

# IBEW District 8 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.8thDistrictEmployers.org



### **Eighth District Electrical Fringe Benefit Funds**



|  |  |
|--|--|
| <b>Login</b>   |  |
| Wednesday, March 18, 2020  |  |
| * User Name:   |  |
| * Password:  |  |
| <input type="button" value="Login"/>                               |  |
| <a href="#">Create an Account</a> <a href="#">Forgot Password?</a> |  |

|                      |   |                                      |                      |                            |
|----------------------|---|--------------------------------------|----------------------|----------------------------|
| <a href="#">Home</a> | <a href="#">Electronic Contribution</a> | <a href="#">Employer Information</a> | <a href="#">News</a> | <a href="#">Contact Us</a> |
|----------------------|---|--------------------------------------|----------------------|----------------------------|

#### **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 username, password, and an identification number which was received with your letter.**
- **A second option is to call (314) 656-1085 or Toll Free (844) 989-2321, and someone will assist you.**

# Lets Get Started



## Eighth District Electrical Fringe Benefit Funds



Wednesday, March 18, 2020

[My Profile](#)

[Logout](#)

| Welcome Democontractor       |  | Last Signed In: Wednesday, March 18, 2020 |                         |                      |                      |      |            |
|------------------------------|--|---|-------------------------|----------------------|----------------------|------|------------|
|                              |  | Home                                      | Electronic Contribution | Contribution Payment | Employer Information | News | Contact Us |
| <b>Introduction</b>          | <a href="#">Process Contribution</a>       |   |                         |                      |                      |      |            |
|                              | <a href="#">View All Contributions</a>     |   |                         |                      |                      |      |            |
|                              | <a href="#">Frequently Asked Questions</a> |   |                         |                      |                      |      |            |
|                              |  |   |                         |                      |                      |      |            |
| <b>News / Events</b>         |  |   |                         |                      |                      |      |            |
| No news/events are available |  |   |                         |                      |                      |      |            |

### To Navigate this site:

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- There is a login box in the upper right corner.
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**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, April 9, 2020

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] CTRIC INC

Work Start Date: 3/1/2020

Work End Date: 3/31/2020

Process Contribution: **Enter New Contribution** (highlighted with a red box)

Contribution Type: **Modify / Submit Saved Contribution**

CBA: 0354 Inside

Report no Hours

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

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

Welcome Democontractor Last Signed In: Thursday, April 9, 2020

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

## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Work Start Date:

Work End Date:

Process Contribution:

Contribution Type:

CBA:

Report no Hours

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.  
*Note: When submitting health contributions for a non-bargaining agreement, the work month should be equal to the eligibility month being reported.*
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

Welcome Demonecontractor

Last Signed In: Friday, February 12, 2021

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Contribution Entry Form

Contribution Batch

|                  |   |                    |  |
|------------------|---|--------------------|--|
| Contractor Name: | CW21-00000026                                     | Contractor Number: |  |
| Batch Number:    |   | Work End Date:     |  |
| CBA:             | 0354 CECW - 0354 Construction Electrician/Wireman |                    |  |

[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 | Gross Wages | NEBF Gross Wages | EE Deferral | Vacation | COPE | Dues                     | Delete?                  |
|--------|-----------|--------------------------|------------|----|-----------|--------------|-----------|-------------|------------------|-------------|----------|------|--------------------------|--------------------------|
| 1      | 111223333 | CONSTRUCTION ELECTRICIAN | JANE       | L  | DOE       | 20           | 0         | 600         | 0.00             | 20          | 0.00     | 4.85 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4      |           | CONSTRUCTION ELECTRICIAN |            |    |           | 0.00         | 0.00      | 0.00        | 0.00             | 0.00        | 0.00     | 0.00 | <input type="checkbox"/> | <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.
- Select the Work Class from the dropdown. Enter the Hours Worked amounts, Flat Rate amounts, Gross Wages amount, NEBF Gross Wages amount, Employee (EE) deferral amounts, Vacation, and Cope amounts in the appropriate fields, and check the Dues box if Dues should apply.
- 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

Welcome Democontractor

Last Signed In: Monday, June 15, 2020

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Process Contribution

**Contribution Batch**

|                  |               |                    |            |
|------------------|---------------|--------------------|------------|
| Contractor Name: | [REDACTED]    | Contractor Number: | [REDACTED] |
| Batch Number:    | CW20-00000349 | Work End Date:     | [REDACTED] |
| CBA:             | [REDACTED]    |                    |            |

**\*Please note that the Health Fund rate is a 'combined' Health/PCA fund rate where the PCA fund calc type is listed as 'Split'. Contributions will calculate in the Health fund and the rate listed in the PCA fund will be split from the total health contribution and apply to the Employee after being run through the Allocation process. Out-going reciprocity rules applied to Travelers may affect the amount of PCA fund allocated amount.**

**Contractor Contribution Details:**

| Work Class   | Contractor | Hours Worked | Flat Rate   | Gross Wages     | NEBF Gross Wages | EE Deferral  | Vacation     | Amount          |                              |
|--------------|------------|--------------|-------------|-----------------|------------------|--------------|--------------|-----------------|------------------------------|
| CE 80%       | [REDACTED] | 30.00        | 1.00        | 1,400.00        | 20.00            | 20.00        | 25.00        | \$152.22        | <a href="#">View Details</a> |
| <b>TOTAL</b> |            | <b>30.00</b> | <b>1.00</b> | <b>1,400.00</b> | <b>20.00</b>     | <b>20.00</b> | <b>25.00</b> | <b>\$152.22</b> |                              |

