Local Union 598 Plumbing & Pipefitting Industry Trust Funds Electronic Contribution Website Quick Start Guide

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

- How to process a new contribution form

- How to process payments via ACH

- How to modify a saved contribution formHow 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
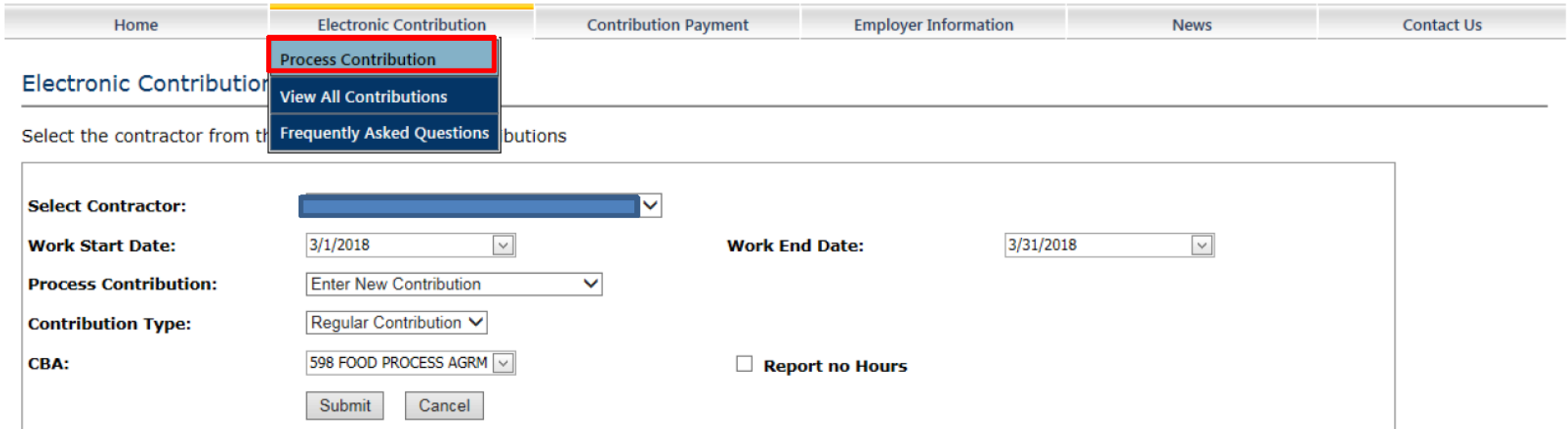
- How to pay multiple saved invoices

Web Address:
http://www.UA598employers.org

Local Union 598 Plumbing & Pipefitting Industry Trust Funds

Login
Wednesday, April 4, 2018

* User Name:

* Password:

Login

Create an Account Forgot Password?

- **To log into this site, you will need a user ID and Password. To receive this, you will need to register by clicking on the "Create an Account" option in the top right corner of the website. To complete this step you will need a 16 digit Identification number. This will be provided in a separate letter to be mailed to the address we have on file.**

- **A second option is to call, and someone will assist you.**

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Let's Get Started

- **To begin entering employee contribution information, click on the Electronic Contribution Tab and select Process Contribution as shown above.**
  - **This option will allow you to create and process contributions**

Processing Contributions

Select Contractor: `[                    ▼]`

Work Start Date: `3/1/2018 [▼]`

Process Contribution: `Enter New Contribution ▼`

Contribution Type: `Regular Contribution ▼`

CBA: `598 FOOD PROCESS AGRM ▼`

`[ Submit ]` `[ Cancel ]`

- **Enter New Contribution** – This allows manual 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

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Entering a New Form

Select Contractor: [_____▼]

Work Start Date: [3/1/2018 ▼]   **Work End Date:** [3/31/2018 ▼]

Process Contribution: [Enter New Contribution ▼]

Contribution Type: [Regular Contribution ▼]

CBA: [598 FOOD PROCESS AGRM ▼]   ☐ **Report no Hours**

[Submit]   [Cancel]

1. Select the <u>Contractor</u>: **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 <u>Work Start Date</u> and <u>Work End Date</u>. **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 end dates.**

3. Select <u>Enter New Contribution</u>.

4. **The contribution type should always be** <u>Regular Contribution</u>.

