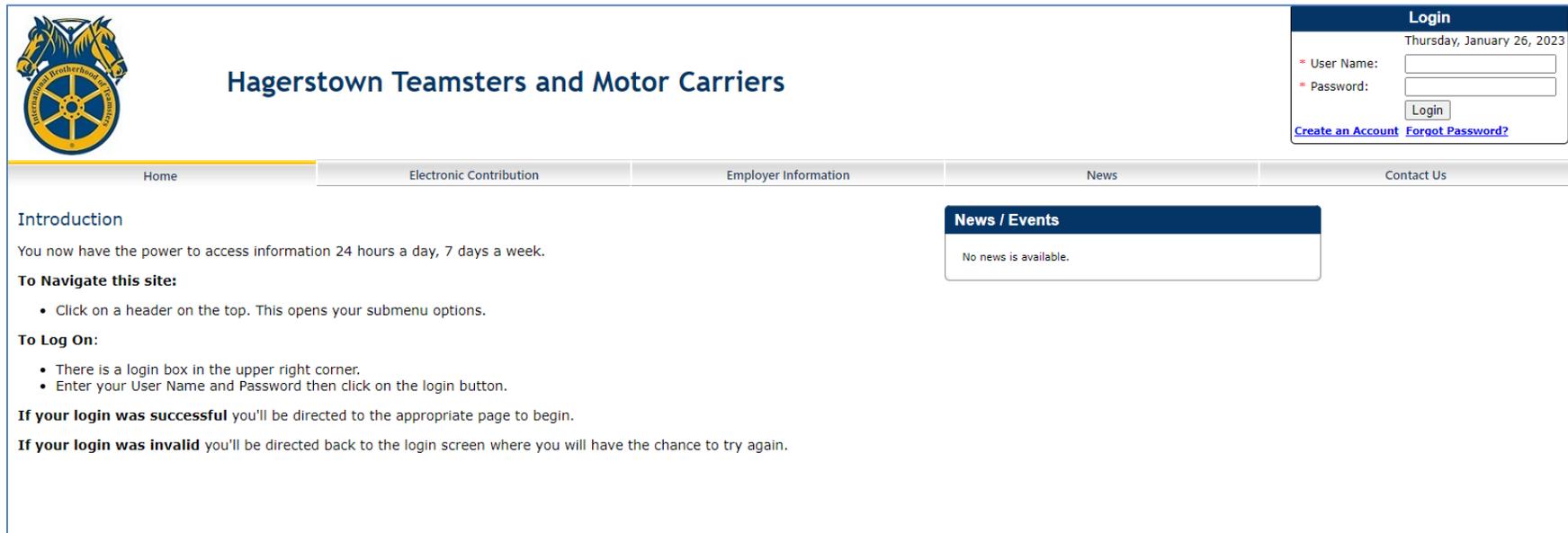


# Hagerstown Teamsters and Motor Carriers Electronic Contribution Website User Manual

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.HagerstownTeamstersEmployers.org



**Hagerstown Teamsters and Motor Carriers**

Thursday, January 26, 2023

User Name:

Password:

Login

[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 is 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 (301) 733-2602 or (800) 962-3972, where someone will assist you.**

# Let's Get Started

Thursday, January 26, 2023

My Profile Logout

## Hagerstown Teamsters and Motor Carriers

Welcome Democontractor Last Signed In: Thursday, January 26, 2023

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

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

7 days a week.

### News / Events

No news is available.

**Introduction**  
You now have the power to access information 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, 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

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] INC

Work Start Date: 8/1/2020      Work End Date: 8/31/2020

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 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

Home   Electronic Contribution   Contribution Payment   Employer Information   News   Contact Us

## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: G3000 | Test Contractor

Work Start Date: 8/1/2020      Work End Date: 8/31/2020

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: 90395       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 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

Home    Electronic Contribution    Contribution Payment    Employer Information    News    Contact Us

Contribution Entry Form

**Contribution Batch**

Contractor Name:	Test Contractor	Contractor Number:	G3000
Batch Number:	CW23-00000017	Work End Date:	08/31/2020
CBA:	90395 - 90395		

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

\*Contact the Benefit Office to add new Work Classifications.  
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	Flat Rate	Days Worked	Delete?
1	234567890	DEFAULT	Jane		Doe	1.00	0.00	<input type="checkbox"/>
2	123456789	DEFAULT	John		Doe	1.00	0.00	<input type="checkbox"/>
3		DEFAULT				0.00	0.00	<input type="checkbox"/>
4		DEFAULT				0.00	0.00	<input type="checkbox"/>

- 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 monthly Flat Rate units (typically 1.00 per month) **or** Days Worked amounts in the appropriate fields (depending on your CBA).
- 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
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Process Contribution

**Contribution Batch**

Contractor Name:	Test Contractor	Contractor Number:	G3000
Batch Number:	CW23-00000017	Work End Date:	08/31/2020
CBA:	90395 - 90395		