**Employee Contribution Details:** [Click Here To Override Employee Contributions By Fund](#)

| SSN          | Work Class | First Name | MI | Last Name | Hours Worked | Flat Rate   | Gross Wages     | NEBF Gross Wages | EE Deferral  | Vacation     | Amount          |                              |
|--------------|------------|------------|----|-----------|--------------|-------------|-----------------|------------------|--------------|--------------|-----------------|------------------------------|
| 987654321    | CE 80%     | john       |    | smith     | 20.00        | 0.00        | 600.00          | 0.00             | 20.00        | 0.00         | \$85.48         | <a href="#">View Details</a> |
| 123456789    | CE 80%     | DEREK      |    | WILSON    | 10.00        | 1.00        | 800.00          | 20.00            | 0.00         | 25.00        | \$66.74         | <a href="#">View Details</a> |
| <b>TOTAL</b> |            |            |    |           | <b>30.00</b> | <b>1.00</b> | <b>1,400.00</b> | <b>\$20.00</b>   | <b>20.00</b> | <b>25.00</b> | <b>\$152.22</b> |                              |

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

- 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 employee.
  - See page after next for option to not pay certain fringes on a specific employee.
- The [Click Here To Override Employee Contributions By Fund](#) link next to Employee Contribution Details will show you a list of all calculated fringes that can be overwritten for multiple employees by Fund.
  - See second page after next for option to not pay a certain fringe on specific employees.
- 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:   |  | A [REDACTED] INC |                   |        |          |
| Overwrite  | Fund Name                                | Units            | Basis             | Rates  | Amount   |
| <input type="checkbox"/>   | HW-8th District Electrical Benefit Fund  | 20.00            | Hours Worked      | 7.4000 | \$148.00 |
| <input type="checkbox"/>   | DB-8th District Electrical Pension Trust | 20.00            | Hours Worked      | 0.0000 | \$0.00   |
| <input checked="" type="checkbox"/>                                      | DC-8th District Electrical Annuity Plan  | 20.00            | Hours Worked      | 0.5000 | \$10.00  |
| <input type="checkbox"/>   | Annuity Plan (Employee Contrib)          | 20.00            | EE Deferral       | 1.0000 | \$20.00  |
| <input type="checkbox"/>   | Supplemental Pension                     | 20.00            | Hours Worked      | 0.0000 | \$0.00   |
| <input type="checkbox"/>   | Personal Care Acnt                       | 0.00             | Split             | 0.0000 | \$0.00   |
| <input type="checkbox"/>   | Apprenticeship                           | 600.00           | xGross Wage       | 0.0130 | \$7.80   |
| <input type="checkbox"/>   | Dues                                     | 600.00           | xGross Wage       | 0.0500 | \$30.00  |
| <input type="checkbox"/>   | Administration                           | 600.00           | xGross Wage       | 0.0050 | \$3.00   |
| <input type="checkbox"/>   | LMCC                                     | 20.00            | Hours Worked      | 0.0600 | \$1.20   |
| <input type="checkbox"/>   | NECA                                     | 600.00           | xGross Wage       | 0.0100 | \$6.00   |
| <input type="checkbox"/>   | Training                                 | 20.00            | xHours Worked     | 0.2000 | \$4.00   |
| <input type="checkbox"/>   | Vacation                                 | 0.00             | Vacation          | 1.0000 | \$0.00   |
| <input type="checkbox"/>   | Cope                                     | 20.00            | Hours Worked      | 0.0000 | \$0.00   |
| <input type="checkbox"/>   | National LMCC                            | 20.00            | Hours Worked      | 0.0000 | \$0.00   |
| <input type="checkbox"/>   | Journeyman Upgrade Training Fund         | 20.00            | Hours Worked      | 0.0000 | \$0.00   |
| <input type="checkbox"/>   | Local Retiree Fund                       | 20.00            | Hours Worked      | 0.2500 | \$5.00   |
| <input type="checkbox"/>   | Drug Free Workplace                      | 20.00            | Hours Worked      | 0.0500 | \$1.00   |
| <input type="checkbox"/>   | NEBF                                     | 0.00             | xNEBF Gross Wages | 0.0300 | \$0.00   |
| <input type="checkbox"/>   | National Electrical Apprenticeship       | 20.00            | Hours Worked      | 0.0000 | \$0.00   |
| <input type="checkbox"/>   | NEIF                                     | 20.00            | Hours Worked      | 0.0000 | \$0.00   |
| <b>Total: \$236.00</b>   |  |                  |                   |        |          |
| <input type="button" value="Save"/> <input type="button" value="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 - Contractor Details

