

# Service Employees International Union Local 1 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.seiulocal1employers.org



SEIU Local 1

**Login**

Friday, February 21, 2020

\* User Name:

\* Password:

[Create an Account](#) [Forgot Password?](#)

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Electronic Contribution

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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 user name, password, and an identification number which was received with your letter.**
- **A second option is to call (314) 656-1084 or Toll Free (844) 939-1534, and someone will assist you.**

# Lets Get Started

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

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**Electronic Contribution**

- Process Contribution
- View All Contributions
- Frequently Asked Questions

**News / Events**

No news/events are available

**Introduction**

You now have the power to access information every 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.

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

# Processing Contributions

Welcome Democontractor Last Signed In: Friday, January 18, 2019

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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] CONSTRUCTION LLC ▾

Work Start Date: 11/1/2018 ▾

Work End Date: 12/31/2018 ▾

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

Contribution Type: [REDACTED]

CBA: [REDACTED]

Report no Hours

Submit Cancel

- **Enter New Contribution** – This allows manual data entry of your contribution form.
- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form.
- **Upload Contribution File** – Allows you to upload a data file exported from your payroll system (.CSV or .TXT format) directly to the website.
- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month's submitted contribution form and copy the information to the current month's contribution form.

# Entering a New Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] SERVICE GROUP ▾

Work Start Date: 1/1/2020 ▾      Work End Date: 1/31/2020 ▾

Process Contribution: Enter New Contribution ▾

Contribution Type: Regular Contribution ▾

CBA: [REDACTED] Services Group DB ▾       Report no Hours

Submit    Cancel

1. Select the **Contractor**: If you only submit contributions for one contractor, that contractor will show by default and you won't have other contractors to select from. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors you submit for will show, from which you can select the desired contractor.
2. Select a **Work Start Date** and **Work End Date**. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
3. Select **Enter New Contribution**.
4. The contribution type should always be **Regular Contribution**.
5. Select the appropriate **CBA** based on the work you are reporting for, this will be H&W or Pension (DB). This will pull the related fringe rates.
6. If reporting zero hours worked, please click the check box "Report no Hours"
7. Finally, click **Submit** to begin entry.

# Enter a New Form - Contribution Entry

## Contribution Entry Form

Contribution Batch			
Contractor Name:	██████████ FACILITY SERVICES	Contractor Number:	██████████
Batch Number:	CW20-0000038	Work End Date:	01/31/2020
CBA:	██████████ Facility Services H&W		

[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	Delete?
4		PLAN 3 SINGLE ▾				0.00	1	<input type="checkbox"/>
2		PLAN 3 SINGLE ▾				0.00	0.00	<input type="checkbox"/>
3		PLAN 3 FAMILY ▾				0.00	0.00	<input type="checkbox"/>
4		PLAN 3 FAMILY ▾				0.00	0.00	<input type="checkbox"/>

- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered a Social Security Number and have tabbed into the next field. New employees' information will need to be manually entered into each field.
- Enter the Hours worked and monthly flat rate in the appropriate fields depending on your agreement, you pay based on a flat rate or hours worked. Enter a 1 in the flat rate column if paying otherwise 0.
- You will have to choose the appropriate plan and whether they are single or family coverage in the work class field. If auto-populated for member from prior reports, please verify the member is on the correct plan.
- 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 or flat rates are entered, click on Calculate Contribution, at which point the following screen will show:

# Enter a New Form – Calculate Contributions

## Process Contribution

<b>Contribution Batch</b>			
Contractor Name:	████████ FACILITY SERVICES	Contractor Number:	████
Batch Number:	CW20-00000038	Work End Date:	01/31/2020
CBA:	████████ Facility Services H&W		

### Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Flat Rate	Amount	
Plan 3 Family	████████ FACILITY SERVICES	0.00	1.00	\$702.00	<a href="#">View Details</a>
Plan 3 Single	████████ FACILITY SERVICES	0.00	1.00	\$402.00	<a href="#">View Details</a>
<b>TOTAL</b>		<b>0.00</b>	<b>2.00</b>	<b>\$1,104.00</b>	

### Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate	Amount	
345678901	Plan 3 Family	Luis	B	Angel	0.00	1.00	\$702.00	<a href="#">View Details</a>
111223333	Plan 3 Single	Tom	V	Butler	0.00	1.00	\$402.00	<a href="#">View Details</a>
<b>TOTAL</b>					<b>0.00</b>	<b>2.00</b>	<b>\$1,104.00</b>	

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes.
  - See next page for option to not pay certain fringes on all employees.
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.
  - See page after next for option to not pay certain fringes on a specific employee
- The [Back](#) button will return you to the prior screen and adjust contributions information. ***At no time*** should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.
- When you feel that all the information you've entered is correct, click the [Finalize Contribution](#) button. Note: once you've clicked [Finalize Contribution](#), you cannot go back and make changes.

# Enter a New Form - Finalize Contributions

**Contribution Batch**

Contractor Name: ██████████ FACILITY SERVICES      Contractor Number: ██████████  
 Batch Number: CW20-0000038      Work End Date: 01/31/2020  
 CBA: ██████████ Facility Services

INVOICE # CW20-0000019

Your Calculated Contributions for work ending 01/31/2020: **\$1,104.00**  
 Remittance Amount Due: **\$1,104.00**  
 Invoice #: CW20-0000019  
 \* 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: 02/21/2020

  
    

**Amount Due:**

Work Class	Fund	Fund Code	Hours Worked	Flat Rate	Calc Hrs	Basis	Rate	Amount
Plan 3 Single	Health & Welfare Plan	H&W	0.00	1.00	1.00	Flat Rate	402.0000	\$402.00
Plan 3 Single	CC Pension DB Plan	CC DB	0.00	1.00	0.00	Hours Worked	0.0000	\$0.00
Plan 3 Single	GSL Pension DB Plan	GSL D	0.00	1.00	0.00	Hours Worked	0.0000	\$0.00
Plan 3 Family	Health & Welfare Plan	H&W	0.00	1.00	1.00	Flat Rate	702.0000	\$702.00
Plan 3 Family	CC Pension DB Plan	CC DB	0.00	1.00	0.00	Hours Worked	0.0000	\$0.00
Plan 3 Family	GSL Pension DB Plan	GSL D	0.00	1.00	0.00	Hours Worked	0.0000	\$0.00
<b>TOTAL</b>								<b>\$1,104.00</b>

**Employee Details:**

Name	Work Class	HW	FR	H&W	CC DB	GSL D
Angel, Luis B	Plan 3 Family	0.00	1.00	\$702.00	\$0.00	\$0.00
Butler, Tom V	Plan 3 Single	0.00	1.00	\$402.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>0.00</b>	<b>2.00</b>	<b>\$1,104.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

# Enter a New Form - Pay Invoice(s)

## Pending Payment

Select Contractor: [REDACTED] FACILITY SERVICES    Invoice Number: [REDACTED]  
\* Invoice Begin Date: 1/21/2020    \* Invoice End Date: 2/21/2020  
[Search]    [Clear]

Employer contributions and wage deferrals shall be due in the Funds bank depository (lock box) on or before the due date specified in the Collective Bargaining Agreement (normally the 15th day of the month following the month that the contributions were earned). Interest and liquidated damages will be imposed on all delinquent contributions identified by the Fund Office. Interest will be calculated at the rate of 1.5% per month. Liquidated damages will be calculated at \$25 per month not to exceed a maximum of 20% of the delinquent contribution.

