

Sheet Metal Workers Local 7 Zone 3 Electronic Contribution Website User Manual

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.smw7zone3employers.com



Northwestern Ohio Plumbers and Pipefitters

Wednesday, September 30, 2020

* User Name:
* Password:

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

Home Electronic Contribution 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 in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user name and password for your account.**
- **If you have any difficulty when creating your account, please call (248) 641-4973 or (800) 451-5733, where someone will assist you.**

Let's Get Started

Monday, June 27, 2022

My Profile Logout

Sheet Metal Workers Local 7 Zone 3

Welcome Democontractor Last Signed In: Monday, June 27, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Process Contribution
View All Contributions
Frequently Asked Questions

News / Events
No news is available.

Introduction
You now have the power to access informat a week.

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

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

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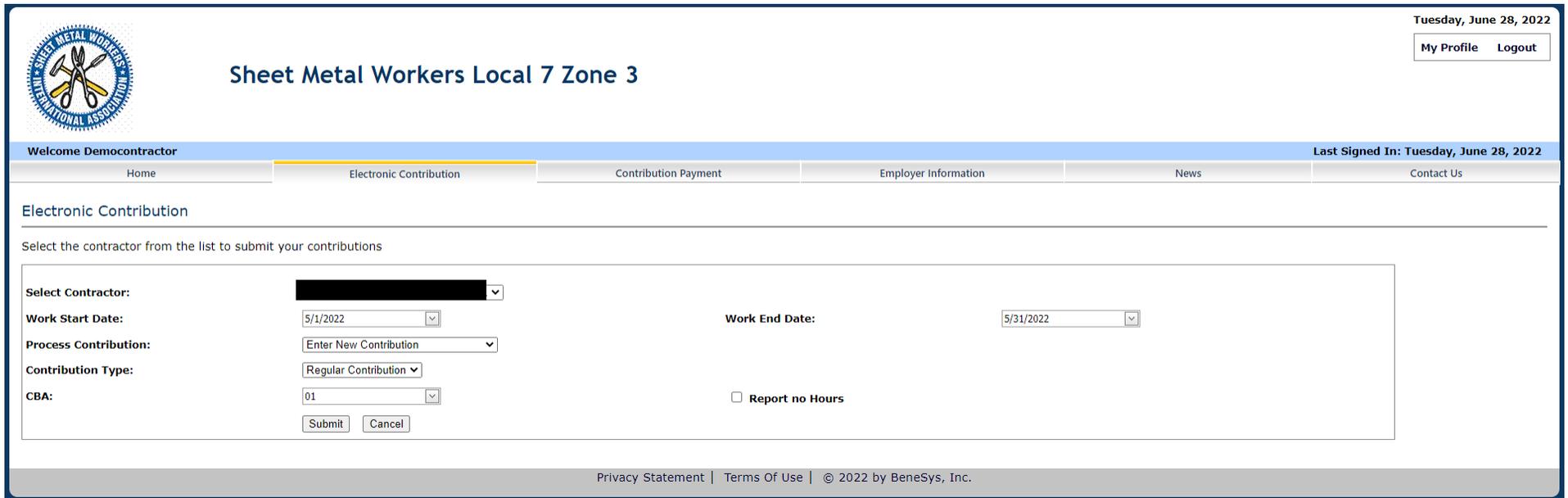
- **To begin entering employee contribution information, mouse over the Electronic Contribution tab and select Process Contribution as shown above.**
 - This option will allow you to create and process contributions.