| Employee Contribution Details       |  |                |                   |        |                        |
|-------------------------------------|--|----------------|-------------------|--------|------------------------|
| First Name: JANE                    |  | Last Name: DOE |                   |        |                        |
| Overwrite                           | Fund                                     | Units          | Basis             | Rate   | Amount                 |
| <input type="checkbox"/>            | HW-8th District Electrical Benefit Fund  | 20.00          | Hours Worked      | 7.4000 | \$148.00               |
| <input type="checkbox"/>            | DB-8th District Electrical Pension Trust | 20.00          | Hours Worked      | 0.0000 | \$0.00                 |
| <input checked="" type="checkbox"/> | DC-8th District Electrical Annuity Plan  | 20.00          | Hours Worked      | 0.5000 | 10.00                  |
| <input type="checkbox"/>            | Annuity Plan (Employee Contrib)          | 20.00          | EE Deferral       | 1.0000 | \$20.00                |
| <input type="checkbox"/>            | Supplemental Pension                     | 20.00          | Hours Worked      | 0.0000 | \$0.00                 |
| <input type="checkbox"/>            | Personal Care Acnt                       | 0.00           | Split             | 0.0000 | \$0.00                 |
| <input type="checkbox"/>            | Apprenticeship                           | 600.00         | xGross Wage       | 0.0130 | \$7.80                 |
| <input type="checkbox"/>            | Dues                                     | 600.00         | xGross Wage       | 0.0500 | \$30.00                |
| <input type="checkbox"/>            | Administration                           | 600.00         | xGross Wage       | 0.0050 | \$3.00                 |
| <input type="checkbox"/>            | LMCC                                     | 20.00          | Hours Worked      | 0.0600 | \$1.20                 |
| <input type="checkbox"/>            | NECA                                     | 600.00         | xGross Wage       | 0.0100 | \$6.00                 |
| <input type="checkbox"/>            | Training                                 | 20.00          | xHours Worked     | 0.2000 | \$4.00                 |
| <input type="checkbox"/>            | Vacation                                 | 0.00           | Vacation          | 1.0000 | \$0.00                 |
| <input type="checkbox"/>            | Cope                                     | 20.00          | Hours Worked      | 0.0000 | \$0.00                 |
| <input type="checkbox"/>            | National LMCC                            | 20.00          | Hours Worked      | 0.0000 | \$0.00                 |
| <input type="checkbox"/>            | J Journeyman Upgrade Training Fund       | 20.00          | Hours Worked      | 0.0000 | \$0.00                 |
| <input type="checkbox"/>            | Local Retiree Fund                       | 20.00          | Hours Worked      | 0.2500 | \$5.00                 |
| <input type="checkbox"/>            | Drug Free Workplace                      | 20.00          | Hours Worked      | 0.0500 | \$1.00                 |
| <input type="checkbox"/>            | NEBF                                     | 0.00           | xNEBF Gross Wages | 0.0300 | \$0.00                 |
| <input type="checkbox"/>            | National Electrical Apprenticeship       | 20.00          | Hours Worked      | 0.0000 | \$0.00                 |
| <input type="checkbox"/>            | NEIF                                     | 20.00          | Hours Worked      | 0.0000 | \$0.00                 |
|                                     |  |                |                   |        | <b>Total: \$236.00</b> |

- To elect to not pay an optional fringe for ONE EMPLOYEE, click on the [View Details](#) link under Employee Contribution Details next to the employee for whom you would like to not pay the optional fringe.
  - Check the [Overwrite](#) box next to fringe(s) you are not paying.
  - In the amount field for the fringe that is to be overwritten, enter 0.00, or whatever the correct amount is.
  - Click [Save](#) to save and this will overwrite the fringe amount to \$0 or the amount you entered.

*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 - Contractor Details

## Fund Override

Select a Fund:

Select a fund

## Fund Override

Select a Fund:

NECA

| SSN         | Full Name   | Work Class | Basis       | Units  | Rate   | Amount |
|-------------|-------------|------------|-------------|--------|--------|--------|
| 557-65-1232 | Smith, John | CE 80%     | Gross Wages | 600.00 | 0.0108 | 6.48   |
|             |             | CE 80%     | Gross Wages | 800.00 | 0.0108 | 8.64   |

- To elect to not pay an optional fringe for MULTIPLE EMPLOYEES, click on the [Click Here To Override Employee Contributions By Fund](#) link next to Employee Contribution Details.
  - Click the Select a Fund dropdown list and select the fringe that you wish to not pay.
  - In the amount field for the fringe that is to be overwritten, enter 0.00, or whatever the correct amount is.
  - Click Save to save and this will overwrite the fringe amount to \$0 or the amount you entered. Repeat these steps for any other fringes you would like to overwrite.

*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: Wednesday, April 15, 2020

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

**Contribution Batch**

|                  |                        |                    |            |
|------------------|------------------------|--------------------|------------|
| Contractor Name: | [REDACTED]             | Contractor Number: | [REDACTED] |
| Batch Number:    | CW20-00000021          | Work End Date:     | [REDACTED] |
| CBA:             | 0354 INS - 0354 Inside |                    |            |

**INVOICE # CW20-00000016**

Your Calculated Contributions for work ending 03/31/2020: \$452.40

Remittance Amount Due: \$452.40

Mail Check To:

|             |   |
|-------------|---|
| For Funds:  | DUES  |
| Amount Due: | \$70.00   |
| Address:    | IBEW Local 354 Dues, 3400 West 2100 South, Salt Lake City UT 84119                  |
| For Funds:  | ADMN,NECA,NEBF  |
| Amount Due: | \$21.60   |
| Address:    | Intermountain Chapter NECA, 2125 W. 2300 S., Salt Lake City UT 84119                |
| For Funds:  | APPR,TRNG   |
| Amount Due: | \$24.20   |
| Address:    | UTAH Electrical JATC, 7466 South Redwood Rd, West Jordan UT 84084                   |
| For Funds:  | H&W, DB, DC, EE DC, LMCC, VAC, LRF, DFW   |
| Amount Due: | \$336.60  |
| Address:    | Eighth District Electrical Fringe Benefit Funds , P.O. Box 561239, Denver, CO 80256 |

Invoice #: CW20-00000016  
\* 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: 04/15/2020

- 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.  
*Note: Print the invoice in landscape view to see the full report. Printing in Portrait may result in details being cutoff the report.*
  - Done - Use this option to enter another contribution form before making your payment.