### 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="#">CW20-0000019</a>	01/31/2020	[REDACTED]	[REDACTED] Facility Services DB	[REDACTED]	\$1,104.00	DEMOCONTRACTOR	02/21/2020

[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: **\$1,104.00**

 

Select Contractor:     Invoice Number:

\* Invoice Begin Date:     \* Invoice End Date:

 

Employer contributions and wage deferrals shall be due in the Funds bank depository (lock box) on or before the due date specified in the Collective Bargaining Agreement (normally the 15th day of the month following the month that the contributions were earned). Interest and liquidated damages will be imposed on all delinquent contributions identified by the Fund Office. Interest will be calculated at the rate of 1.5% per month. Liquidated damages will be calculated at \$25 per month not to exceed a maximum of 20% of the delinquent contribution.

### Pending Invoice:

 

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/> CW20-00000019	01/31/2020		Facility Services DB		\$1,104.00	DEMOCONTRACTOR	02/21/2020

 

- 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)

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## Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-00000019	01/31/2020	Facility Services		\$1,104.00
<b>TOTAL</b>				<b>\$1,104.00</b>

Total Invoice Amount : **\$1,104.00**

Invoice Adjustment Amount:

Total Amount Due: **\$1,104.00**

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
CW20-0000019	01/31/2020	Facility Services		\$1,104.00
<b>TOTAL</b>				<b>\$1,104.00</b>

Total Invoice Amount : **\$1,104.00**  
 Invoice Adjustment Amount:   
 Total Amount Due: **\$1,104.00**  
 Adjustment Reason:

Pay By:  ACH(Online)  Check

- Now select your Pay By type
  - If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).
    - First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.
    - This information will be saved for future contributions and only needs to be updated if it has changed.
    - If your company requires an Approver be notified when an ACH payment is processed, you can add them to the Approver Email List.

**Manage Account**

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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.

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**Approver Email List**

**No Approver list found.**

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

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

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

Bank Account Number: ( Last 4 digits ) 1234

Routing Number: ( Last 4 digits ) 1234

Bank Name: My Financial Institution

Account Type: Checking

Settlement Date:

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

○ **Once on the ACH Payment screen:**

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

**If you select to pay by check, after you click Submit on the Make a Payment screen, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.**

# Modify A Saved Contribution Form

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

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:  ▾

Process Contribution:     | Work EndDate

\* Batch Number:

OR

\* Batch Number:

\* CBA:

\* All CBA:

- If you select Modify / Submit Saved Contribution from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.

# Modify A Saved Contribution Form

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

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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] INSTALLATION

Process Contribution: Modify / Submit Saved Contribution

\*Batch Number: CW18-0000029 x

OR

\*Batch Number:

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

\*CBA:

\*All CBA:

Submit Cancel

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

# Upload a Contribution File

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

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

### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] INSTALLATION ▾

Work Start Date:  Work End Date: 11/30/2018 ▾

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

Contribution Type: Regular Contribution ▾

CBA: STRUCTURAL JOURNEYMAI ▾

All CBA:  ▾

\*File Name:  Browse...

Submit 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	Plan/Work Class Code	Last	First	MI	Hours Worked	Flat Rate
A	B	C	D	E	F	G
999999999	P1S	Butler	Tom	V	0	1

# Work Class / Plan Codes

Code	△	Description
DFLT		Default Work Classification
P1F		Plan 1 Family
P1S		Plan 1 Single
P2F		Plan 2 Family
P2S		Plan 2 Single
P3F		Plan 3 Family
P3S		Plan 3 Single

# Upload a Contribution File

## Contribution Entry Form

Contribution Batch			
Contractor Name:	██████████ FACILITY SERVICES	Contractor Number:	██████████
Batch Number:	CW20-00000039	Work End Date:	01/31/2020
CBA:	██████████ Facility Services DB		

[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	Delete?
1	111223333	PLAN 3 SINGLE ▾	Jon		Smith	150.00	1.00	<input type="checkbox"/>
2	979885656	PLAN 3 FAMILY ▾	Mike		Nike	100.00	0.00	<input type="checkbox"/>
3	555665555	PLAN 3 FAMILY ▾	Frank		Reddot	100.00	2.00	<input type="checkbox"/>
4		PLAN 3 SINGLE ▾	Phillip		mcgee	125.00	0.00	<input type="checkbox"/>
5		PLAN 3 FAMILY ▾				0.00	0.00	<input type="checkbox"/>

- Upon clicking **Submit**, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.
- Once the file has been successfully uploaded, you can proceed as if you were entering a new contribution form (refer to instructions above).