Processing Contributions

The screenshot shows the web portal for Sheet Metal Workers Local 7 Zone 3. The page title is "Sheet Metal Workers Local 7 Zone 3". The date is "Tuesday, June 28, 2022". The user is logged in as "Democontractor". The navigation menu includes "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" section is active. The form prompts the user to "Select the contractor from the list to submit your contributions". The form fields include: "Select Contractor:" (a dropdown menu), "Work Start Date:" (5/1/2022), "Work End Date:" (5/31/2022), "Process Contribution:" (a dropdown menu with options: "Enter New Contribution", "Modify / Submit Saved Contribution", "Upload Contribution File", "Copy / Modify Previous Report Form"), "Contribution Type:" (a dropdown menu), and "CBA:" (a dropdown menu). There are "Submit" and "Cancel" buttons. A checkbox labeled "Report no Hours" is also present. The footer contains "Privacy Statement | Terms Of Use | © 2022 by BeneSys, Inc."

- **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

Entering a New Form



The screenshot shows the web portal for Sheet Metal Workers Local 7 Zone 3. The page title is "Sheet Metal Workers Local 7 Zone 3". The date is "Tuesday, June 28, 2022". The user is logged in as "Democontractor" and last signed in on "Tuesday, June 28, 2022". The navigation menu includes "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" section is active, and the form is titled "Electronic Contribution". The form instructions are "Select the contractor from the list to submit your contributions". The form fields are: "Select Contractor:" (a dropdown menu with a blacked-out selection), "Work Start Date:" (5/1/2022), "Work End Date:" (5/31/2022), "Process Contribution:" (Enter New Contribution), "Contribution Type:" (Regular Contribution), and "CBA:" (01). There is a checkbox for "Report no Hours" which is unchecked. The form has "Submit" and "Cancel" buttons. The footer contains "Privacy Statement | Terms Of Use | © 2022 by BeneSys, Inc."

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 end 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. This will pull the fringe rates for that CBA.
6. To report no work, please check the "Report no Hours" box.
7. Finally, click Submit to begin entry.

Enter a New Form - Contribution Entry

Sheet Metal Workers Local 7 Zone 3

Tuesday, June 28, 2022

My Profile Logout

Welcome Democontractor Last Signed In: Tuesday, June 28, 2022

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

Contribution Entry Form

Contribution Batch

Contractor Name: [REDACTED] Contractor Number: [REDACTED]
Batch Number: CW22-00000012 Work End Date: 05/31/2022
CBA: 04 - 04

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

Row No	SSN	First Name	MI	Last Name	Hours Worked	Hours2	Delete?
2	147258365	John	M	Smith	100.00	10.00	<input type="checkbox"/>
3	789456125	Jane	D	Doe	120.00	50.00	<input type="checkbox"/>
4					0.00	0.00	<input type="checkbox"/>

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- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee's line and click Delete Employee.
- Enter the Hours Worked and Hours 2 amounts in the appropriate fields.
- Click Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

Enter a New Form – Calculate Contributions

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Process Contribution

Contribution Batch

Contractor Name: ██████████ Contractor Number: ██████████
Batch Number: CW22-00000015 Work End Date: 05/31/2022
CBA: 04 - 04

Contractor Contribution Details:

Contractor	Hours Worked	Hours2	Amount	
WENDLING SHEET METAL	220.00	60.00	\$1,629.40	View Details
TOTAL	220.00	60.00	\$1,629.40	

Employee Contribution Details:

SSN	First Name	MI	Last Name	Hours Worked	Hours2	Amount	
789456125	Jane	D	Doe	120.00	50.00	\$893.60	View Details
147258365	John	M	Smith	100.00	10.00	\$735.80	View Details
TOTAL				220.00	60.00	\$1,629.40	

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- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
 - See next page in user guide 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 in user guide for option to not pay certain fringes on a specific employee
- Use the [Back](#) button to return to the prior screen if you'd like to adjust work details for any employee. ***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 all the information you've entered is correct, click the [Finalize Contribution](#) button. Note: once you've clicked [Finalize Contribution](#), you cannot go back and make changes.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: XXXXXXXXXX