5. **Select the appropriate** <u>CBA</u> **based on the work you are reporting. This will pull the fringe rates for that CBA.**

6. **To report no work, please check the "Report no Hours" box.**

7. **Finally, click** <u>Submit</u> **to begin entry.**

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Enter a New Form - Contribution Entry

Contribution Entry Form

Contribution Batch

Contractor Name:	
Batch Number:	CW18-00000023
CBA:	FOOD_PL - 598 FOOD PROCESS AGRMT

Contractor ID:	PL0202446
Work End Date:	03/31/2018

🖫 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	Gross Wages	Savings Amt	PEC Amt	PAC Amt	IAPD Amt	FIAP Amt	Delete?
2		APPR 5TH SIX MONTH-AFTER 5/31/13 ⌄				0.00	0.00	0.00	0.00	0.00	0.00	0.00	☐

- **This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered the Social Security Number and Tab across the fields. New Employee's information will need to be manually entered in each field.**

- **Your agreement will determine the fields you need to enter. Blank amounts are not allowed.**

- **You can select Save and Complete Later if you need to do something else and come back later to finish your contribution entry, this save what you have currently input and lets you pick up where you left off.**

- **Once all employee's hours and wages are entered, click on Calculate Contribution, and the following screen shows.**

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Enter a New Form – Calculate Contributions

Process Contribution

Contribution Batch

Contractor Name:		Contractor ID:	PL0202446
Batch Number:	CW18-00000023	Work End Date:	03/31/2018
CBA:	FOOD_PL - 598 FOOD PROCESS AGRMT		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Gross Wages	Savings Amt	PEC Amt	PAC Amt	IAPD Amt	FIAP Amt	Amount	
APPR 5TH SIX MONTH-AFTER 5/31/13		40.00	10.00	10.00	10.00	10.00	10.00	10.00	$739.50	View Details
TOTAL		**40.00**	**10.00**	**10.00**	**10.00**	**10.00**	**10.00**	**10.00**	**$739.50**	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Savings Amt	PEC Amt	PAC Amt	IAPD Amt	FIAP Amt	Amount	
123456789	APPR 5TH SIX MONTH-AFTER 5/31/13	Data	M	Test	40.00	10.00	10.00	10.00	10.00	10.00	10.00	$739.50	View Details
TOTAL					**40.00**	**10.00**	**10.00**	**10.00**	**10.00**	**10.00**	**10.00**	**$739.50**	

[Back] [Finalize Contribution] [Cancel]

- **Screen allows you to see how fringes are calculated, you are also allowed to make modifications from this screen**
  - o **Contractor Contribution Details View Details button shows screen with breakdown of calculated fringes**
    - ▪ **See next page for option to not pay certain fringes on all employees**
  - o **Employee Contribution Details View Details button shows fringes calculated for that Employee.**

- **Back button, click this to go back to prior screen and adjust contributions information. At no time should you use the browser to return to the previous page (back arrow in upper left corner of browser window), that will cause all previously entered information to be lost.**
- **When you agree with all the information choose Finalize Contribution button, once you select this you cannot go back and make any changes, so make sure everything is correct before Finalizing.**

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Enter a New Form - Finalize Contributions

Contribution Batch

Contractor Name:		**Contractor ID:**	PL0202446
Batch Number:	CW18-00000023	**Work End Date:**	03/31/2018
CBA:	FOOD_PL - 598 FOOD PROCESS AGRMT		

INVOICE # CW18-00000017

Your Calculated Contributions for work ending 03/31/2018:	$739.50
Remittance Amount Due:	$739.50
Invoice #:	CW18-00000017 * 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:	04/04/2018

[Pay Now] [Print Invoice] [Done]

