

Hawaii Sheet Metal Workers 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.HSMWEmployers.org

The screenshot displays the website for Hawaii Sheet Metal Workers. At the top left is the logo with the text "HSMW Hawaii Sheet Metal Workers". To the right is a "Login" box containing a date "Monday, June 9, 2025", fields for "User Name:" and "Password:", a "Login" button, and links for "Create an Account" and "Forgot Password?". Below the logo is a navigation menu with items: Home, Electronic Contribution, Employer Information, News, and Contact Us. The main content area features an "Introduction" section with the text: "You now have the power to access information 24 hours a day, 7 days a week." It includes instructions on how to navigate the site and how to log on. A "News / Events" box on the right states "No news is available."

- To log in to this site, you will need to contact the administrative 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 username and password for your account.
- If you have any difficulty when creating your account, please call (808) 841-6106, where someone will assist you.

Let's Get Started

The screenshot shows the website header for Hawaii Sheet Metal Workers. The logo is on the left, and 'My Profile Logout' is on the right. Below the header is a blue bar with 'Welcome Democontractor' on the left and 'Last Signed In: Monday, June 9, 2025' on the right. A navigation menu follows with tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' tab is active, showing a dropdown menu with three options: 'Process Contribution' (highlighted with a red border), 'View All Contributions', and 'Frequently Asked Questions'. To the right of the dropdown is a 'News / Events' box containing the text 'No news is available.' Below the navigation menu is an 'Introduction' section with the text 'You now have the power to' followed by a redacted area and 'rs a day, 7 days a week.' Below this are three sections: 'To Navigate this site:' with a bullet point about clicking headers; 'To Log On:' with two bullet points about the login process; and 'If your login was successful' and 'If your login was invalid' instructions.

- Once you have logged in, 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

HSMW Hawaii Sheet Metal Workers
Hawaii Sheet Metal Workers

My Profile Logout

Welcome Democontractor Last Signed In: Monday, June 9, 2025

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR

Work Start Date: 5/1/2025 Work End Date: 5/31/2025

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

- **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: 999999 | DEMO EMPLOYER ▼

Work Start Date: 3/1/2023 ▼ Work End Date: 3/31/2023 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: Sheet Metal Workers ▼ 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

Your contribution information is saved for future submission. It will be available for 120 days.

Contribution Batch

Contractor Name:	DEMO EMPLOYER	Contractor Number:	999999
Batch Number:	CW23-00000005	Work End Date:	03/31/2023
CBA:	SMW - Sheet Metal Workers		

[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	Hours Worked	Delete?
1	234567890	FOREMAN	Jane	D	Doe	160.00	<input type="checkbox"/>
2	123456789	JOURNEYMAN	John	D	Doe	160.00	<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 Hours Worked amount 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
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Process Contribution

Contribution Batch

Contractor Name:	DEMO EMPLOYER	Contractor Number:	999999
Batch Number:	CW23-0000005	Work End Date:	03/31/2023
CBA:	SMW - Sheet Metal Workers		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Amount	
Foreman	DEMO EMPLOYER	160.00	\$4,836.80	View Details
Journeyman	DEMO EMPLOYER	160.00	\$4,664.00	View Details
TOTAL		320.00	\$9,500.80	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Amount	
234567890	Foreman	Jane	D	Doe	160.00	\$4,836.80	View Details
123456789	Journeyman	John	D	Doe	160.00	\$4,664.00	View Details
TOTAL					320.00	\$9,500.80	

- 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

Contractor Name:	DEMO EMPLOYER	Contractor Number:	999999
Batch Number:	CW23-0000005	Work End Date:	03/31/2023
CBA:	SMW - Sheet Metal Workers		

INVOICE # CW23-0000003

Your Calculated Contributions for work ending 03/31/2023: **\$9,500.80**

Remittance Amount Due: **\$9,500.80**

Invoice #: **CW23-0000003**
*** 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: **04/14/2023**

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Calc Hrs	Basis	Rate	Amount
Journeyman	Vacation and Holiday	VANDH	160.00	160.00	Hours Worked	5.26000	\$841.60
Journeyman	Pension	PEN	160.00	160.00	Hours Worked	4.38000	\$700.80
Journeyman	Health and Welfare	HW	160.00	160.00	Hours Worked	11.45000	\$1,832.00
Journeyman	Defined Contribution Plan	DC	160.00	160.00	Hours Worked	5.45000	\$872.00
Journeyman	Training	TRNG	160.00	160.00	Hours Worked	2.00000	\$320.00
Journeyman	Industry	INDST	160.00	160.00	Hours Worked	0.61000	\$97.60
Foreman	Vacation and Holiday	VANDH	160.00	160.00	Hours Worked	5.79000	\$926.40
Foreman	Pension	PEN	160.00	160.00	Hours Worked	4.38000	\$700.80
Foreman	Health and Welfare	HW	160.00	160.00	Hours Worked	11.45000	\$1,832.00
Foreman	Defined Contribution Plan	DC	160.00	160.00	Hours Worked	6.00000	\$960.00
Foreman	Training	TRNG	160.00	160.00	Hours Worked	2.00000	\$320.00
Foreman	Industry	INDST	160.00	160.00	Hours Worked	0.61000	\$97.60
TOTAL							\$9,500.80