# Enter a New Form - Finalize Contributions

Amount Due:

| Work Class   | Fund                                     | Fund Code | Hours Worked | Flat Rate | Gross Wages | NEBF Gross Wages | EE Deferral | Vacation | Calc Hrs | Basis             | Rate   | Amount          |
|--------------|--|-----------|--------------|-----------|-------------|------------------|-------------|----------|----------|-------------------|--------|-----------------|
| Apprentice 1 | HW-8th District Electrical Benefit Fund  | H&W       | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 7.4000 | \$148.00        |
| Apprentice 1 | DB-8th District Electrical Pension Trust | DB        | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0000 | \$0.00          |
| Apprentice 1 | DC-8th District Electrical Annuity Plan  | DC        | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.5000 | \$10.00         |
| Apprentice 1 | Annuity Plan (Employee Contrib)          | EE DC     | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | EE Deferral       | 1.0000 | \$20.00         |
| Apprentice 1 | Supplemental Pension                     | SP        | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0000 | \$0.00          |
| Apprentice 1 | Personal Care Acnt                       | PCA       | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Split             | 0.0000 | \$0.00          |
| Apprentice 1 | Apprenticeship                           | APPR      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 600.00   | xGross Wage       | 0.0130 | \$7.80          |
| Apprentice 1 | Dues                                     | DUES      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 600.00   | xGross Wage       | 0.0500 | \$30.00         |
| Apprentice 1 | Administration                           | ADMN      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 600.00   | xGross Wage       | 0.0050 | \$3.00          |
| Apprentice 1 | LMCC                                     | LMCC      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0600 | \$1.20          |
| Apprentice 1 | NECA                                     | NECA      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 600.00   | xGross Wage       | 0.0100 | \$6.00          |
| Apprentice 1 | Training                                 | TRNG      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | xHours Worked     | 0.2000 | \$4.00          |
| Apprentice 1 | Vacation                                 | VAC       | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Vacation          | 1.0000 | \$0.00          |
| Apprentice 1 | Cope                                     | COPE      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0000 | \$0.00          |
| Apprentice 1 | National LMCC                            | NLMC      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0000 | \$0.00          |
| Apprentice 1 | Journeyman Upgrade Training Fund         | JUTF      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0000 | \$0.00          |
| Apprentice 1 | Local Retiree Fund                       | LRF       | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.2500 | \$5.00          |
| Apprentice 1 | Drug Free Workplace                      | DFW       | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0500 | \$1.00          |
| Apprentice 1 | NEBF                                     | NEBF      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | xNEBF Gross Wages | 0.0300 | \$0.00          |
| Apprentice 1 | National Electrical Apprenticeship       | NEAP      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0000 | \$0.00          |
| Apprentice 1 | NEIF                                     | NEIF      | 20.00        | 0.00      | 600.00      | 0.00             | 20.00       | 0.00     | 20.00    | Hours Worked      | 0.0000 | \$0.00          |
| Journeyman   | HW-8th District Electrical Benefit Fund  | H&W       | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 7.9000 | \$79.00         |
| Journeyman   | DB-8th District Electrical Pension Trust | DB        | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 2.3800 | \$23.80         |
| Journeyman   | DC-8th District Electrical Annuity Plan  | DC        | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 2.0000 | \$20.00         |
| Journeyman   | Annuity Plan (Employee Contrib)          | EE DC     | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 0.00     | EE Deferral       | 1.0000 | \$0.00          |
| Journeyman   | Supplemental Pension                     | SP        | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.0000 | \$0.00          |
| Journeyman   | Personal Care Acnt                       | PCA       | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 0.00     | Split             | 0.5000 | \$0.00          |
| Journeyman   | Apprenticeship                           | APPR      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 800.00   | xGross Wage       | 0.0130 | \$10.40         |
| Journeyman   | Dues                                     | DUES      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 800.00   | xGross Wage       | 0.0500 | \$40.00         |
| Journeyman   | Administration                           | ADMN      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 800.00   | xGross Wage       | 0.0050 | \$4.00          |
| Journeyman   | LMCC                                     | LMCC      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.0600 | \$0.60          |
| Journeyman   | NECA                                     | NECA      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 800.00   | xGross Wage       | 0.0100 | \$8.00          |
| Journeyman   | Training                                 | TRNG      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | xHours Worked     | 0.2000 | \$2.00          |
| Journeyman   | Vacation                                 | VAC       | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 25.00    | Vacation          | 1.0000 | \$25.00         |
| Journeyman   | Cope                                     | COPE      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.0000 | \$0.00          |
| Journeyman   | National LMCC                            | NLMC      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.0000 | \$0.00          |
| Journeyman   | Journeyman Upgrade Training Fund         | JUTF      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.0000 | \$0.00          |
| Journeyman   | Local Retiree Fund                       | LRF       | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.2500 | \$2.50          |
| Journeyman   | Drug Free Workplace                      | DFW       | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.0500 | \$0.50          |
| Journeyman   | NEBF                                     | NEBF      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 20.00    | xNEBF Gross Wages | 0.0300 | \$0.60          |
| Journeyman   | National Electrical Apprenticeship       | NEAP      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.0000 | \$0.00          |
| Journeyman   | NEIF                                     | NEIF      | 10.00        | 1.00      | 800.00      | 20.00            | 0.00        | 25.00    | 10.00    | Hours Worked      | 0.0000 | \$0.00          |
| <b>TOTAL</b> |  |           |              |           |             |                  |             |          |          |                   |        | <b>\$452.40</b> |