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Gross Wages	Savings Amt	PEC Amt	PAC Amt	IAPD Amt	FIAP Amt	Calc Hrs	Basis	Rate	Amount
APPR 5TH SIX MONTH-AFTER 5/31/13	Health & Welfare	H&W	40.00	10.00	10.00	10.00	10.00	10.00	10.00	40.00	Hours Worked	11.6500	$466.00
APPR 5TH SIX MONTH-AFTER 5/31/13	WASH STATE PEN PLAN	PENDB	40.00	10.00	10.00	10.00	10.00	10.00	10.00	40.00	Hours Worked	1.9500	$78.00
APPR 5TH SIX MONTH-AFTER 5/31/13	SUPPL PENSION PLAN-DC PLAN	PENDC	40.00	10.00	10.00	10.00	10.00	10.00	10.00	40.00	Hours Worked	1.9500	$78.00
APPR 5TH SIX MONTH-AFTER 5/31/13	INDUSTRY ADV PRGM DUES	IAPD	40.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	IAPD Amt	1.0000	$10.00
APPR 5TH SIX MONTH-AFTER 5/31/13	JATC (TRAINING FUND)	JATC	40.00	10.00	10.00	10.00	10.00	10.00	10.00	40.00	Hours Worked	1.6300	$65.20
APPR 5TH SIX MONTH-AFTER 5/31/13	LABOR MGMT COOPERTE C TRST	LMCC	40.00	10.00	10.00	10.00	10.00	10.00	10.00	40.00	Hours Worked	0.3000	$12.00
APPR 5TH SIX MONTH-AFTER 5/31/13	PAC-POLITICAL ACT COMMITTE	PAC	40.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	PAC Amt	1.0000	$10.00
APPR 5TH SIX MONTH-AFTER 5/31/13	PEC-POLITICAL EDUCATION CO	PEC	40.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	PEC Amt	1.0000	$10.00
APPR 5TH SIX MONTH-AFTER 5/31/13	SAVINGS PLAN	SAV	40.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	Savings Amt	1.0000	$10.00
APPR 5TH SIX MONTH-AFTER 5/31/13	UNION DUES	DUES	40.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	Gross Wages	0.0300	$0.30
TOTAL													**$739.50**

Employee Details:

Name	Work Class	HW	GW	SAVA	PECA	PACA	IAPDA	FIAPA	H&W	H&WA	PENDB	PENDC	IAPD	JATC	LMCC	PAC
Test, Data M	APPR 5TH SIX MONTH-AFTER 5/31/13	40.00	10.00	10.00	10.00	10.00	10.00	10.00	$466.00	$0.00	$78.00	$78.00	$10.00	$65.20	$12.00	$10.00
TOTAL		40.00	10.00	10.00	10.00	10.00	10.00	10.00	$466.00	$0.00	$78.00	$78.00	$10.00	$65.20	$12.00	$10.00

- **Clicking Finalize Contribution will take you to the above screen, which gives the below options.**
  - **Pay Now** – Takes you to the next step so you can remit payment via ACH or Check
  - **Print Invoice** – Use this option to print a copy of the invoice for your records
  - **Done** - Use this option to enter another contribution form before making your payment

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Enter a New Form - Pay Invoice(s)

Pending Payment

Select Contractor: [▼]   **Invoice Number:** [   ]

* Invoice Begin Date: 3/4/2018 [▼]   *** Invoice End Date:** 4/4/2018 [▼]

[Search] [Clear]

Starts the 20th of the month
Health - LD's = 10% of delinquent H&W and Vacation Contributions.
If lawsuit is filed - liable for an equal to the greater or interest at the rate of 12% per annum from the date contributions became due until paid, or LD's in an amount equal 20% of delinquent contributions
Supplemental Pension - LD's = 10% of delinquent supplemental pension contributions
If lawsuit is filed - liable for an equal to the greater of interest at the rate of 12% per annum from date the contributions became due until paid or LD's in an amount equal 20% of the delinquent contributions
Training - LD's = 10% of delinquent training contributions
Cooperation - LD's = 10% of delinquent coorperation contributions.
If lawsuit is filed - liable for an amount equal to the greater of interest at the rate of 12% per annum from the date the contributions become due until paid, or LD's = 20% of deliquent contributions

Pending Invoice:

[Select Invoice] [Cancel]

☑	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW18-00000017	03/31/2018	FOOD_PL	598 FOOD PROCESS AGRMT	PL0202446	$739.50	DemoContractor	04/04/2018

[Select Invoice] [Cancel]

- **After selecting Pay Now you go to the Pending Payments page. Press the "Search" button to display any pending invoices. *Please pay for Pension and Healthcare invoices separately.* The search button will show all Contribution Forms entered on the website that have not been paid for. Here, you will select the Open Invoice(s) which you would like to remit a payment for (ACH or Check).**

- **Once you check the box(s) to the left of the invoice(s) desired, click the Select Invoice button.**

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Enter a New Form - Pay Invoice(s)

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: $739.50

[Make Payment]   [Edit Selection]

Select Contractor:	⬇	**Invoice Number:**	
* **Invoice Begin Date:**	3/4/2018 ⬇	* **Invoice End Date:**	4/4/2018 ⬇

[Search]   [Clear]