Fund Name	Units	Basis	Rates	Amount
HEALTHCARE	220.00	Hours Worked	3.95000	\$869.00
PENSION	220.00	Hours Worked	2.31000	\$508.20
APPRENTICE	220.00	Hours Worked	0.50000	\$110.00
INDUSTRY	220.00	Hours Worked	0.40000	\$88.00
UNION DUES	220.00	Hours Worked	0.17000	\$37.40
YOUTH	60.00	Hours2	0.18000	\$10.80
BLDG TRADES	60.00	Hours2	0.04000	\$2.40
PAL-LOCAL	60.00	Hours2	0.03000	\$1.80
PAL-NAT'L	60.00	Hours2	0.03000	\$1.80
Total:				\$1,629.40

- To elect to not pay an optional fringe for ALL EMPLOYEES, click on the View Details link under Contractor Contribution Details next to the Work Class for which you would like to not pay the optional fringe.
 - Check the Overwrite box next to fringe(s) you are not paying.
 - Click Save, which will overwrite the fringe amount to \$0.
 - When overriding a fringe at the contractor level, the amount contributed for that fringe cannot be changed.

Note: You should only use this option if you have a signed agreement that states you do not have to pay a specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: Jane **Last Name:** Doe

Fund	Units	Basis	Rate	Amount
HEALTHCARE	120.00	Hours Worked	3.95000	\$474.00
PENSION	120.00	Hours Worked	2.31000	\$277.20
APPRENTICE	120.00	Hours Worked	0.50000	\$60.00
INDUSTRY	120.00	Hours Worked	0.40000	\$48.00
UNION DUES	120.00	Hours Worked	0.17000	\$20.40
YOUTH	50.00	Hours2	0.18000	\$9.00
BLDG TRADES	50.00	Hours2	0.04000	\$2.00
PAL-LOCAL	50.00	Hours2	0.03000	\$1.50
PAL-NAT'L	50.00	Hours2	0.03000	\$1.50
Total:				\$893.60

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

Note: You should only use this option if you have a signed agreement that states you do not have to pay a specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.

Enter a New Form - Finalize Contributions

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Batch

Contractor Name: ██████████ Contractor Number: ██████████
 Batch Number: CW22-00000015 Work End Date: 05/31/2022
 CBA: 04 - 04

INVOICE # CW22-00000004

Your Calculated Contributions for work ending 05/31/2022: **\$1,629.40**
 Remittance Amount Due: **\$1,629.40**
 Invoice #: **CW22-00000004**
 * 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(S).
 Invoice Date: **06/28/2022**

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Hours2	Calc Hrs	Basis	Rate	Amount
DFLT	APPRENTICE	APP	220.00	60.00	220.00	Hours Worked	0.50000	\$110.00
DFLT	UNION DUES	DUES	220.00	60.00	220.00	Hours Worked	0.17000	\$37.40
DFLT	HEALTHCARE	H&W	220.00	60.00	220.00	Hours Worked	3.95000	\$869.00
DFLT	INDUSTRY	IND	220.00	60.00	220.00	Hours Worked	0.40000	\$88.00
DFLT	BLDG TRADES	MSBT	220.00	60.00	60.00	Hours2	0.04000	\$2.40
DFLT	PAL-LOCAL	PAL L	220.00	60.00	60.00	Hours2	0.03000	\$1.80
DFLT	PAL-NAT'L	PAL-N	220.00	60.00	60.00	Hours2	0.03000	\$1.80
DFLT	PENSION	PEN	220.00	60.00	220.00	Hours Worked	2.31000	\$508.20
DFLT	WELFR-PRSC	PRSC	220.00	60.00	220.00	Hours Worked	0.00000	\$0.00
DFLT	YOUTH	YOUTH	220.00	60.00	60.00	Hours2	0.18000	\$10.80
TOTAL								\$1,629.40

Employee Details:

