

Plumbers Local 98

Fringe Benefits

Contractor 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.mcaemployerinfo98.org

The screenshot shows the top navigation bar of the website. The bar is light blue with a darker blue header area on the left. The header area contains the text "Last Signed In: Friday, December 26, 2014". Below the header, there is a horizontal menu with six items: "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Home" item is highlighted with a yellow underline. Below the menu, the main content area is divided into two columns. The left column contains the "Introduction" section, which includes a paragraph about 24/7 access, a "To Navigate this site:" section with a bullet point about clicking on headers, a "To Log On:" section with two bullet points about the login box and fields, and two paragraphs about successful and invalid login outcomes. The right column contains a "News / Events" section with a dark blue header and a white box below it stating "No news/events are available".

Web Address:
www.mcaemployerinfo98.org

Navigation Bar:
Home | Electronic Contribution | Contribution Payment | Employer Information | News | Contact Us

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 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.
- A second option is to call (248) 641-4988 or email websupport@mcaemployerinfo98.org, and someone will assist you.

Lets Get Started

The screenshot displays the BeneSys Democontractor web application. At the top, a blue header bar contains the text "Welcome Democontractor" on the left and "Last Signed In: Friday, December 26, 2014" on the right. Below this is a navigation bar with tabs: "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" tab is selected, and its dropdown menu is open, showing three options: "Process Contribution", "View All Contributions", and "Frequently Asked Questions". The "Process Contribution" option is highlighted. To the right of the navigation bar, there is a "News / Events" section with a dark blue header and a white body containing the text "No news/events are available". The main content area on the left has the heading "Introduction" and the text "You now have the power to [redacted] a day, 7 days a week." Below this, it says "To Navigate this site:" followed by a bullet point: "Click on a header on the top. This opens your submenu options." Then, it says "To Log On:" followed by two bullet points: "There is a login box in the upper right corner." and "Enter your User Name and Password then click on the login button." Finally, it states "If your login was successful you'll be directed to the appropriate page to begin." and "If your login was invalid you'll be directed back to the login screen where you will have the chance to try again."

Welcome Democontractor Last Signed In: Friday, December 26, 2014

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution submenu:
Process Contribution
View All Contributions
Frequently Asked Questions

News / Events
No news/events are available

Introduction
You now have the power to [redacted] 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.

- 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

Welcome Democontractor Last Signed In: Friday, May 01, 2015

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

Select the contractor from the list to submit your contributions

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

Work Start Date: 4/1/2015 ▼

Work End Date: 4/30/2015 ▼

Process Contribution:

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

Contribution Type:

CBA: ☐ Report no Hours

- **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 format) directly into the system, it will automatically load Employee, hours and gross information.
- **Copy/Modify Previous Report Form** – This option will allow you to retrieve a previous months submitted Contribution Form and copy the information for the current months Contribution Form.

Entering a New Form

Welcome Democontractor			Last Signed In: Friday, May 01, 2015		
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

Work Start Date: 4/1/2015 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: BLDG TRADES/NAT. SVC. 8 ▼

Submit Cancel

Work End Date: 4/30/2015 ▼

☐ Report no Hours

1. Select the Contractor: If you only submit Contributions for one Contractor that will show as your default and you won't have any other options. If you have a Login that allows you to submit Contributions for Multiple Contractors, click on the down-arrow and a list of Contractors you submit for will show, select 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 get related fringe rates

Enter a New Form - Contribution Entry

Welcome Democontractor				Last Signed In: Thursday, May 28, 2015	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Contribution Entry Form

Contribution Batch			
Contractor Name:	A & B REFRIGERATION	Contractor ID:	001000
Batch Number:	CW15-00000108	Work End Date:	04/30/2015
CBA:	110 - MECH CONT NO INDUSTRY JOURNEYPerson		

[Rate Inquiry](#) [Add Employee](#) [Delete Employee](#) [Save and Complete Later](#) [Calculate Contribution](#) [Cancel](#)

Row No	SSN	First Name	MI	Last Name	Hours Worked	Hours Paid	401K Rate	Vacation	Delete?
1	123456789	JOHN		DOE	120.00	120.00	1.00	300.00	<input type="checkbox"/>
2					0.00	0.00	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 the Social Security Number and Tab across the fields. New Employee's information will need to be manually entered in each field.
- Enter the Hours Worked, Hours Paid, 401K Rate (If applicable), and Vacation (enter total vacation amount if applicable) in the appropriate fields.
- 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.