Starts the 20th of the month
Health - LD's = 10% of delinquent H&W and Vacation Contributions.
If lawsuit is filed - liable for an equal to the greater or interest at the rate of 12% per annum from the date contributions became due until paid, or LD's in an amount equal 20% of delinquent contributions
Supplemental Pension - LD's = 10% of delinquent supplemental pension contributions
If lawsuit is filed - liable for an equal to the greater of interest at the rate of 12% per annum from date the contributions became due until paid or LD's in an amount equal 20% of the delinquent contributions
Training - LD's = 10% of delinquent training contributions
Cooperation - LD's = 10% of delinquent coorperation contributions.
If lawsuit is filed - liable for an amount equal to the greater of interest at the rate of 12% per annum from the date the contributions become due until paid, or LD's = 20% of deliquent contributions

Pending Invoice:

[Select Invoice]   [Cancel]

☑	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW18-00000017	03/31/2018	FOOD_PL	598 FOOD PROCESS AGRMT	PL0202446	$739.50	DemoContractor	04/04/2018

[Select Invoice]   [Cancel]

- **This will show selected invoice(s) highlighted orange on screen and in upper left portion of screen under Pending Payment a "Payment Summary" section shows the total amount due for the selected Invoice(s).**

- **If the amount is okay, please select Make Payment.**
    - **Use the Edit Selection option if you selected the wrong Invoice(s) and you can change your selections.**

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Enter a New Form - Pay Invoice(s)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW18-00000017	03/31/2018	598 FOOD PROCESS AGRMT	PL0202446	$739.50
TOTAL				**$739.50**

Total Invoice Amount : $739.50

Invoice Adjustment Amount: [$0.00]

Total Amount Due: $739.50

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

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Enter a New Form - Pay Invoice(s)

Total Amount Due: $739.50

Bank Account Number: (Last 4 digits) 3121

Routing Number: (Last 4 digits) 9428

Bank Name: FIRST BANK

Account Type: Checking

Settlement Date: 4/6/2018

Edit Account   Submit   Cancel

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

- **Now select your Pay By type**
  - **If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).**
    - **First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.**
  - **This information will be saved for future contributions and only needs to be updated if it has changed.**

Select Contractor: ▮▮▮▮▮▮▮ INC

* **Routing Number:**

* **Bank Account Number:**

* **Account Type:** ● Checking ○ Saving

Bank Name:

W2KFJG

Get New Image

* Please enter the characters as shown in the image.

Submit   Cancel

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Enter a New Form - Pay Invoice(s)

ACH Payment

Starts the 20th of the month
Health - LD's = 10% of delinquent H&W and Vacation Contributions.
If lawsuit is filed - liable for an equal to the greater or interest at the rate of 12% per annum from the date contributions became due until paid, or LD's in an amount equal 20% of delinquent contributions
Supplemental Pension - LD's = 10% of delinquent supplemental pension contributions
If lawsuit is filed - liable for an equal to the greater of interest at the rate of 12% per annum from date the contributions became due until paid or LD's in an amount equal 20% of the delinquent contributions
Training - LD's = 10% of delinquent training contributions
Cooperation - LD's = 10% of delinquent coorperation contributions.
If lawsuit is filed - liable for an amount equal to the greater of interest at the rate of 12% per annum from the date the contributions become due until paid, or LD's = 20% of deliquent contributions

Total Amount Due:	**$208.10**
Bank Account Number: (Last 4 digits)	████
Routing Number: (Last 4 digits)	████
Bank Name:	FIRST BANK
Account Type:	Checking
Settlement Date:	5/3/2024

[Edit Account] [Submit] [Cancel]

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

- o **Once on the ACH Payment screen:**

  - ▪ **Input a settlement date for when you would like the funds withdrawn from your account.** _Note_: **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.**

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Modify A Saved Contribution Form

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	[dropdown]
Process Contribution:	Modify / Submit Saved Contribution
***Batch Number:**	Batch Number | CBA | Work StartDate | Work EndDate [dropdown]

Submit   Cancel

- **If you select** <u>**Modify / Submit Saved Contribution**</u> **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.**

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Modify A Saved Contribution Form

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	[ ] ⌄
Process Contribution:	Modify / Submit Saved Contribution ⌄
*Batch Number:	Batch Number | CBA | Work StartDate | Work EndDate [ ] ⌄
	Submit Cancel

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

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Upload a Contribution File

Select Contractor:	[ ] ▾
Work Start Date:	10/1/2017 ▾ **Work End Date:** 10/31/2017 ▾
Process Contribution:	Upload Contribution File ▾
Contribution Type:	Regular Contribution ▾
CBA:	UA Plumbers Local 55 ▾
*****File Name:**	[ ] Browse...
	Submit Cancel

- **If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form 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 end dates.**
    2. **Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.**
    3. **Click the Choose File button to find the .CSV or .TXT file you want to use.**