Employee Details:

| Name         | Work Class   | H            | FR          | G               | NGW            | EE           | V            | H&W             | DB             | DC             | EE DC          | SP            | PCA           | APPR           | DUES           | ADMN          | LMCC          | NECA           | TRNG          | V             |
|--------------|--------------|--------------|-------------|-----------------|----------------|--------------|--------------|-----------------|----------------|----------------|----------------|---------------|---------------|----------------|----------------|---------------|---------------|----------------|---------------|---------------|
| DOE, JANE L  | Apprentice 1 | 20.00        | 0.00        | \$600.00        | 0.00           | 20.00        | 0.00         | \$148.00        | \$0.00         | \$10.00        | \$20.00        | \$0.00        | \$0.00        | \$7.80         | \$30.00        | \$3.00        | \$1.20        | \$6.00         | \$4.00        | \$0.00        |
| DOE, JOHN    | Journeyman   | 10.00        | 1.00        | \$800.00        | 20.00          | 0.00         | 25.00        | \$79.00         | \$23.80        | \$20.00        | \$0.00         | \$0.00        | \$0.00        | \$10.40        | \$40.00        | \$4.00        | \$0.60        | \$8.00         | \$2.00        | \$2.00        |
| <b>TOTAL</b> |              | <b>30.00</b> | <b>1.00</b> | <b>1,400.00</b> | <b>\$20.00</b> | <b>20.00</b> | <b>25.00</b> | <b>\$227.00</b> | <b>\$23.80</b> | <b>\$30.00</b> | <b>\$20.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$18.20</b> | <b>\$70.00</b> | <b>\$7.00</b> | <b>\$1.80</b> | <b>\$14.00</b> | <b>\$6.00</b> | <b>\$2.00</b> |

Please Note: The rate shown for the H&W fund will reflect both the H&W rate plus the PCA rate. No contributions to the PCA fund will be shown on the website. Once the record is imported into the BeneSys data system, the PCA rate is split and allocated at the Employee level after processing outgoing reciprocity.

# Enter a New Form - Pay Invoice(s)

Welcome Democontractor      Last Signed In: Wednesday, April 15, 2020

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Pending Payment

Select Contractor: [REDACTED] INC      Invoice Number: [REDACTED]  
\* Invoice Begin Date: 3/15/2020      \* Invoice End Date: 4/15/2020

Search      Clear

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the IBEW Eighth District Electrical Fringe Benefit Funds, all payments received past the due date of the contribution are subject to liquidated damages of: ten percent (10%) of delinquent contributions. In addition, interest will accrue at the prime rate plus two percent (2%) to be assessed from the delinquent date, until delinquent contributions are paid in full.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 4846100393.

Pending Invoice:

Select Invoice      Cancel

|                                     | Invoice #                     | Wrk Date   | Section Code | Section                               | Cont No.   | Amount     | Pay Amount | Submitted By   | Trans. Date |
|-------------------------------------|-------------------------------|------------|--------------|---------------------------------------|------------|------------|------------|----------------|-------------|
| <input checked="" type="checkbox"/> | <a href="#">CW20-00000016</a> | 03/31/2020 | 0354 INS     | 0354 Inside                           | [REDACTED] | \$452.40   | \$336.60   | DemoContractor | 04/15/2020  |
| <input type="checkbox"/>            | <a href="#">CW20-00000012</a> | 03/31/2020 | 0354 CECW    | 0354 Construction Electrician/Wireman | [REDACTED] | \$2,519.70 | \$1,655.70 | DemoContractor | 04/15/2020  |

Select Invoice      Cancel

- 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: Wednesday, April 15, 2020

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

Pending Payment

**Payment Summary**  
**(1) Invoice Selected**  
**Total amount due: \$336.60**

[Make Payment](#)   [Edit Selection](#)

Select Contractor:    Invoice Number:   
\* Invoice Begin Date:    \* Invoice End Date:   
[Search](#)   [Clear](#)

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the IBEW Eighth District Electrical Fringe Benefit Funds, all payments received past the due date of the contribution are subject to liquidated damages of: ten percent (10%) of delinquent contributions. In addition, interest will accrue at the prime rate plus two percent (2%) to be assessed from the delinquent date, until delinquent contributions are paid in full.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 4846100393.

Pending Invoice:

[Select Invoice](#)   [Cancel](#)

|                                     | <u>Invoice #</u> | <u>Wrk Date</u> | <u>Section Code</u> | <u>Section</u>                        | <u>Cont No.</u> | <u>Amount</u> | <u>Pay Amount</u> | <u>Submitted By</u> | <u>Trans. Date</u> |
|-------------------------------------|------------------|-----------------|---------------------|---------------------------------------|-----------------|---------------|-------------------|---------------------|--------------------|
| <input checked="" type="checkbox"/> | CW20-00000016    | 03/31/2020      | 0354 INS            | 0354 Inside                           |                 | \$452.40      | \$336.60          | DemoContractor      | 04/15/2020         |
| <input type="checkbox"/>            | CW20-00000012    | 03/31/2020      | 0354 CECW           | 0354 Construction Electrician/Wireman |                 | \$2,519.70    | \$1,655.70        | DemoContractor      | 04/15/2020         |

[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: Wednesday, April 15, 2020

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

**Make Payment**

| Invoice#      | Wrk Date   | Section     | Cont No.   | Amount          | Pay Amount      |
|---------------|------------|-------------|------------|-----------------|-----------------|
| CW20-00000016 | 03/31/2020 | 0354 Inside | [REDACTED] | \$452.40        | \$336.60        |
| <b>TOTAL</b>  |            |             |            | <b>\$452.40</b> | <b>\$336.60</b> |

Total Invoice Amount : **\$336.60**  
Invoice Adjustment Amount:   
Total Amount Due: **\$336.60**  
Adjustment Reason:  
  
Pay By:  ACH(Online)  Check

**Submit**   **Cancel**   **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 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).

## Make Payment

| Invoice#      | Wrk Date   | Section     | Cont No.   | Amount          | Pay Amount      |
|---------------|------------|-------------|------------|-----------------|-----------------|
| CW20-00000016 | 03/31/2020 | 0354 Inside | [REDACTED] | \$452.40        | \$336.60        |
| <b>TOTAL</b>  |            |             |            | <b>\$452.40</b> | <b>\$336.60</b> |

Total Invoice Amount : **\$336.60**Invoice Adjustment Amount: Total Amount Due: **\$336.60**

Adjustment Reason:

Pay By:  ACH(Online)  Check
  

- Now select your Pay By type (*Note: Please see Payment Address List on pages 18/19*)
  - 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:



Get New Image

Please enter the characters as shown in the image.