**Contractor Contribution Details:**

Work Class	Contractor	Flat Rate	Days Worked	Amount	
Default	Test Contractor	2.00	0.00	\$8,246.98	<a href="#">View Details</a>
<b>TOTAL</b>		<b>2.00</b>	<b>0.00</b>	<b>\$8,246.98</b>	

**Employee Contribution Details:**

SSN	Work Class	First Name	MI	Last Name	Flat Rate	Days Worked	Amount	
234567890	Default	Jane		Doe	1.00	0.00	\$4,123.49	<a href="#">View Details</a>
123456789	Default	John		Doe	1.00	0.00	\$4,123.49	<a href="#">View Details</a>
<b>TOTAL</b>					<b>2.00</b>	<b>0.00</b>	<b>\$8,246.98</b>	

- The [View Details](#) link under **Contractor** Contribution Details will show you a breakdown of all calculated fringes
- The [View Details](#) link under **Employee** Contribution Details will show you a breakdown of all calculated fringes for that particular 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 - Finalize Contributions

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

<b>Contractor Name:</b>	Test Contractor	<b>Contractor Number:</b>	G3000
<b>Batch Number:</b>	CW23-00000017	<b>Work End Date:</b>	08/31/2020
<b>CBA:</b>	90395 - 90395		

INVOICE # CW23-00000008

Your Calculated Contributions for work ending 08/31/2020: **\$8,246.98**

Remittance Amount Due: **\$8,246.98**

Invoice #: **CW23-00000008**  
**\* 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: **01/26/2023**

Amount Due:

Work Class	Fund	Fund Code	Flat Rate	Days Worked	Calc Hrs	Basis	Rate	Amount
Default	Health & Welfare	H&W	2.00	0.00	2.00	Flat Rate	1,663.47000	\$3,326.94
Default	Pension DB	DB	2.00	0.00	2.00	Flat Rate	2,460.02000	\$4,920.04
<b>TOTAL</b>								<b>\$8,246.98</b>

Employee Details:

Name	Work Class	F	DW	H&W	DB
Doe, Jane	Default	1.00	0.00	\$1,663.47	\$2,460.02
Doe, John	Default	1.00	0.00	\$1,663.47	\$2,460.02
<b>TOTAL</b>		<b>2.00</b>	<b>0.00</b>	<b>\$3,326.94</b>	<b>\$4,920.04</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)

Home    Electronic Contribution    Contribution Payment    Employer Information    News    Contact Us

Pending Payment

Select Contractor: [Redacted] INC

\* Invoice Begin Date: 8/30/2020

Invoice Number: [Redacted]

\* Invoice End Date: 9/30/2020

Search    Clear

In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308.

Pending Invoice:

Select Invoice    Cancel

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW20-00000009	08/31/2020	00	BTE AGREEMENTS	[Redacted]	\$6,513.60	DemoContractor	09/30/2020

Select Invoice    Cancel

- 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: **\$6,513.60**

Make Payment    Edit Selection

Select Contractor: [Redacted] INC    Invoice Number: [ ]  
\* Invoice Begin Date: 8/30/2020    \* Invoice End Date: 9/30/2020  
Search    Clear

In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308.

Pending Invoice: [ ]    Select Invoice    Cancel

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/> CW20-00000009	08/31/2020	00	BTE AGREEMENTS	[Redacted]	\$6,513.60	DemoContractor	09/30/2020

Select Invoice    Cancel

- 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
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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-00000009	08/31/2020	BTE AGREEMENTS		\$6,513.60
<b>TOTAL</b>				<b>\$6,513.60</b>

Total Invoice Amount : **\$6,513.60**

Invoice Adjustment Amount:

Total Amount Due: **\$6,513.60**

Adjustment Reason:

Pay By:  ACH(Online)  Check

- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
  - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
  - When an adjustment amount is 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)

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-00000009	08/31/2020	BTE AGREEMENTS		\$6,513.60
<b>TOTAL</b>				<b>\$6,513.60</b>

Total Invoice Amount : **\$6,513.60**  
Invoice Adjustment Amount:   
Total Amount Due: **\$6,513.60**  
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.

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)

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

In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308.

**Total Amount Due: \$6,513.60**

Bank Account Number: ( Last 4 digits ) [REDACTED]

Routing Number: ( Last 4 digits ) [REDACTED]

Bank Name: [REDACTED]

Account Type: Checking

Settlement Date: 10/2/2020

\*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: 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

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The main content area is titled "Electronic Contribution" and includes the instruction "Select the contractor from the list to submit your contributions". Below this, there is a form with the following elements:

- Select Contractor:** A dropdown menu with "INC" selected.
- Process Contribution:** A dropdown menu with four options: "Enter New Contribution", "Modify / Submit Saved Contribution" (highlighted in blue), "Upload Contribution File", and "Copy / Modify Previous Report Form".
- \*Batch Number:** A text input field.
- Work EndDate:** A text input field.
- Submit** and **Cancel** buttons.

- 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] INC

Process Contribution: Modify / Submit Saved Contribution

\*Batch Number: CW20-00000015

Batch Number	CBA	Work Start Date	Work End Date
CW20-00000015	( 00 ) BTE AGREEMENT	08/01/2020	08/31/2020

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

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] INC

Work Start Date: [Redacted]

Work End Date: 8/31/2020

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

Contribution Type: [Redacted]

CBA: BTE AGREEMENTS

\*File Name: [Redacted] Browse...