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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 Name	Hours Worked	Gross Wages	Savings Amt	PEC Amt	PAC Amt	IAPD Amt	FIAP Amt
123456789	Journeyman	Test	Data	M	40	10	10	10	10	10	10

- **If data is incorrect you will get an error and the file will not be uploaded, you need to correct the file and make sure it is in the format mentioned on the prior page, and then try Uploading the file again.**

- **Once the .CSV or .TXT file has been successfully uploaded, you can proceed. The rest of the process is exactly like entering a New Contribution Form (refer to instructions above).**

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Upload a Contribution File

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name: ██████ INC	**Contractor Number:** ████
Batch Number: CW20-00000017	**Work End Date:** 08/31/2020
CBA: 00 – BTE AGREEMENTS	

🖉 Rate Inquiry   ⊕ Add Employee   ⊗ Delete Employee   💾 Save and Complete Later   🖥 Calculate Contribution   ⊘ Cancel

Row No	SSN	First Name	MI	Last Name	Gross	Hours Paid	Hours Worked	Delete?
	123456789	Doe	D	John	1000.00	120.00	100.00	☐
	234567890	Doe	D	Jane	1000.00	120.00	100.00	☐
3					0.00	0.00	0.00	☐

- **Upon clicking <u>Submit</u>, 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).**

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Copy/Modify Previous Report Form

Select Contractor: [   ]

Work Start Date: 10/1/2017   **Work End Date:** 10/31/2017

Process Contribution: Copy / Modify Previous Report Form

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 <u>Copy / Modify Previous Report Form</u> 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 <u>Work Start Date</u> and <u>Work End Date</u>. 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 end dates.**
  2. **From the <u>Invoice Number</u> 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 form details so you can enter the correct amounts for this pay period.**
  4. **Click the <u>Submit</u> button.**
  5. **The rest of the process is the same as entering a new contribution form (refer to instructions above).**

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How to View Past Contribution Forms

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

How to View Past Contribution Forms

- **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 account 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

Home		Electronic Contribution			Contribution Payment		Employer Information		News			Contact Us	

View All Contributions

Select Contractor: ▮▮▮▮▮▮ INC   **Begin Date:** 8/30/2020   **End Date:** 9/30/2020

[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
CW20-00000011	08/31/2020	00	BTE AGREEMENTS	2		INC	$6,513.60	Pending			DemoContractor	09/30/2020	☐
CW20-00000010	08/31/2020	00	BTE AGREEMENTS	2	▮▮	▮▮ INC	$6,513.60	Pending			DemoContractor	09/30/2020	☐
CW20-00000009	08/31/2020	00	BTE AGREEMENTS	2	▮▮	▮▮ INC	$6,513.60	Pending	ACH	10/02/2020	DemoContractor	09/30/2020	☐

[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.**

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How to Make Payments on Multiple Saved Forms

Pending Payment

Select Contractor:		Invoice Number:	
* Invoice Begin Date:	3/4/2018	* Invoice End Date:	4/4/2018

Search   Clear

Starts the 20th of the month
Health - LD's = 10% of delinquent H&W and Vacation Contributions.
If lawsuit is filed - liable for an equal to the greater or interest at the rate of 12% per annum from the date contributions became due until paid, or LD's in an amount equal 20% of delinquent contributions
Supplemental Pension - LD's = 10% of delinquent supplemental pension contributions
If lawsuit is filed - liable for an equal to the greater of interest at the rate of 12% per annum from date the contributions became due until paid or LD's in an amount equal 20% of the delinquent contributions
Training - LD's = 10% of delinquent training contributions
Cooperation - LD's = 10% of delinquent coorperation contributions.
If lawsuit is filed - liable for an amount equal to the greater of interest at the rate of 12% per annum from the date the contributions become due until paid, or LD's = 20% of deliquent contributions

Pending Invoice:

Select Invoice   Cancel

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW18-00000017	03/31/2018	FOOD_PL	598 FOOD PROCESS AGRMT	PL0202446	$739.50	DemoContractor	04/04/2018

Select Invoice   Cancel

- **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 <u>Make a Payment</u> (see above).**

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How to Make Payments on Multiple Saved Forms

- **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 <u>Invoice Begin</u> and <u>Invoice End</u> date to narrow or widen your search results.**
- **To pay invoice(s), check the box to the left of the Invoice Numbers you would like to pay, then click the <u>Select Invoice</u> 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

For Training and Enrollment, please call us at (800) 547-4457, and ask to speak with someone from our Contributions Team.

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