter. To register click on the "Create an Account" option in the top right corner of the website. You will need to create a user name, password, and an identification number which was received with your letter.
- A second option is to call (248) 347-3100 or Toll Free (800) 572-8553, and someone will assist you.

Lets Get Started

The screenshot shows 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 'Electronic Contribution' tab is selected, and a dropdown menu is visible with the following options: Process Contribution, View All Contributions, and Frequently Asked Questions. The 'Process Contribution' option is highlighted. In the top right corner, it says 'Last Signed In: Friday, December 28, 2018'. Below the navigation bar, there is a 'News / Events' section with the text 'No news/events are available'. The main content area contains an 'Introduction' section with the text 'You now have the power to access information... as a week.' and a 'To Navigate this site:' section with a bullet point: 'Click on a header on the top. This opens your submenu options.' Below that is a 'To Log On:' section with two bullet points: 'There is a login box in the upper right corner.' and 'Enter your User Name and Password then click on the login button.' At the bottom, there are two lines of text: 'If your login was successful you'll be directed to the appropriate page to begin.' and 'If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.'

- **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: Friday, January 18, 2019

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] CONSTRUCTION LLC ▾

Work Start Date: 11/1/2018 ▾

Work End Date: 12/31/2018 ▾

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

Contribution Type: [REDACTED]

CBA: [REDACTED]

Report no Hours

Submit Cancel

- **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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<input type="text" value="TILE"/>		
Work Start Date:	<input type="text" value="3/1/2019"/>	Work End Date:	<input type="text" value="3/31/2019"/>
Process Contribution:	<input type="text" value="Enter New Contribution"/>		
Contribution Type:	<input type="text" value="Regular Contribution"/>		
CBA:	<input type="text" value="Tile Appendix A"/>	<input type="checkbox"/>	Report no Hours
	<input type="button" value="Submit"/>	<input type="button" value="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

Contribution Entry Form

Contribution Batch			
Contractor Name:	██████ TILE	Contractor ID:	██████
Batch Number:	CW19-00000022	Work End Date:	03/31/2019
CBA:	ATILE - Tile Appendix A		

[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	Monthly (Flat Rate)	Delete?
1		JOURNEY LAYER S10A ▼				0.00	0.00	<input type="checkbox"/>
2		JOURNEY FINISHER F4 A ▼				0.00	0.00	<input type="checkbox"/>
3		JOURNEY FINISHER F4 A ▼				0.00	0.00	<input type="checkbox"/>

- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered a Social Security Number and have tabbed into the next field. New employees' information will need to be manually entered into each field.
- Enter the Gross amounts, Straight Time amounts, Overtime amounts, and Double Time 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

Process Contribution

Contribution Batch			
Contractor Name:	████ TILE	Contractor ID:	████
Batch Number:	CW19-0000022	Work End Date:	03/31/2019
CBA:	ATILE - Tile Appendix A		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Monthly (Flat Rate)	Amount	
Journey Layer S10A	████ TILE	20.00	0.00	\$426.40	View Details
TOTAL		20.00	0.00	\$426.40	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Monthly (Flat Rate)	Amount	
123456789	Journey Layer S10A	TOM	A	BUTLER	20.00	0.00	\$426.40	View Details
TOTAL					20.00	0.00	\$426.40	

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes.
 - See next page for option to not pay certain fringes on all employees.
- 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 for option to not pay certain fringes on a specific employee
- 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] TILE

Fund Name	Units	Basis	Rates	Amount
Health	20.00	Hours Worked	9.3800	\$187.60
Pension DB	20.00	Hours Worked	4.0800	\$81.60
Pension DC	20.00	Hours Worked	1.6500	\$33.00
Vacation	20.00	Hours Worked	1.5000	\$30.00
Appr/Training	20.00	Hours Worked	0.9200	\$18.40
BAC PAC	20.00	Hours Worked	0.0200	\$0.40
LMCC	20.00	Hours Worked	0.3800	\$7.60
NPF PEN	20.00	Hours Worked	0.4000	\$8.00
Organizing Fund	20.00	Hours Worked	0.2800	\$5.60
Vacation Contribution	20.00	Hours Worked	0.0300	\$0.60
LMCC Stipend	20.00	Hours Worked	0.2100	\$4.20
Contract Admin	20.00	Hours Worked	0.0700	\$1.40
Dues	20.00	Hours Worked	1.0800	\$21.60
IMI	20.00	Hours Worked	0.5400	\$10.80
Industry Promotion	20.00	Hours Worked	0.0000	\$0.00
IPF PPA	20.00	Hours Worked	0.2400	\$4.80
IU DUES	20.00	Hours Worked	0.5400	\$10.80
				Total: \$426.40

Close

- To elect to not pay an optional fringe for ALL EMPLOYEES, click on the [View Details](#) link under Contractor Contribution Details next to the Work Class for which you would like to not pay the optional fringe.
 - Check the Overwrite box next to fringe(s) you are not paying.
 - Click Save to save and this will overwrite the fringe amount to \$0.
 - When overriding a fringe at the contractor level, the amount contributed for that fringe cannot be changed.