Approver Email List

No Approver list found.

### ACH Payment

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the IBEW Eighth District Electrical Fringe Benefit Funds, all payments received past the due date of the contribution are subject to liquidated damages of: ten percent (10%) of delinquent contributions. In addition, interest will accrue at the prime rate plus two percent (2%) to be assessed from the delinquent date, until delinquent contributions are paid in full.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 4846100393.

|   |  |
|---|--|
| Total Amount Due: <b>\$336.60</b>   |  |
| Bank Account Number: ( Last 4 digits )  |  |
| Routing Number: ( Last 4 digits )   |  |
| Bank Name:  |  |
| Account Type:   |  |
| Settlement Date: <input type="text"/>   |  |
| <input type="button" value="Add Bank Account"/> <input type="button" value="Cancel"/> |  |
| *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.

## Payment Addresses By Local/Fund

| <u>Local</u> | <u>Fund</u> | <u>Payment Address</u>  |
|--------------|-------------|---|
| 12           | NEBF        | Southern Colorado Chapter NECA, P.O. Box 61000, Colorado Springs CO 80960                 |
| 113          | NEBF        | Southern Colorado Chapter NECA, P.O. Box 61000, Colorado Springs CO 80960                 |
| 113          | VAC         | One Thirteen Credit Union, 3505 North Chestnut Street, Colorado Springs CO 80907          |
| 233          | ADMN        | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                                      |
| 233          | APPR        | Montana Apprenticeship Trust, Montana JATC, 2616 Bozeman Ave. Helena, MT 59601            |
| 233          | DUES        | IBEW Local 233 Dues, P.O. Box 131, Helena MT 59624  |
| 233          | JUTF        | Montana Apprenticeship Trust, Montana JATC, 2616 Bozeman Ave., Helena MT 59601            |
| 233          | NEBF        | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                                      |
| 233          | NECA        | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                                      |
| 291          | ADMN        | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713                      |
| 291          | APPR        | Southwestern Idaho Electrical JATC, 12302 W Explorer Drive Suite 120 Boise, ID 83713      |
| 291          | DUES        | IBEW Local 291 Dues, 225 North 16th Street, Boise ID 83706                                |
| 291          | LMCC        | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713                      |
| 291          | NEBF        | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713                      |
| 291          | NECA        | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713                      |
| 291          | NLMC        | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713                      |
| 322          | DUES        | IBEW Local 322 Dues, 691 English Drive, Casper WY 82601                                   |
| 322          | NEBF        | Wyoming Chapter NECA, 158 S. Fenway, Casper WY 82601                                      |
| 322          | VAC         | IBEW Local 322 Vacation Account, 691 English Drive, Casper WY 82601                       |
| 354          | ADMN        | Intermountain Chapter NECA, 2125 W. 2300 S., Salt Lake City UT 84119                      |
| 354          | APPR        | UTAH Electrical JATC, 7466 South Redwood Rd, West Jordan UT 84084                         |
| 354          | COPE        | IBEW Local 354 Voluntary Contribution Fund, 3400 West 2100 South, Salt Lake City UT 84119 |
| 354          | DUES        | IBEW Local 354 Dues, 3400 West 2100 South, Salt Lake City UT 84119                        |
| 354          | NEBF        | Intermountain Chapter NECA, 2125 W. 2300 S., Salt Lake City UT 84119                      |
| 354          | NECA        | Intermountain Chapter NECA, 2125 W. 2300 S., Salt Lake City UT 84119                      |
| 354          | TRNG        | Utah Electrical JATC, 7466 South Redwood Rd, West Jordan UT 84084                         |
| 415          | COPE        | IBEW PAC, FBO: Local Union 415, 810 Fremont Ave, Cheyenne WY 82001                        |
| 415          | DUES        | IBEW Local 415 Dues, 810 Fremont Ave, Cheyenne WY 82001                                   |
| 415          | LMCC        | IBEW Local Labor MGMT 415, 810 Fremont Ave, Cheyenne WY 82001                             |
| 415          | NEBF        | Wyoming Chapter NECA, 158 S. Fenway, Casper WY 82601                                      |

|     |      |  |
|-----|------|--|
| 415 | VAC  | Local #415 IBEW Vacation Account, 810 Fremont Ave, Cheyenne WY 82001           |
| 449 | ADMN | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713           |
| 449 | DUES | IBEW Local 449 Dues, 1537 Baldy Ave., Pocatello ID 83201                       |
| 449 | LMCC | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713           |
| 449 | NEBF | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713           |
| 449 | NECA | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713           |
| 449 | NLMC | Idaho Chapter NECA, 12302 W Explorer Drive Suite 120, Boise ID 83713           |
| 532 | ADMN | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                           |
| 532 | APPR | Montana Apprenticeship Trust, Montana JATC, 2616 Bozeman Ave. Helena, MT 59601 |
| 532 | DUES | IBEW Local 532 Dues, P.O. Box 80005, Billings MT 59108                         |
| 532 | JUTF | Montana Apprenticeship Trust, Montana JATC, 2616 Bozeman Ave., Helena MT 59601 |
| 532 | NEBF | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                           |
| 532 | NECA | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                           |
| 768 | ADMN | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                           |
| 768 | APPR | Montana Apprenticeship Trust, Montana JATC, 2616 Bozeman Ave. Helena, MT 59601 |
| 768 | DUES | IBEW Local 768 Dues, PO Box 1095, Kalispell MT 59903                           |
| 768 | JUTF | Montana Apprenticeship Trust, Montana JATC, 2616 Bozeman Ave., Helena MT 59601 |
| 768 | NEBF | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                           |
| 768 | NECA | Montana Chapter NECA, P.O. Box 6848, Helena MT 59604                           |