Enter a New Form – Calculate Contributions

Welcome Democontractor			Last Signed In: Thursday, May 28, 2015		
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Process Contribution

Contribution Batch			
Contractor Name:	GUIDELINE PLBG & HTG	Contractor ID:	001960
Batch Number:	CW15-00000159	Work End Date:	04/30/2015
CBA:	110 - PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPERSON		

Contractor Contribution Details:

Contractor	Hrs. Wkd	Hrs. Pd	401K Rate	Vacation	Amount	
GUIDELINE PLBG & HTG	120.00	120.00	1.00	300.00	\$3,794.40	View Details
TOTAL	120.00	120.00	1.00	300.00	\$3,794.40	

Employee Contribution Details:

SSN	First Name	MI	Last Name	Hrs. Wkd	Hrs. Pd	401K Rate	Vacation	Amount	
123456789	JOHN		DOE	120.00	120.00	1.00	300.00	\$3,794.40	View Details
TOTAL				120.00	120.00	1.00	300.00	\$3,794.40	

- Screen allows you to see how fringes are calculated, you are also allowed to make modifications from this screen
 - 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
 - Employee Contribution Details [View Details](#) button shows fringes calculated for that Employee. If you choose to not pay an optional fringe fund, see below.
- [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.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: GUIDELINE PLBG & HTG

Overwrite	Fund Name	Units	Basis	Rates	Amount
<input type="checkbox"/>	VACATION	120.00	Hrs. Wkd	0.0000	\$300.00
<input type="checkbox"/>	PENSION	120.00	Hrs. Wkd	12.4500	\$1,494.00
<input type="checkbox"/>	INSURANCE	120.00	Hrs. Wkd	8.9000	\$1,068.00
<input type="checkbox"/>	INDUSTRY	120.00	Hrs. Wkd	0.8100	\$97.20
<input type="checkbox"/>	DUES	120.00	Hrs. Wkd	2.0300	\$243.60
<input type="checkbox"/>	DEF. CONTRIB	120.00	Hrs. Wkd	1.0000	\$120.00
<input type="checkbox"/>	SUB FUND	120.00	Hrs. Wkd	1.3900	\$166.80
<input type="checkbox"/>	TRAINING	120.00	Hrs. Wkd	1.4400	\$172.80
<input type="checkbox"/>	INTL TR FUND	120.00	Hrs. Wkd	0.1000	\$12.00
<input type="checkbox"/>	WAGE RED	120.00	Hrs. Pd	Variable	\$120.00
					Total: \$3,794.40

- To elect to not pay an optional fringe for ALL EMPLOYEES, click on the View Details button next to the Work Class for which you would like to not pay the optional fringe in the Contractor Contributions Details section of the page.
 - Check the Overwrite box next to Fringe(s) you are not paying for (such as DUES, or SUBFUND, ...).
 - 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 Fringe. All forms are checked when they are submitted, and if you do not pay a Fringe which you were supposed to, and then end up paying it later after the Due Date, you may end up having to pay liquidated Damages as well.

Enter a New Form – Employee Details

Contractor Contribution Details

Contractor Name: GUIDELINE PLBG & HTG

Overwrite	Fund Name	Units	Basis	Rates	Amount
<input type="checkbox"/>	VACATION	120.00	Hrs. Wkd	0.0000	\$300.00
<input type="checkbox"/>	PENSION	120.00	Hrs. Wkd	12.4500	\$1,494.00
<input type="checkbox"/>	INSURANCE	120.00	Hrs. Wkd	8.9000	\$1,068.00
<input type="checkbox"/>	INDUSTRY	120.00	Hrs. Wkd	0.8100	\$97.20
<input type="checkbox"/>	DUES	120.00	Hrs. Wkd	2.0300	\$243.60
<input type="checkbox"/>	DEF. CONTRIB	120.00	Hrs. Wkd	1.0000	\$120.00
<input type="checkbox"/>	SUB FUND	120.00	Hrs. Wkd	1.3900	\$166.80
<input type="checkbox"/>	TRAINING	120.00	Hrs. Wkd	1.4400	\$172.80
<input type="checkbox"/>	INTL TR FUND	120.00	Hrs. Wkd	0.1000	\$12.00
<input type="checkbox"/>	WAGE RED	120.00	Hrs. Pd	Variable	\$120.00
					Total: \$3,794.40

