

# 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



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

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### Introduction

You now have the power to access information 24 hours a day, 7 days a week.

#### To Navigate this site:

- Click on a header on the top. This opens your submenu options.

#### To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

**If your login was successful** you'll be directed to the appropriate page to begin.

**If your login was invalid** you'll be directed back to the login screen where you will have the chance to try again.

### 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

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**Introduction**

You now have the power to manage your contributions 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.

**Process Contribution**  
**View All Contributions**  
**Frequently Asked Questions**

**News / Events**

No news/events are available

- **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		
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## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<div>CTRIC INC</div>	
Work Start Date:	<div>3/1/2020</div>	Work End Date: <div>3/31/2020</div>
Process Contribution:	<div>Enter New Contribution Modify / Submit Saved Contribution Upload Contribution File Copy / Modify Previous Report Form</div>	
Contribution Type:		
CBA:	<div>0354 Inside</div>	<input type="checkbox"/> Report no Hours
	<div>Submit</div>	<div>Cancel</div>

- **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		
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## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<div>██████████ ELECTRIC INC</div>	
Work Start Date:	<div>3/1/2020</div>	Work End Date: <div>3/31/2020</div>
Process Contribution:	<div>Enter New Contribution</div>	
Contribution Type:	<div>Regular Contribution</div>	
CBA:	<div>0354 Inside</div>	<input type="checkbox"/> Report no Hours
<div>Submit Cancel</div>		

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 Demoscontractor Last Signed In: Friday, February 12, 2021

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## Contribution Entry Form

**Contribution Batch**

Contractor Name: [REDACTED] Contractor Number: [REDACTED]  
 Batch Number: CW21-00000026 Work End Date: [REDACTED]  
 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

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### 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 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 Acct	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>

Save
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 Acct	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>

Save
Close

- 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 ▼

Save Close

**Fund Override**

Select a Fund: NECA ▼

SSN	Full Name	Work Class	Basis	Units	Rate	Amount
██████████	██████████	CE 80%	Gross Wages	600.00	0.0108	6.48
██████████	██████████	CE 80%	Gross Wages	800.00	0.0108	8.64

Save Close

- 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			
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<b>Contribution Batch</b>					
Contractor Name:		[REDACTED]		Contractor Number:	
Batch Number:		CW20-00000021		Work End Date:	
CBA:		0354 INS - 0354 Inside		[REDACTED]	

  

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			
		<input type="button" value="Pay Now"/> <input type="button" value="Print Invoice"/> <input type="button" value="Done"/>			

- 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 Acct	PCA	20.00	0.00	600.00	0.00	20.00	0.00	0.00	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	0.00	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	0.00	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 Acct	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	\$1
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
<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>\$25</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)

## Pending Payment

Select Contractor: [REDACTED] INC Invoice Number:

\* 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

<input type="checkbox"/>	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)

## Pending Payment

### Payment Summary

(1) Invoice Selected

Total amount due: \$336.60

Make Payment

Edit Selection

Select Contractor:

[Redacted] IC INC

Invoice Number:

\* 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"/>	CW20-00000016	03/31/2020	0354 INS	0354 Inside	[Redacted]	\$452.40	\$336.60	DemoContractor	04/15/2020
<input type="checkbox"/>	CW20-00000012	03/31/2020	0354 CECW	0354 Construction Electrician/Wireman	[Redacted]	\$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		\$452.40	\$336.60
TOTAL				\$452.40	\$336.60

Total Invoice Amount : **\$336.60**

Invoice Adjustment Amount:

Total Amount Due: **\$336.60**

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).

Make Payment

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

Total Invoice Amount :

\$336.60

Invoice Adjustment Amount:

\$0.00

Total Amount Due:

\$336.60

Adjustment Reason:

Pay By:
☒ ACH(Online)
☐ Check

Submit
Cancel
Back

- 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:

Submit

Cancel

Approver Email List

Add New Approver

No Approver list found.



Welcome Democontractor			Last Signed In: Wednesday, April 15, 2020		
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

## 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: \$336.60**

Bank Account Number: ( Last 4 digits )

Routing Number: ( Last 4 digits )

Bank Name:

Account Type:

Settlement Date:

\*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:	<div><div></div><div>ELECTRIC</div><div>▼</div></div>
Process Contribution:	<div>Enter New Contribution</div> <div>Modify / Submit Saved Contribution</div> <div>Upload Contribution File</div> <div>Copy / Modify Previous Report Form</div>
*Batch Number:	<div></div> <div>▼</div>
	<div>Submit</div> <div>Cancel</div>

- 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: 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:**

Modify / Submit Saved Contribution

▼

**\*Batch Number:**

Batch Number | CBA | Work StartDate | Work EndDate

CW20-00000029 x

▼

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

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:	<div><div></div><div>ELECTRIC</div></div>	
Work Start Date:	<div>Enter New Contribution Modify / Submit Saved Contribution <b>Upload Contribution File</b> Copy / Modify Previous Report Form</div>	Work End Date: <div>2/29/2020</div>
Process Contribution:		
Contribution Type:	<div>Regular Contribution</div>	
CBA:	<div>768U H</div>	
*File Name:	<div></div>	<div>Browse...</div>
	<div>Submit</div>	<div>Cancel</div>

- 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 1= Yes, 0 = No
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	123456789	JRNY	DOE	JOHN		10	1	800	20		25	3.75	0
2	987654321	APP1	DOE	JANE	L	20		600		20		2.50	1
3													

# Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All 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>			Employer Forms		
<a href="#">Website User Manual</a>			Employer Links		
<a href="#">Work Class Codes</a>					



# Upload a Contribution File

Welcome Democontractor					Last Signed In: Friday, February 12, 2021	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us	

## Contribution Entry Form

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

Contribution Batch			
Contractor Name:	██████████ INC	Contractor Number:	██████████
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:

ELECTRIC

▼

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

Work Start Date:

Work End Date:

2/29/2020

▼

Process Contribution:

Invoice Number | CBA | Work StartDate | Work EndDate

▼

\*Invoice Number:

▼

☐ Check here to zero out hours and amounts from copied data

Submit

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 Contributions

**Select Contractor:** XXXXXXXXXX ELECTRIC ▼

**Work Start Date:**  ▼ **Work End Date:**  ▼

**Process Contribution:**  ▼

**Contribution Type:**  ▼

**CBA:**  ▼ ☐ Report no Hours

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

# How to View Past Contribution Forms

Welcome Democontractor				Last Signed In: Friday, March 20, 2020	
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: Thursday, April 9, 2020	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us		

[View All Contributions](#)

Select Contractor:

Begin Date:

3/9/2020

End Date:

4/9/2020

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.**

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

Delete Contribution(s)

- 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

Introduction

You now have the power to access information 24 hours

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.

Make a Payment

View All Payment

Account Management

Make Variance Payment

News / Events

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: Thursday, April 9, 2020

Home

Electronic Contribution

Contribution Payment

Employer Information

News

Contact Us

## Pending Payment

Select Contractor:

RIC INC

Invoice Number:

\* 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

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	<a href="#">CW20-00000004</a>	03/31/2020	0354 INS	0354 Inside		\$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.**