# Modify A Saved Contribution Form

Welcome Democontractor      Last Signed In: Thursday, March 19, 2020

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: **ELECTRIC**

Process Contribution:

- Enter New Contribution
- Modify / Submit Saved Contribution**
- Upload Contribution File
- Copy / Modify Previous Report Form

\*Batch Number:  | Work EndDate

- 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:   | ELECTRIC  |                 |               |                 |               |               |                   |            |            |               |                   |            |            |
|--|---|-----------------|---------------|-----------------|---------------|---------------|-------------------|------------|------------|---------------|-------------------|------------|------------|
| Process Contribution:  | Modify / Submit Saved Contribution                                    |                 |               |                 |               |               |                   |            |            |               |                   |            |            |
| *Batch Number:   | Batch Number   CBA   Work StartDate   Work EndDate<br>CW20-00000029 x |                 |               |                 |               |               |                   |            |            |               |                   |            |            |
| <table border="1"><thead><tr><th>Batch Number</th><th>CBA</th><th>Work Start Date</th><th>Work End Date</th></tr></thead><tbody><tr><td>CW20-00000029</td><td>( 768U H ) 768U H</td><td>02/01/2020</td><td>02/29/2020</td></tr><tr><td>CW20-00000027</td><td>( 768U H ) 768U H</td><td>02/01/2020</td><td>02/29/2020</td></tr></tbody></table> |   | Batch Number    | CBA           | Work Start Date | Work End Date | CW20-00000029 | ( 768U H ) 768U H | 02/01/2020 | 02/29/2020 | CW20-00000027 | ( 768U H ) 768U H | 02/01/2020 | 02/29/2020 |
| Batch Number   | CBA   | Work Start Date | Work End Date |                 |               |               |                   |            |            |               |                   |            |            |
| CW20-00000029  | ( 768U H ) 768U H   | 02/01/2020      | 02/29/2020    |                 |               |               |                   |            |            |               |                   |            |            |
| CW20-00000027  | ( 768U H ) 768U H   | 02/01/2020      | 02/29/2020    |                 |               |               |                   |            |            |               |                   |            |            |

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

|                               |                         |  |                      |      |            |
|-------------------------------|-------------------------|--|----------------------|------|------------|
| <b>Welcome Democontractor</b> |                         | Last Signed In: Thursday, March 19, 2020 |                      |      |            |
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## Electronic Contribution

Select the contractor from the list to submit your contributions

|   |   |
|---|---|
| <b>Select Contractor:</b>   | ELECTRIC  |
| <b>Work Start Date:</b>   | Enter New Contribution  |
|   | Modify / Submit Saved Contribution                            |
|   | <b>Upload Contribution File</b>                               |
|   | Copy / Modify Previous Report Form                            |
| <b>Contribution Type:</b>   | Regular Contribution  |
| <b>CBA:</b>   | 768U H  |
| <b>*File Name:</b>  | <input type="text"/> <input type="button" value="Browse..."/> |
| <input type="button" value="Submit"/> <input type="button" value="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 | Gross Wages | NEBF Gross | EE Deferral | Vacation | Cope | Dues<br>1= Yes, 0 = No |
|-------------|------------|-----------|------------|----------------|--------------|-----------|-------------|------------|-------------|----------|------|------------------------|
| 1 123456789 | JRNY       | DOE       | JOHN       |                | 10           | 1         | 800         |            | 20          |          |      | 3.75                   |
| 2 987654321 | APP1       | DOE       | JANE       | L              | 20           |           | 600         |            | 20          |          |      | 2.50                   |
| 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 of the fund's work classes are on the “Employer Information” page; under “Employer Forms”.**

|   |                         |                      |  |      |            |
|---|-------------------------|----------------------|--|------|------------|
| Welcome Democontractor  |                         |                      | Last Signed In: Wednesday, April 15, 2020                        |      |            |
| Home  | Electronic Contribution | Contribution Payment | Employer Information   | News | Contact Us |
| <b>Forms</b><br><a href="#">Website User Manual</a><br><a href="#">Work Class Codes</a> |                         |                      | <a href="#">Employer Forms</a><br><a href="#">Employer Links</a> |      |            |

# Upload a Contribution File

Welcome Democontractor

Last Signed In: Friday, February 12, 2021

|      |                         |                      |                      |      |            |
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|------|-------------------------|----------------------|----------------------|------|------------|

## Contribution Entry Form

Your contribution information is saved for future submission. It will be available for 120 days.

| Contribution Batch |                        |  |  |                    |            |  |  |  |  |  |  |
|--------------------|------------------------|--|--|--------------------|------------|--|--|--|--|--|--|
| Contractor Name:   | [REDACTED] INC         |  |  | Contractor Number: | [REDACTED] |  |  |  |  |  |  |
| Batch Number:      | CW21-00000028          |  |  | Work End Date:     | 01/31/2021 |  |  |  |  |  |  |
| CBA:               | 0354 INS - 0354 Inside |  |  |                    |            |  |  |  |  |  |  |