- To elect to not pay an optional fringe for ONE EMPLOYEE, click on the View Details button next to the Employee for which you would like to not pay the optional fringe in the Employee Contributions Details section of the page.
 - Check the Overwrite box next to Fringe(s) you are not paying for (such as DUES, or SUB FUND, ...).
 - In the Amount field for the Fringe that is to be overwritten, type: 0.00. The amount can be changed to any value, but changes will be evaluated by the Contributions Staff. Please see Note below for further details.
 - Click Save to save and this will overwrite the Fringe amount to \$0.

Note: you should only use this option if you have a signed agreement that states you do not have to pay a Fringe. All forms are checked when they are submitted, and if you do not pay a Fringe which you were supposed to, and then end up paying it later after the Due Date, you may end up having to pay liquidated Damages as well.

Enter a New Form - Finalize Contributions

Welcome Democontractor				Last Signed In: Thursday, May 28, 2015	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Contribution Batch			
Contractor Name:	GUIDELINE PLBG & HTG	Contractor ID:	001960
Batch Number:	CW15-00000159	Work End Date:	04/30/2015
CBA:	110 - PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson		

INVOICE # CW15-00000061														
Your Calculated Contributions for work ending 04/30/2015:		\$3,794.40												
Remittance Amount Due:		\$3,794.40												
Invoice #:		CW15-00000061												
		* 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:		05/28/2015												
		<input type="button" value="Pay Now"/> <input type="button" value="Print Invoice"/> <input type="button" value="Done"/>												
Amount Due:														
Work Class	Fund	Fund Code	Hrs. Wkd	Hrs. Pd	401K Rate	Vacation	Calc Hrs	Basis	Rate	Amount				
DFLT	DEF. CONTRIB	DEF C	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	1.0000	\$120.00				
DFLT	DUES	DUES	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	2.0300	\$243.60				
DFLT	INDUSTRY	INDUS	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	0.8100	\$97.20				
DFLT	INSURANCE	INSUR	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	8.9000	\$1,068.00				
DFLT	INTL TR FUND	INTRL	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	0.1000	\$12.00				
DFLT	PENSION	PENSI	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	12.4500	\$1,494.00				
DFLT	SUB FUND	SUB	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	1.3900	\$166.80				
DFLT	TRAINING	TRAIN	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	1.4400	\$172.80				
DFLT	VACATION	VAC	120.00	120.00	1.00	300.00	120.00	Hrs. Wkd	0.0000	\$300.00				
DFLT	WAGE RED	WAGER	120.00	120.00	1.00	300.00	120.00	Hrs. Pd	1.0000	\$120.00				
TOTAL										\$3,794.40				
Employee Details:														
Name	H	I	4K	VC	DEF C	DUES	INDUS	INSUR	INTRL	PENSI	SUB	TRAIN	VAC	WAGER
DOE, JOHN	120.00	120.00	1.00	300.00	\$120.00	\$243.60	\$97.20	\$1,068.00	\$12.00	\$1,494.00	\$166.80	\$172.80	\$300.00	\$120.00
TOTAL	120.00	120.00	1.00	300.00	\$120.00	\$243.60	\$97.20	\$1,068.00	\$12.00	\$1,494.00	\$166.80	\$172.80	\$300.00	\$120.00

- Pressing Finalize Contribution will take you to this screen, which gives options to proceed
 - 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)

Welcome Democontractor				Last Signed In: Thursday, May 28, 2015	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Pending Payment

Select Contractor:	<input type="text" value="001960 GUIDELINE PLBG & HTG"/>	Invoice Number:	<input type="text"/>
* Invoice Begin Date:	<input type="text" value="4/28/2015"/>	* Invoice End Date:	<input type="text" value="5/28/2015"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

An employer is considered delinquent if both the contribution report and funds are not received by the 15th of the first month following when the work was performed. Interest is calculated at:
10% of the principle amount owed.