# Copy/Modify Previous Report Form

The screenshot shows the BeneSys web application interface. At the top, there is a navigation bar with tabs for Home, Electronic Contribution (selected), Contribution Payment, Employer Information, News, and Contact Us. The user is logged in as 'Democontractor' and the date is Friday, December 28, 2018. The main content area is titled 'Electronic Contribution' and contains the instruction: 'Select the contractor from the list to submit your contributions'. Below this, there is a form with several fields: 'Select Contractor:' with a dropdown menu showing 'INSTALLATION' and a sub-menu with options like 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form' (highlighted in blue); 'Work Start Date:' and 'Work End Date:' with date pickers; 'Process Contribution:' with a dropdown menu; '\* Invoice Number:' with a dropdown menu showing 'CW18-0000020'; 'OR'; '\* Invoice Number:', '\* CBA:', and '\* All CBA:' with dropdown menus; and a checkbox labeled 'Check here to zero out hours and amounts from copied data' which is highlighted with a red box. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains links for 'Privacy Statement', 'Terms Of Use', and '© 2018 by BeneSys, Inc.'

- If you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously used by you for the selected CBA. This can be beneficial when you consistently report on the same employees each pay period.
  1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
  2. From the Invoice Number drop down list, select the Invoice you would like to copy.
  3. Check the box in the bottom left of the screen to zero out any information from the copied data. This will keep the same employees but zero out their hours or flat rate 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, December 28, 2018

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Electronic Contribution

Select the contractor from the list to submit

Process Contribution  
View All Contributions  
Frequently Asked Questions

Select Contractor: [REDACTED] INSTALLATION

Work Start Date: 11/1/2018 Work End Date: 11/30/2018

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: [REDACTED]  Report no Hours

All CBA: [REDACTED]

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

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

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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.

- 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

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
<a href="#">CW20-0000019</a>	01/31/2020	512 PEN	DB Facility Services	2	512	SERVICES FACILITY	\$1,104.00	Pending			DEMOCONTRACTOR	02/21/2020	<input type="checkbox"/>
<a href="#">CW20-0000015</a>	01/31/2020	512 PEN	DB Facility Services	3	512	SERVICES FACILITY	\$0.00	Pending			DEMOCONTRACTOR	02/20/2020	<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

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**Contribution Payment**

- Make a Payment
- View All Payment
- Account Management
- Make Variance Payment

**News / Events**

No news/events are available

**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.

- **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

## Pending Payment

Select Contractor: [REDACTED] FACILITY SERVICES    Invoice Number: [REDACTED]  
\* Invoice Begin Date: 1/21/2020    \* Invoice End Date: 2/21/2020  
[Search]    [Clear]

Employer contributions and wage deferrals shall be due in the Funds bank depository (lock box) on or before the due date specified in the Collective Bargaining Agreement (normally the 15th day of the month following the month that the contributions were earned). Interest and liquidated damages will be imposed on all delinquent contributions identified by the Fund Office. Interest will be calculated at the rate of 1.5% per month. Liquidated damages will be calculated at \$25 per month not to exceed a maximum of 20% of the delinquent contribution.

### 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="#">CW20-0000019</a>	01/31/2020	[REDACTED]	[REDACTED] Facility Services DB	[REDACTED]	\$1,104.00	DEMOCONTRACTOR	02/21/2020

[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) 656-1084 or Toll Free (844) 939-1534 and ask to speak with someone from our Contributions Team.**