Note: You should only use this option if you have a signed agreement that states you do not have to pay a specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.

Enter a New Form - Finalize Contributions

Welcome Democontractor
Last Signed In: Friday, December 28, 2018

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Electronic Contribution
Contribution Payment
Employer Information
News
Contact Us

Contribution Batch

Contractor Name:	■■■■■ INSTALLATION	Contractor ID:	■■■■■
Batch Number:	CW18-0000030	Work End Date:	11/30/2018
CBA:	00 - STRUCTURAL JOURNEYMAN		

INVOICE # CW18-0000018

Your Calculated Contributions for work ending 11/30/2018: **\$3,342.52**

Remittance Amount Due: **\$3,342.52**

Invoice #: **CW18-0000018**
 * 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: **12/28/2018**

Amount Due:

Work Class	Fund	Fund Code	Gross	Straight Time	Overtime	Double Time	Calc Hrs	Basis	Rate	Amount
DFLT	Health	H & W	3,000.00	105.00	17.25	7.50	3,000.00	Gross	0.2115	\$634.50
DFLT	Pension	Pens	3,000.00	105.00	17.25	7.50	3,000.00	Gross	0.5930	\$1,779.00
DFLT	Vac/Dues	Vac/D	3,000.00	105.00	17.25	7.50	3,000.00	Gross	0.1555	\$466.50
DFLT	Training	Train	3,000.00	105.00	17.25	7.50	129.75	Hours Worked	0.3700	\$48.01
DFLT	Advance	Adv	3,000.00	105.00	17.25	7.50	129.75	Hours Worked	0.2000	\$25.95
DFLT	Spec Assm	Sp As	3,000.00	105.00	17.25	7.50	129.75	Hours Worked	0.0700	\$9.08
DFLT	Def. Contrib	Def C	3,000.00	105.00	17.25	7.50	3,000.00	Gross	0.1126	\$337.80
DFLT	Impact	Impac	3,000.00	105.00	17.25	7.50	129.75	Hours Worked	0.2200	\$28.55
DFLT	Train Mbr	TranM	3,000.00	105.00	17.25	7.50	145.88	Hours2	0.0900	\$13.13
TOTAL										\$3,342.52

Employee Details:

Name	ApprLevel	G	ST	OT	DT	H & W	Pens	Vac/D	Train	Adv	Sp As	Def C	Impac	TranM
Doe, John		\$3,000.00	105.00	17.25	7.50	\$634.50	\$1,779.00	\$466.50	\$48.01	\$25.95	\$9.08	\$337.80	\$28.55	\$13.13
TOTAL		\$3,000.00	105.00	17.25	7.50	\$634.50	\$1,779.00	\$466.50	\$48.01	\$25.95	\$9.08	\$337.80	\$28.55	\$13.13

- 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)

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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

Pending Payment

Select Contractor: INSTALLATION Invoice Number:

* Invoice Begin Date: 11/28/2018 * Invoice End Date: 12/28/2018

If payment is not made by the 26th of the month, cost of collection charges shall be assessed at three percent (3%) over the prime rate established by Comerica Bank, on the date the delinquency first occurs, plus reasonable attorney fees required to collect the delinquent contributions and cost of collection charges.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW18-0000018	11/30/2018	00	STRUCTURAL JOURNEYMAN	001283	\$3,342.52	DemoContractor	12/28/2018
<input type="checkbox"/>	CW18-0000013	12/31/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	001283	\$6,531.09	DemoContractor	12/26/2018

- 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 Last Signed In: Friday, December 28, 2018

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

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$3,342.52

Make Payment Edit Selection

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

Search Clear

If payment is not made by the 26th of the month, cost of collection charges shall be assessed at three percent (3%) over the prime rate established by Comerica Bank, on the date the delinquency first occurs, plus reasonable attorney fees required to collect the delinquent contributions and cost of collection charges.