Pending Invoice:

Select Invoice

■	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW15-00000061	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,794.40	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000060	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,794.40	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000049	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$13,490.40	DemoContractor	05/21/2015
<input type="checkbox"/>	CW15-00000048	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$7,582.06	DemoContractor	05/21/2015
<input type="checkbox"/>	CW15-00000046	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$1,845.40	DemoContractor	05/20/2015
<input type="checkbox"/>	CW15-00000045	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,592.00	DemoContractor	05/20/2015
<input type="checkbox"/>	CW15-00000040	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$16,252.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000039	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$9,936.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000036	04/30/2015	101	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND APPRENTICE 3-5	001960	\$6,857.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000035	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$8,005.79	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000033	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$10,336.00	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000030	04/30/2015	102	1ST YEAR APPRENTICE	001960	\$1,961.20	DemoContractor	05/13/2015
<input type="checkbox"/>	CW15-00000023	04/30/2015	102	1ST YEAR APPRENTICE	001960	\$832.00	DemoContractor	05/07/2015
<input type="checkbox"/>	CW15-00000005	03/31/2015	180	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND BOARD OF EDUCATION	001960	\$988.80	DemoContractor	04/27/2015

Select Invoice

- After selecting **Pay Now** you go to the Pending Payments page which 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.

Enter a New Form - Pay Invoice(s)

Welcome Democontractor					Last Signed In: Thursday, May 28, 2015	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us	

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$3,794.40

Select Contractor: 001960 | GUIDELINE PLBG & HTG
 Invoice Number:

*** Invoice Begin Date:** 4/28/2015
 *** Invoice End Date:** 5/28/2015

An employer is considered delinquent if both the contribution report and funds are not received by the 15th of the first month following when the work was performed. Interest is calculated at: 10% of the principle amount owed.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW15-00000061	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,794.40	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000060	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,794.40	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000049	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$13,490.40	DemoContractor	05/21/2015
<input type="checkbox"/>	CW15-00000048	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$7,582.06	DemoContractor	05/21/2015
<input type="checkbox"/>	CW15-00000046	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$1,845.40	DemoContractor	05/20/2015
<input type="checkbox"/>	CW15-00000045	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,592.00	DemoContractor	05/20/2015
<input type="checkbox"/>	CW15-00000040	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$16,252.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000039	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$9,936.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000036	04/30/2015	101	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND APPRENTICE 3-5	001960	\$6,857.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000035	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$8,005.79	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000033	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$10,336.00	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000030	04/30/2015	102	1ST YEAR APPRENTICE	001960	\$1,961.20	DemoContractor	05/13/2015
<input type="checkbox"/>	CW15-00000023	04/30/2015	102	1ST YEAR APPRENTICE	001960	\$832.00	DemoContractor	05/07/2015
<input type="checkbox"/>	CW15-00000005	03/31/2015	180	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND BOARD OF EDUCATION	001960	\$988.80	DemoContractor	04/27/2015

- 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.

Enter a New Form - Pay Invoice(s)

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

Invoice#	Wrk Date	Section	Cont No.	Amount
CW14-00000005	11/30/2014		0001996	\$2,326.40
TOTAL				\$2,326.40

Total Invoice Amount : **\$2,326.40**

Invoice Adjustment Amount:

Total Amount Due: **\$2,326.40**

Adjustment Reason:

Pay By: ☒ ACH(Online) ☐ Check

<input checked="" type="checkbox"/>	CW14-00000005	11/30/2014	100		0001996	\$2,326.40	DemoContractor	12/26/2014
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- Make Payment takes you to screen showing Invoice(s) selected and total amount due.
- Option to adjust amount being paid
 - Use the Invoice Adjustment Amount: field to enter your adjustment amount, can put in positive or negative amount to increase/decrease payment amount. This will automatically update your Total Amount Due.
 - When Adjustment amount is input you are required to enter the reason for the adjustment in the Adjustment Reason box. (can be used if you have Liquidated Damages or Over/Under payment for a prior period)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW14-00000005	11/30/2014		0001996	\$2,326.40
TOTAL				\$2,326.40

Total Invoice Amount : **\$2,326.40**

Invoice Adjustment Amount:

Total Amount Due: **\$2,326.40**

Adjustment Reason:

Pay By: ☒ ACH(Online) ☐ Check

- Now select your Payment Type
 - If you select to 'Pay By' ACH (Online) you will click submit and be taken to the next step.
 - First time ACH payments will be prompted to enter needed info

Manage Account

Select Contractor:

* Routing Number:

* Bank Account Number:

* Account Type: ☒ Checking ☐ Saving

Bank Name:



* Please enter the characters as shown in the image.