Name	H	I	APP	DUES	H&W	IND	MSBT	PAL L	PAL-N	PEN	PRSC	YOUTH
Doe, Jane D	120.00	50.00	\$60.00	\$20.40	\$474.00	\$48.00	\$2.00	\$1.50	\$1.50	\$277.20	\$0.00	\$9.00
Smith, John M	100.00	10.00	\$50.00	\$17.00	\$395.00	\$40.00	\$0.40	\$0.30	\$0.30	\$231.00	\$0.00	\$1.80
TOTAL	220.00	60.00	\$110.00	\$37.40	\$869.00	\$88.00	\$2.40	\$1.80	\$1.80	\$508.20	\$0.00	\$10.80

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- 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)

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

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: 5/28/2022 * Invoice End Date: 6/28/2022

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the first month following when the work was performed. Interest is calculated at:
2% of the principle amount owed from the delinquency date, if paid between 1st -15th of the second month following work.
4% of the principle amount owed from the original delinquency date, if paid between 16th-last of the second month following work.
6% of the principle amount owed from the original delinquency date, if paid between the 1st-15th of third month following work.
10% of the principle amount owed from the original delinquency date if not paid after third 15 day period.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000004	05/31/2022	04	04	002995	\$1,629.40	DemoContractor	06/28/2022
<input type="checkbox"/>	CW22-00000002	05/31/2022	04	04	002995	\$994.90	DemoContractor	06/24/2022

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- After selecting Pay Now, you will be taken to the Pending Payment 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 (via ACH or Check).
- Once you check the box(es) to the left of the invoice(s) desired, click the Select Invoice button.

Enter a New Form - Pay Invoice(s)

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

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$1,629.40

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

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

[Search](#) [Clear](#)

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the first month following when the work was performed. Interest is calculated at:
2% of the principle amount owed from the delinquency date, if paid between 1st -15th of the second month following work.
4% of the principle amount owed from the original delinquency date, if paid between 16th-last of the second month following work.
6% of the principle amount owed from the original delinquency date, if paid between the 1st-15th of third month following work.
10% of the principle amount owed from the original delinquency date if not paid after third 15 day period.

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"/>	CW22-00000004	05/31/2022	04	04	██████████	\$1,629.40	DemoContractor	05/28/2022
<input type="checkbox"/>	CW22-00000002	05/31/2022	04	04	██████████	\$994.90	DemoContractor	06/24/2022

[Select Invoice](#) [Cancel](#)

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- After clicking Select Invoice, the invoice(s) 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, 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)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000004	05/31/2022	04		\$1,629.40
TOTAL				\$1,629.40

Total Invoice Amount : **\$1,629.40**
Invoice Adjustment Amount:
Total Amount Due: **\$1,629.40**
Adjustment Reason:

Pay By: ACH(Online) Check

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- 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).

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
CW22-0000004	05/31/2022	04		\$1,629.40
TOTAL				\$1,629.40

Total Invoice Amount : **\$1,629.40**
Invoice Adjustment Amount:
Total Amount Due: **\$1,629.40**
Adjustment Reason:

Pay By: ACH(Online) Check

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- 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:



* Please enter the characters as shown in the image.

Enter a New Form - Pay Invoice(s)

○ 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.

Modify A Saved Contribution Form

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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Redacted] ▼

Work Start Date: 5/1/2022 ▼

Work End Date: 5/31/2022 ▼

Process Contribution: Enter New Contribution ▼

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

CBA: Report no Hours

Submit Cancel

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

Modify A Saved Contribution Form

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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Redacted] ▼

Process Contribution: [Modify / Submit Saved Contribution] ▼

*Batch Number: [Batch Number | CBA | Work StartDate | Work EndDate] ▼

Batch Number	CBA	Work Start Date	Work End Date
CW22-00000014	(04) 04	05/01/2022	05/31/2022

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1. Select a saved batch by selecting its batch number 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

- 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 Browse button to find the .CSV or .TXT file 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	First Name	Last Name	Middle Name	Hours Worked	Hours 2
	A	B	C	D	E	F
1	123456789	Dane	Jack	R	100	50
2	147258369	Lui	Pheri	Z	12	18
3	985236471	Mark	Luke	V	50	40