Pending Invoice: Select Invoice Cancel

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW18-00000018	11/30/2018	00	STRUCTURAL JOURNEYMAN	001283	\$3,342.52	DemoContractor	12/28/2018
<input type="checkbox"/>	CW18-00000013	12/31/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	001283	\$6,531.09	DemoContractor	12/26/2018

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)

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW18-0000018	11/30/2018	STRUCTURAL JOURNEYMAN	001283	\$3,342.52
TOTAL				\$3,342.52

Total Invoice Amount : **\$3,342.52**

Invoice Adjustment Amount:

Total Amount Due: **\$3,342.52**

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).

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW18-00000018	11/30/2018	STRUCTURAL JOURNEYMAN	001283	\$3,342.52
TOTAL				\$3,342.52

Total Invoice Amount : \$3,342.52
 Invoice Adjustment Amount:
 Total Amount Due: \$3,342.52
 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.

Welcome Democontractor				Last Signed In: Friday, December 28, 2018	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

ACH Payment

If payment is not made by the 26th of the month, cost of collection charges shall be assessed at three percent (3%) over the prime rate established by Comerica Bank, on the date the delinquency first occurs, plus reasonable attorney fees required to collect the delinquent contributions and cost of collection charges.

Total Amount Due: \$3,342.52

Bank Account Number: (Last 4 digits) 1234

Routing Number: (Last 4 digits) 1234

Bank Name: My Financial Institution

Account Type: Checking

Settlement Date: 1/2/2019

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

○ **Once on the ACH Payment screen:**

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

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

Welcome Democontractor Last Signed In: Friday, December 28, 2018

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: ▾

Process Contribution: | Work EndDate

* Batch Number:

OR

* Batch Number:

* CBA:

* All CBA:

- 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

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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] INSTALLATION

Process Contribution: Modify / Submit Saved Contribution

*Batch Number: CW18-0000029 x

OR

Batch Number	CBA	Work Start Date	Work End Date
CW18-0000029	(00) STRUCTURAL JO	11/01/2018	11/30/2018
CW18-0000028	(00) STRUCTURAL JO	11/01/2018	11/30/2018
CW18-0000027	(00) STRUCTURAL JO	11/01/2018	11/30/2018
CW18-0000017	(X00) MAIN CONTRAC	12/01/2018	12/31/2018

*Batch Number:
*CBA:
*All CBA:

Submit Cancel

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

The screenshot shows the 'Electronic Contribution' page in the BeneSys system. The top navigation bar includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' page has a sub-header and a message: 'Select the contractor from the list to submit your contributions'. Below this is a form with the following fields and options:

- Select Contractor:** A dropdown menu with 'INSTALLATION' selected.
- Work Start Date:** A date input field.
- Work End Date:** A date input field with '11/30/2018' selected.
- Process Contribution:** A dropdown menu with options: 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File' (highlighted in blue), and 'Copy / Modify Previous Report Form'.
- Contribution Type:** A dropdown menu with 'Regular Contribution' selected.
- CBA:** A dropdown menu with 'STRUCTURAL JOURNEYMA' selected.
- All CBA:** A dropdown menu.
- *File Name:** A text input field with a 'Browse...' button next to it.
- Submit** and **Cancel** buttons at the bottom.

- 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	First	Last	MI	Gross	Straight Overtime	Doubletime	
	A	B	C	D	E	F	G	H
1	123456789	John	Doe		3000	105	17.25	7.5
-								

Upload a Contribution File

Welcome Democontractor Last Signed In: Friday, December 28, 2018

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name: ██████ INSTALLATION Contractor ID: ██████
 Batch Number: CW18-00000033 Work End Date: 11/30/2018
 CBA: 00 - STRUCTURAL JOURNEYMAN

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

Row No	SSN	First Name	MI	Last Name	Gross	Straight Time	Overtime	Double Time	Delete?
1	123456789	Doe		John	3000.00	105.00	17.25	7.50	<input type="checkbox"/>
2					0.00	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' page in the BeneSys system. The page has a navigation bar with 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, and the user is logged in as 'Democontractor' on Friday, December 28, 2018. The main content area prompts the user to 'Select the contractor from the list to submit your contributions'. A dropdown menu is open for 'Select Contractor:', showing 'INSTALLATION' and a list of options: 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form'. The 'Copy / Modify Previous Report Form' option is highlighted. Below this, there are fields for 'Work Start Date:', 'Work End Date:' (set to 11/30/2018), and 'Process Contribution:'. The 'Process Contribution:' dropdown is also open, showing 'Invoice Number | CBA | Work StartDate | Work EndDate' and 'CW18-0000020'. There are two 'Invoice Number:' fields, one with 'OR' between them. Below these are fields for '* CBA:' and '* All CBA:'. A checkbox labeled 'Check here to zero out hours and amounts from copied data' is highlighted with a red box. At the bottom are 'Submit' and 'Cancel' buttons. The footer contains 'Privacy Statement | Terms Of Use | © 2018 by BeneSys, Inc.'