Approver Email List

No Approver list found.

- Bank Account Number, Bank Routing Number, and Account Type.
- For Future Contributions, info is saved and only needs to be updated if it has changed.

- If your company requires an Approver be notified when an ACH payment is process you can add in a list of people.

ACH Payment

All employers must submit their Fringe Benefit Report Form and payment no later than the 15th day of the month following the calendar month in which the hours were worked. Failure to file timely reports will subject the employer to the following liquidated damages:

Number of days late	Rate
1-30	5%
31-60	10%
more than 60	additional 1% per month capped at 20%.

Total Amount Due: \$3,418.00

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name:

Account Type: Saving

Settlement Date:

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

- Input a settlement date for when you would like the funds withdrawn from your account, there is a 2 working day lag for ACH transaction to hit the Fringe fund bank account, so you must submit your payment 2 days prior to when you want it to be considered paid
- Make sure if you have an ACH block on your bank account that you provide the bank the Company ID that is provided in RED on the ACH Payment page
- After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records, plus it is saved under the Contribution Payments tab of the website.

If you select to 'Pay By' Check, after you choose submit 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, May 01, 2015

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

Select the contractor from the list to submit your contributions

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

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

***Batch Number:** CW15-00000061 ▼

Submit Cancel

- **Modify/Submit Saved Contribution** – allows you to open up a saved Contribution Form and continue where you left off. Contribution Forms are only saved for 30 days. Once you submit a Contribution Form, it is saved permanently, but prior to that, you have 30 days to complete the form.

Modify A Saved Contribution Form

Welcome Democontractor

Last Signed In: Friday, May 01, 2015

Home

Electronic Contribution

Contribution Payment

Employer Information

News

Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

000401 | ALADDIN ELECTRIC, INC. ▼

Process Contribution:

Modify / Submit Saved Contribution ▼

*Batch Number:

Batch Number | CBA | Work StartDate | Work EndDate

CW15-00000061 x ▼

Batch Number	CBA	Work Start Date	Work End Date
CW15-00000061	BLDG TRADES/NAT. SV	04/01/2015	04/30/2015
CW15-00000055	BLDG TRADES/NAT. SV	11/01/2014	11/30/2014
CW15-00000048	BLDG TRADES/NAT. SV	03/01/2015	03/31/2015
CW15-00000047	BLDG TRADES/NAT. SV	03/01/2015	03/31/2015
CW15-00000020	BLDG TRADES/NAT. SV	03/01/2015	03/31/2015

1. Select a saved batch form from the 'Batch Number' drop down list.
2. Press the Submit button.
3. The rest of the process is exactly like entering a New Contribution Form (refer to instructions above)

Upload a Contribution File

Welcome Democontractor		Last Signed In: Friday, May 01, 2015			
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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

000401 | ALADDIN ELECTRIC, INC. ▼

Work Start Date:

Process Contribution:

Contribution Type:

CBA:

***File Name:**

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

Regular Contribution ▼

BLDG TRADES/NAT. SVC. 8 ▼

Browse...

Work End Date:

4/30/2015 ▼

Submit

Cancel

- **Upload Contribution File** – option allows Employee Hours & Wages data to be uploaded directly into the system from a data file in CSV or TXT format. These files can normally be extracted from the Company's payroll system, this is very helpful when there are a large number of employees for whom fringe contributions are being reported.
- Select the **Work Start** and **Work End** dates. 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.
- Select the proper CBA, this will pull in the appropriate fringe rates
- Use 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 format that files need to be in to work with the upload process, the columns must be this exact order or you will get an error and not be able to upload the information. A heading line (SSN, Last, First, etc.) cannot be in the file you try to upload, it would cause errors when uploading, the 1st row should contain 1st Employees info.