Submit    Cancel

- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
  1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
  2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
  3. Click the 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	Work Class (Always DEFAULT)	Last Name	First Name	Middle Initial	Flat Rate Units	Days Worked
	A	B	C	D	E	F	G
1	123456789	DEFAULT	Doe	John	D	1	0
2	234567890	DEFAULT	Doe	Jane	D	1	0
3							

# Upload a Contribution File

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

**Contribution Batch**

Contractor Name:	Test Contractor	Contractor Number:	G3000
Batch Number:	CW23-00000016	Work End Date:	08/31/2020
CBA:	90254 - 90254		

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

\*Contact the Benefit Office to add new Work Classifications.  
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	Flat Rate	Days Worked	Delete?
1	123456789	DEFAULT	John	D	Doe	1.00	0.00	<input type="checkbox"/>
2	234567890	DEFAULT	Jane	D	Doe	1.00	0.00	<input type="checkbox"/>
3		DEFAULT				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 'Electronic Contribution' page in the BeneSys system. The page has a navigation bar with links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the page title is 'Electronic Contribution'. The main content area contains the following fields and options:

- Select Contractor:** A dropdown menu with 'INC' selected. A dropdown menu is open showing options: 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form' (highlighted in blue).
- Work Start Date:** A date input field.
- Work End Date:** A date input field with '8/31/2020' selected.
- Process Contribution:** A section containing:
  - \*Invoice Number:** A dropdown menu with 'CW20-0000009' selected.
  - Check here to zero out hours and amounts from copied data** (highlighted with a red box).
  - Submit** and **Cancel** buttons.

- 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 displays the BeneSys web application interface. At the top, there is a navigation menu with tabs for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below the navigation menu, the 'Electronic Contribution' section is active. A dropdown menu is open, showing three options: 'Process Contribution', 'View All Contributions', and 'Frequently Asked Questions'. The 'View All Contributions' option is highlighted with a red rectangular box. Below the navigation menu, there is a text prompt: 'Select the contractor from the list to submit:'. The main content area contains a form with the following fields and options:

- Select Contractor:** A dropdown menu with a blacked-out name and 'INC' at the end.
- Work Start Date:** A date picker set to 9/1/2020.
- Work End Date:** A date picker set to 9/30/2020.
- Process Contribution:** A dropdown menu with 'Enter New Contribution' selected.
- Contribution Type:** A dropdown menu with 'Regular Contribution' selected.
- CBA:** A dropdown menu with 'BTE AGREEMENTS' selected.
- Report no Hours
- Submit and Cancel buttons.

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

# How to View Past Contribution Forms

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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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 account is setup).
- Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).

# How to View Past Contribution Forms

Home    Electronic Contribution    Contribution Payment    Employer Information    News    Contact Us

View All Contributions

Select Contractor:  INC    Begin Date:     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="#">CW20-0000011</a>	08/31/2020	00	BTE AGREEMENTS	2	██████████	██████████ INC	\$6,513.60	Pending			DemoContractor	09/30/2020	<input type="checkbox"/>
<a href="#">CW20-0000010</a>	08/31/2020	00	BTE AGREEMENTS	2	██████████	██████████ INC	\$6,513.60	Pending			DemoContractor	09/30/2020	<input type="checkbox"/>
<a href="#">CW20-0000009</a>	08/31/2020	00	BTE AGREEMENTS	2	██████████	██████████ INC	\$6,513.60	Pending	ACH	10/02/2020	DemoContractor	09/30/2020	<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

The screenshot displays the top navigation bar of the BeneSys web application. The navigation tabs are: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is active and has a dropdown menu open. The dropdown menu contains four options: 'Make a Payment' (highlighted with a red box), 'View All Payment', 'Account Management', and 'Make Variance Payment'. To the right of the navigation bar, there is a 'News / Events' section with a dark blue header and the text 'No news/events are available' below it. The main content area on the left contains an 'Introduction' section with the following text: 'You now have the power to access information 24 hours a day, 7 days a week.' Below this, there are two sections: 'To Navigate this site:' with a bullet point 'Click on a header on the top. This opens your submenu options.' and 'To Log On:' with 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.' At the bottom of the introduction, there are two lines of text: '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.'

- **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: [Redacted] INC    Invoice Number: [ ]

\* Invoice Begin Date: 8/30/2020    \* Invoice End Date: 9/30/2020

[Search]    [Clear]

In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308.

Pending Invoice:

[Select Invoice]    [Cancel]

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW20-00000011	08/31/2020	00	BTE AGREEMENTS	[Redacted]	\$6,513.60	DemoContractor	09/30/2020
<input type="checkbox"/>	CW20-00000010	08/31/2020	00	BTE AGREEMENTS	[Redacted]	\$6,513.60	DemoContractor	09/30/2020

[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 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 (301) 733-2602 or (800) 962-3972 and ask to speak with someone from our Contributions Team.**