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

How to View Past Contribution Forms

The screenshot shows the BeneSys web application interface. At the top, there is a navigation bar with the following items: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' tab is active. Below the navigation bar, there is a header area with the text 'Welcome Democontractor' on the left and 'Last Signed In: Friday, December 28, 2018' on the right. The main content area is titled 'Electronic Contribution' and contains the text 'Select the contractor from the list to submit'. Below this text, there is a form with the following fields and options:

- Select Contractor:** A dropdown menu with 'INSTALLATION' selected.
- Work Start Date:** A date picker set to '11/1/2018'.
- Work End Date:** A date picker set to '11/30/2018'.
- Process Contribution:** A dropdown menu with 'Enter New Contribution' selected.
- Contribution Type:** A dropdown menu with 'Regular Contribution' selected.
- CBA:** A dropdown menu.
- All CBA:** A dropdown menu.
- Report no Hours
-

A dropdown menu is open over the 'View All Contributions' link, which is highlighted in blue. The other options in the dropdown are 'Process Contribution' and 'Frequently Asked Questions'.

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

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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 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, December 28, 2018

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
CW18-0000020	11/30/2018	00	STRUCTURAL JOURNEYMAN	1	001283	INSTALLATION	\$3,342.52	Pending			DemoContractor	12/28/2018	<input type="checkbox"/>
CW18-0000019	11/30/2018	00	STRUCTURAL JOURNEYMAN	17	001283	INSTALLATION	\$0.00	Pending			DemoContractor	12/28/2018	<input type="checkbox"/>
CW18-0000018	11/30/2018	00	STRUCTURAL JOURNEYMAN	1	001283	INSTALLATION	\$3,342.52	Pending	ACH	01/02/2019	DemoContractor	12/28/2018	<input type="checkbox"/>
CW18-0000014	11/30/2018	00	STRUCTURAL JOURNEYMAN	17	001283	INSTALLATION	\$4,456.69	Pending	CHK		DemoContractor	12/28/2018	<input type="checkbox"/>
CW18-0000013	12/31/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	2	001283	INSTALLATION	\$6,531.09	Pending			DemoContractor	12/26/2018	<input type="checkbox"/>
CW18-0000008	12/30/2018	XA2	MAIN CONTRACT STRUCTURAL APPRENTICE 3	3	001283	INSTALLATION	\$3,759.43	In Process		12/20/2018	DemoContractor	12/17/2018	<input type="checkbox"/>
CW18-0000002	11/30/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	5	001283	INSTALLATION	\$9,698.06	In Process		12/20/2018	DemoContractor	12/17/2018	<input type="checkbox"/>
CW18-0000001	11/30/2018	0A1	STRUCTURAL APPRENTICE 1	6	001283	INSTALLATION	\$8,259.23	In Process		12/20/2018	DemoContractor	12/17/2018	<input type="checkbox"/>
CW18-0000003	12/31/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	5	001283	INSTALLATION	\$19,760.15	In Process	ACH	12/18/2018	DemoContractor	12/17/2018	<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 the BeneSys web application interface. At the top, there is a navigation bar with the following tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is active, and its dropdown menu is open, showing the following options: Make a Payment (highlighted with a red box), View All Payment, Account Management, and Make Variance Payment. The main content area on the left contains an 'Introduction' section with the following text: '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.' On the right side of the main content area, there is a 'News / Events' section with the text 'No news/events are available'.

- 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, December 28, 2018

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

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

If payment is not made by the 26th of the month, cost of collection charges shall be assessed at three percent (3%) over the prime rate established by Comerica Bank, on the date the delinquency first occurs, plus reasonable attorney fees required to collect the delinquent contributions and cost of collection charges.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW18-0000020	11/30/2018	00	STRUCTURAL JOURNEYMAN	001283	\$3,342.52	DemoContractor	12/28/2018
<input type="checkbox"/>	CW18-0000013	12/31/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	001283	\$6,531.09	DemoContractor	12/26/2018

- 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 (248) 347-3100 or Toll Free (800) 572-8553 and ask to speak with someone from our Contributions Team.