[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 | Gross Wages | NEBF Gross Wages | EE Deferral | Vacation | COPE | Dues                                | Delete?                  |
|--------|-----------|--------------|------------|----|-----------|--------------|-----------|-------------|------------------|-------------|----------|------|-------------------------------------|--------------------------|
| 1      | 012345678 | JOURNEYMAN   | JOHN       |    | DOE       | 10           | 1         | 800         | 20               | 0.00        | 25       | 3.75 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2      | 876543210 | APPRENTICE 1 | JANE       | L  | DOE       | 20           | 0.00      | 600         | 0.00             | 20          | 0.00     | 2.50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3      |           | APPRENTICE 1 |            |    |           | 0.00         | 0.00      | 0.00        | 0.00             | 0.00        | 0.00     | 0.00 | <input checked="" type="checkbox"/> | <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, March 20, 2020 |                      |      |            |
| Home                   | Electronic Contribution | Contribution Payment                   | Employer Information | News | Contact Us |

## Electronic Contribution

Select the contractor from the list to submit your contributions

|   |  |
|---|--|
| Select Contractor:  | <input type="text" value="REDACTED"/> ELECTRIC <input type="button" value="▼"/>  |
| Work Start Date:  | <input type="button" value="Enter New Contribution"/><br><input type="button" value="Modify / Submit Saved Contribution"/><br><input type="button" value="Upload Contribution File"/><br><input type="button" value="Copy / Modify Previous Report Form"/> |
| Process Contribution:   | <input type="button" value="Work End Date: 2/29/2020"/>  |
| *Invoice Number:  | <input type="button" value="Invoice Number   CBA   Work StartDate   Work EndDate"/><br><input type="button" value="▼"/>  |
| <input type="checkbox"/> <b>Check here to zero out hours and amounts from copied data</b> |  |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/>               |  |

- 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      Last Signed In: Friday, March 20, 2020

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

**Electronic Contribution**

Process Contribution      View All Contributions      Frequently Asked Questions

Select the contractor from the dropdown menu to view contributions.

**Select Contractor:** [Redacted] ELECTRIC

**Work Start Date:** 2/1/2020      **Work End Date:** 2/29/2020

**Process Contribution:** Enter New Contribution

**Contribution Type:** Regular Contribution

**CBA:** 768U H       **Report no Hours**

**Buttons:** Submit      Cancel

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

# How to View Past Contribution Forms

|                               |   |   |                                      |                      |                            |
|-------------------------------|---|---|--------------------------------------|----------------------|----------------------------|
| <b>Welcome Democontractor</b> |   | <b>Last Signed In: Friday, March 20, 2020</b> |                                      |                      |                            |
| <a href="#">Home</a>          | <a href="#">Electronic Contribution</a> | <a href="#">Contribution Payment</a>          | <a href="#">Employer Information</a> | <a href="#">News</a> | <a href="#">Contact Us</a> |

## [View All Contributions](#)

|  |   |   |
|--|---|---|
| <b>Select Contractor:</b> <input type="button" value="Select Contractor"/> | <b>Begin Date:</b> <input type="button" value="2/20/2020"/> | <b>End Date:</b> <input type="button" value="3/20/2020"/> |
| <input type="button" value="Search"/>                                      |   |   |

**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: Thursday, April 9, 2020 |
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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.

| Invoice #     | Wrk Date   | Section Code | Section     | No.Empl | Cont No. | Contractor | Amount   | Status  | Payment | Deposit Dt | Submitter      | Trans. Dt  | Del                      |
|---------------|------------|--------------|-------------|---------|----------|------------|----------|---------|---------|------------|----------------|------------|--------------------------|
| CW20-00000004 | 03/31/2020 | 0354 INS     | 0354 Inside | 2       |          | C INC      | \$391.60 | Pending |         |            | DemoContractor | 04/09/2020 | <input type="checkbox"/> |

- If you wish to delete any of the invoices shown, you may do so from this screen, however, you can only delete invoices with a “Pending” status. To delete these invoices, check the box in the Del column next to the invoices to be deleted, then click the Delete Contribution button at the bottom of the page.
- To delete invoices with an “In Process” status, you will need to contact the fund office.
- Invoices with a “Paid” status cannot be deleted, as these have already been processed and entered into the contributions system.

# How to Make Payments on Multiple Saved Forms

Welcome Democontractor      Last Signed In: Friday, March 20, 2020

|  |                         |  |                      |  |            |
|--|-------------------------|--|----------------------|--|------------|
| Home   | Electronic Contribution | Contribution Payment   | Employer Information | News   | Contact Us |
| <b>Introduction</b><br><br>You now have the power to access information 24 hours |                         | <b>Contribution Payment</b><br><br>Make a Payment<br>View All Payment<br>Account Management<br>Make Variance Payment |                      | <b>News / Events</b><br><br>No news/events are 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.

- 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: Thursday, April 9, 2020

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Pending Payment

Select Contractor: [REDACTED] RIC INC      Invoice Number: [REDACTED]  
\* Invoice Begin Date: 3/9/2020      \* Invoice End Date: 4/9/2020

Search      Clear

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the IBEW Eighth District Electrical Fringe Benefit Funds, all payments received past the due date of the contribution are subject to liquidated damages of: ten percent (10%) of delinquent contributions. In addition, interest will accrue at the prime rate plus two percent (2%) to be assessed from the delinquent date, until delinquent contributions are paid in full.

Pending Invoice:

Select Invoice      Cancel

|                                     | Invoice #     | Wrk Date   | Section Code | Section     | Cont No.   | Amount   | Submitted By   | Trans. Date |
|-------------------------------------|---------------|------------|--------------|-------------|------------|----------|----------------|-------------|
| <input checked="" type="checkbox"/> | CW20-00000004 | 03/31/2020 | 0354 INS     | 0354 Inside | [REDACTED] | \$391.60 | DemoContractor | 04/09/2020  |

Select Invoice      Cancel

- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice # 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 (314) 656-1085 or Toll Free (844) 989-2321 and ask to speak with someone from our Contributions Team.**