Upload a Contribution File

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name: ██████████ Contractor Number: ██████████
Batch Number: CW22-00000020 Work End Date: 05/31/2022
CBA: 01 - 01

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

Row No	SSN	First Name	MI	Last Name	Hours Worked	Hours2	Delete?
1	123456789	JACK		HAWLEY II	100.00	50.00	<input type="checkbox"/>
2	147258369	Pheri	Z	Lui	12.00	18.00	<input type="checkbox"/>
3	985236471	Luke	V	Mark	50.00	40.00	<input type="checkbox"/>
4					0.00	0.00	<input type="checkbox"/>

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- 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

- 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 end 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 form details 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

The screenshot shows the 'Electronic Contribution' section of the BeneSys web application. The navigation menu at the top includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. Under 'Electronic Contribution', there are three links: 'Process Contribution', 'View All Contributions', and 'Frequently Asked Questions'. The 'View All Contributions' link is highlighted with a red box. Below the navigation, there is a form with the following fields and options:

- Select Contractor:** A dropdown menu with a blacked-out selection.
- Work Start Date:** A date picker set to 5/1/2022.
- Work End Date:** A date picker set to 5/31/2022.
- Process Contribution:** A dropdown menu with the option 'Copy / Modify Previous Report Form' selected.
- *Invoice Number:** A dropdown menu with the option 'Invoice Number | CBA | Work StartDate | Work EndDate' selected.
- [Check here to zero out hours and amounts from copied data](#)
-

At the bottom of the page, there is a footer with the text: 'Privacy Statement | Terms Of Use | © 2022 by BeneSys, Inc.'

- You can view all your previously submitted contributions by selecting the [View All Contributions](#) 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: 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
CW22-00000005	05/31/2022	04	04	2			\$1,835.30	Pending			DemoContractor	06/30/2022	<input type="checkbox"/>
CW22-00000002	05/31/2022	04	04	1			\$994.90	Pending			DemoContractor	06/24/2022	<input type="checkbox"/>
CW22-00000001	05/31/2022	01	01	24			\$6,150.40	Pending	ACH	06/28/2022	DemoContractor	06/24/2022	<input type="checkbox"/>

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- 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

The screenshot displays the BeneSys web application interface. At the top, there is a navigation bar with tabs for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The Contribution Payment tab is active, and its dropdown menu is open, showing four options: Make a Payment (highlighted with a red box), View All Payment, Account Management, and Make Variance Payment. On the left side of the page, there is an Introduction section with instructions on how to navigate the site and log on. On the right side, there is a News / Events section with a message stating 'No news/events are available'.

- **If you have entered and saved multiple invoices and have not yet processed a payment for them, you can process one payment for multiple invoices, whether by ACH or Check.**
- **From the Contribution Payment dropdown menu choose Make a Payment (see above).**

How to Make Payments on Multiple Saved Forms

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

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: 5/30/2022 * Invoice End Date: 6/30/2022

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the first month following when the work was performed. Interest is calculated at:
 2% of the principle amount owed from the delinquency date, if paid between 1st -15th of the second month following work.
 4% of the principle amount owed from the original delinquency date, if paid between 16th-last of the second month following work.
 6% of the principle amount owed from the original delinquency date, if paid between the 1st-15th of third month following work.
 10% of the principle amount owed from the original delinquency date if not paid after third 15 day period.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW22-00000005	05/31/2022	04	04	██████████	\$1,835.30	DemoContractor	06/30/2022
<input type="checkbox"/>	CW22-00000002	05/31/2022	04	04	██████████	\$994.90	DemoContractor	06/24/2022

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- 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 Numbers 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

For questions, enrollment, or training, please call (248) 641-4973 or (800) 451-5733 and ask to speak with someone from our Contributions Team.