	SSN	FIRST	MI	LAST	HRS WORKED	HRS PAID	401K RATE	VACATION
	A	B	C	D	E	F	G	H
1	123456789	JOHN		DOE	120	120	1	300

Upload a Contribution File

Welcome Democontractor				Last Signed In: Thursday, May 28, 2015	
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Contribution Entry Form

Contribution Batch					
Contractor Name:	A & B REFRIGERATION	Contractor ID:	001000		
Batch Number:	CW15-00000116	Work End Date:	04/30/2015		
CBA:	110 - MECH CONT NO INDUSTRY JOURNEYPerson				

[Rate Inquiry](#) [+ Add Employee](#) [✖ Delete Employee](#) [📁 Save and Complete Later](#) [📊 Calculate Contribution](#) [🚫 Cancel](#)

Row No	SSN	First Name	MI	Last Name	Hours Worked	Hours Paid	401K Rate	Vacation	Delete?
1	123456789	JOHN		DOE	120.00	120.00	1.00	300.00	<input type="checkbox"/>
2					0.00	0.00	0.00	0.00	<input type="checkbox"/>

- 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).

Copy/Modify Previous Report Form

Welcome Democontractor				Last Signed In: Friday, May 01, 2015	
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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	000401 ALADDIN ELECTRIC, INC. ▼	Work End Date:	4/30/2015 ▼
Work Start Date:	Enter New Contribution Modify / Submit Saved Contribution Upload Contribution File Copy / Modify Previous Report Form		
Process Contribution:			
*Invoice Number:	Invoice Number CBA Work StartDate Work EndDate CW15-00000042 ▼		
<input type="checkbox"/> Check here to zero out hours and amounts from copied data			
Submit		Cancel	

- **Copy/Modify Previous Report Form** – option allows electronic Contribution Data previously input into the system to be pulled forward and re-used for the current month. It brings in the same Employees SSN and Name info based on the selected CBA, which makes it very beneficial when Contractor reports on the same employees every pay period.
- Select the **New Work Start** 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.
- Select Copy/Modify Previous Report Form from the drop down box titled **Process Contribution**.
- From the **Invoice Number** drop down list, select the Invoice you would like to copy.
- Check the appropriate box to **zero out any information** from the copied data, this will zero hours & wages
- Press the **Submit** button.
- The rest of the process is exactly like entering a New Contribution Form (refer to instructions above).

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Friday, May 01, 2015

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

Select the contractor from the dropdown menuView All Contributions

Select the contractor from the dropdown menuFrequently Asked Questions

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

Work Start Date: 4/1/2015 ▼

Work End Date: 4/30/2015 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: BLDG TRADES/NAT. SVC. 8 ▼

☐ Report no Hours

SubmitCancel

- View all submitted Contributions by selecting the “View All Contributions” link as shown above.

How to View Past Contribution Forms

The screenshot shows a web application interface for a contractor. At the top, a blue header bar contains the text 'Welcome Democontractor' on the left and 'Last Signed In: Friday, May 01, 2015' on the right. Below this is a navigation bar with six tabs: 'Home', 'Electronic Contribution' (which is highlighted with a yellow underline), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. Below the navigation bar, the text 'View All Contributions' is displayed. Further down, there is a search section with the following elements: 'Select Contractor:' followed by a dropdown menu showing 'Select Contractor' with a downward arrow; 'Begin Date:' followed by a date input field showing '4/1/2015' and a downward arrow; 'End Date:' followed by a date input field showing '5/1/2015' and a downward arrow; and a 'Search' button.

- Select the Contractor Name from the drop down list. (Some contractors can have multiple contractor numbers to choose from based upon how your user ID is setup.)
- Press the Search button, and it will show a screen with all Past Contributions Forms for this Contractor.

