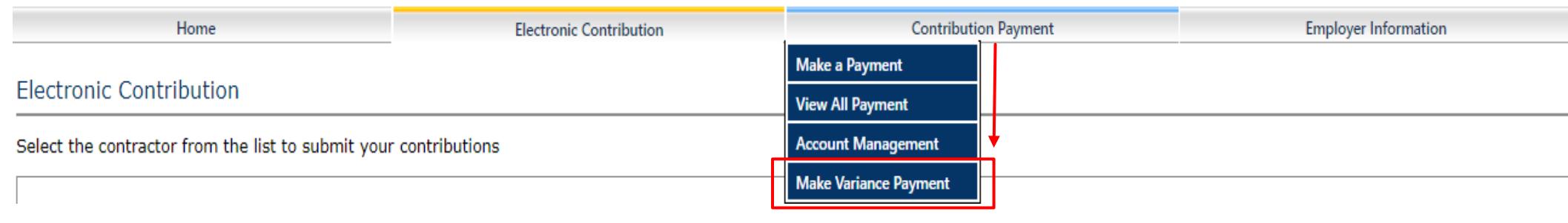


# VARIANCE PAYMENT

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In any event that you need to send payment for a previously finalized report, an adjustment, correction, etc.; you can send that payment through the employer portal utilizing the “Make Variance Payment” function. You DO NOT need to make a report to use this function of the portal.



The screenshot shows a user interface for an employer portal. At the top, there are four tabs: 'Home', 'Electronic Contribution', 'Contribution Payment', and 'Employer Information'. The 'Contribution Payment' tab is active, with a dropdown menu showing four options: 'Make a Payment', 'View All Payment', 'Account Management', and 'Make Variance Payment'. The 'Make Variance Payment' option is highlighted with a red box and a red arrow points to it from the text below. Below the dropdown, there is a section titled 'Electronic Contribution' with the sub-instruction 'Select the contractor from the list to submit your contributions'. On the left, there are several input fields: 'Select Contractor:' with a dropdown menu, 'Bank Account Number: ( Last 4 digits )', 'Routing Number: ( Last 4 digits )', 'Bank Name:', 'Account Type:', 'Settlement Date:' with a dropdown menu, 'Amount to be paid:' with a text input containing '\$0.00', and a large 'Reason:' text area. At the bottom left is a 'Cancel' button.

- Select Appropriate Contractor.
- The following account routing and banking information will match the account you linked to your profile.  
\*see Account Management if you need to edit/change account.
- Select the earliest settlement date available.
- The amount to be paid is the total amount to be paid. You can pay per item or If sending for multiple reasons, please note what the money corresponds to; break it out and make one lump sum payment.