How to View Past Contribution Forms

Welcome Democontractor						Last Signed In: Thursday, May 28, 2015	
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[View All Contributions](#)

Select Contractor: Begin Date: End Date:

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW15-00000061	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	1	001960	GUIDELINE PLBG & HTG	\$3,794.40	Pending			DemoContractor	05/28/2015	<input type="checkbox"/>
CW15-00000060	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	1	001960	GUIDELINE PLBG & HTG	\$3,794.40	Pending			DemoContractor	05/28/2015	<input type="checkbox"/>
CW15-00000049	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	1	001960	GUIDELINE PLBG & HTG	\$13,490.40	Pending			DemoContractor	05/21/2015	<input type="checkbox"/>
CW15-00000048	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	1	001960	GUIDELINE PLBG & HTG	\$7,582.06	Pending			DemoContractor	05/21/2015	<input type="checkbox"/>
CW15-00000047	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	1	001960	GUIDELINE PLBG & HTG	\$1,325.40	Pending	CHK - Adjusted		DemoContractor	05/20/2015	<input type="checkbox"/>
CW15-00000046	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	1	001960	GUIDELINE PLBG & HTG	\$1,845.40	Pending			DemoContractor	05/20/2015	<input type="checkbox"/>

- If you wish to Delete Invoices, you can only Deleted Invoices in “Pending” status, you need to click the box in the “Del” column to selected desired Invoices to be deleted, then press Delete Contribution button at the bottom of the page.
- To delete invoices that are in an “In Process” status, you need to contact the Fund Office.
- If status says “Paid,” your form and payment was received and entered into the Contribution System, these cannot be deleted.

How to Make Payments on Multiple Saved Forms

Welcome Democontractor Last Signed In: Friday, May 01, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contribution

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼
Work Start Date: 4/1/2015 ▼
Process Contribution: Enter New Contribution ▼
Contribution Type: Regular Contribution ▼
CBA: BLDG TRADES/NAT. SVC. 8 ▼

Work End Date: 4/30/2015 ▼
☐ Report no Hours

- If you enter and save multiple invoices and have not 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.

How to Make Payments on Multiple Saved Forms

Welcome Democontractor					Last Signed In: Thursday, May 28, 2015	
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Pending Payment

Payment Summary

(1) Invoice Selected

Total amount due: \$3,794.40

Make Payment
Edit Selection

Select Contractor: 001960 | GUIDELINE PLBG & HTG

* Invoice Begin Date: 4/28/2015

Invoice Number:

* Invoice End Date: 5/28/2015

Search Clear

An employer is considered delinquent if both the contribution report and funds are not received by the 15th of the first month following when the work was performed. Interest is calculated at: 10% of the principle amount owed.

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"/>	CW15-00000061	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,794.40	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000060	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,794.40	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000049	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$13,490.40	DemoContractor	05/21/2015
<input type="checkbox"/>	CW15-00000048	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$7,582.06	DemoContractor	05/21/2015
<input type="checkbox"/>	CW15-00000046	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$1,845.40	DemoContractor	05/20/2015
<input type="checkbox"/>	CW15-00000045	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$3,592.00	DemoContractor	05/20/2015
<input type="checkbox"/>	CW15-00000040	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$16,252.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000039	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$9,936.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000036	04/30/2015	101	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND APPRENTICE 3-5	001960	\$6,857.70	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000035	04/30/2015	110	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND JOURNEYPerson	001960	\$8,005.79	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000033	04/30/2015	170	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND WORKING PRINCIPAL	001960	\$10,336.00	DemoContractor	05/18/2015
<input type="checkbox"/>	CW15-00000030	04/30/2015	102	1ST YEAR APPRENTICE	001960	\$1,961.20	DemoContractor	05/13/2015
<input type="checkbox"/>	CW15-00000023	04/30/2015	102	1ST YEAR APPRENTICE	001960	\$832.00	DemoContractor	05/07/2015
<input type="checkbox"/>	CW15-00000005	03/31/2015	180	PLUMBING & MECHANICAL CONTRACTORS INDUSTRY FUND BOARD OF EDUCATION	001960	\$988.80	DemoContractor	04/27/2015

Select Invoice Cancel

- You will go to a Pending Payment screen which shows contribution forms that have not been finalized for payment.
- In the Select Contractor area you can enter "Invoice Begin" / "Invoice End Date" date range to narrow or widen your search for all unpaid contributions forms.
- Click on the Box all the way to the left of the Invoice # for the forms that you would like to pay. This will combine all forms into one payment amount and you can continue to make your payment through the normal payment process.

Questions/Concerns

For Training and Enrollment, please call us at (248)641-4988, and ask to speak with someone from our Contributions Team.