Employee Details:

Name	Work Class	H	VANDH	PEN	HW	DC	TRNG	INDST
Doe, Jane D	Foreman	160.00	\$926.40	\$700.80	\$1,832.00	\$960.00	\$320.00	\$97.60
Doe, John D	Journeyman	160.00	\$841.60	\$700.80	\$1,832.00	\$872.00	\$320.00	\$97.60
TOTAL		320.00	\$1,768.00	\$1,401.60	\$3,664.00	\$1,832.00	\$640.00	\$195.20

- 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: 999999 | DEMO EMPLOYER ▼ Invoice Number:

* Invoice Begin Date: 3/14/2023 ▼ * Invoice End Date: 4/14/2023 ▼

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collective Bargaining Agreement (CBA), contribution reports and contributions must be delivered or postmarked no later than the 20th day of the month immediately following the month during which the contributions were earned. Failure to do so will result in the imposition of liquidated damages and other remedies.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW23-00000003	03/31/2023	SMW	Sheet Metal Workers	999999	\$9,500.80	DemoContractor	04/14/2023

- 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)

Friday, April 14, 2023
My Profile Logout

Welcome Democontractor
Home Electronic Contribution Contribution Payment Employer Information News Contact Us
Last Signed In: Friday, April 14, 2023

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$9,500.00
Make Payment Edit Selection

Select Contractor: 999999 DEMO EMPLOYER
Invoice Number:
* Invoice Begin Date: 3/14/2023
* Invoice End Date: 4/14/2023
Search Clear

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collective Bargaining Agreement (CBA), contribution reports and contributions must be delivered or postmarked no later than the 20th day of the month immediately following the month during which the contributions were earned. Failure to do so will result in the imposition of liquidated damages and other remedies.

Pending Invoice:

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
HW22-00000002	03/31/2023	SHW	Sheet Metal Workers	999999	\$9,500.00	DemoContractor	04/14/2023

- 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)

HSMW
Hawaii Sheet Metal Workers

Friday, April 14, 2023
My Profile Logout

Welcome Democontractor
Last Signed In: Friday, April 14, 2023

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW23-0000003	03/31/2023	Sheet Metal Workers	999999	\$9,500.80
TOTAL				\$9,500.80

Total Invoice Amount : **\$9,500.80**
Invoice Adjustment Amount:
Total Amount Due: **\$9,500.80**
Adjustment Reason:

Pay By: ACH(Online) Check

Invoice#	Wrk Date	Code	Section	Cont No.	Amount	Contractor	Last Signed In
CW23-0000003	03/31/2023	SFW	Sheet Metal Workers	999999	\$9,500.80	DemoContractor	04/14/2023

- 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)

The screenshot shows the user interface for the Hawaii Sheet Metal Workers online payment system. At the top left is the HSMW logo and the text "Hawaii Sheet Metal Workers". At the top right, it displays the date "Friday, April 14, 2023" and links for "My Profile" and "Logout". Below the header is a navigation bar with tabs for "Home", "Electronic Contribution", "Contribution Payment" (which is highlighted), "Employer Information", "News", and "Contact Us". The main content area is titled "Make Payment" and contains a table of invoices. The table has columns for Invoice#, Wrk Date, Section, Cont No., and Amount. One invoice is listed with Invoice# CW23-0000003, Wrk Date 03/31/2023, Section Sheet Metal Workers, Cont No. 999999, and Amount \$9,500.80. A total row shows a total amount of \$9,500.80. Below the table, there are fields for "Total Invoice Amount" (\$9,500.80), "Invoice Adjustment Amount" (\$0.00), and "Total Amount Due" (\$9,500.80). There is also an "Adjustment Reason" text area. At the bottom, there are radio buttons for "Pay By: ACH(Online)" (which is selected) and "Check". Below these are "Submit", "Cancel", and "Back" buttons.

Invoice#	Wrk Date	Section	Cont No.	Amount
CW23-0000003	03/31/2023	Sheet Metal Workers	999999	\$9,500.80
TOTAL				\$9,500.80

Total Invoice Amount : \$9,500.80
Invoice Adjustment Amount: \$0.00
Total Amount Due: \$9,500.80
Adjustment Reason:

Pay By: ACH(Online) Check

Submit Cancel Back

- 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: [Redacted] NC

* Routing Number: [Input Field]

* Bank Account Number: [Input Field]

* Account Type: Checking Saving

Bank Name:



Get New Image

* Please enter the characters as shown in the image.

[Input Field]

Submit Cancel

Enter a New Form - Pay Invoice(s)

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

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collective Bargaining Agreement (CBA), contribution reports and contributions must be delivered or postmarked no later than the 20th day of the month immediately following the month during which the contributions were earned. Failure to do so will result in the imposition of liquidated damages and other remedies.

Total Amount Due: **\$9,500.80**

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

Routing Number: (Last 4 digits) [Redacted]

Bank Name: [Redacted]

Account Type: Checking

Settlement Date: 4/18/2023

Edit Account Submit Cancel

*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 the 'Electronic Contribution' page with the following fields and options:

- Select Contractor: 999999 | DEMO EMPLOYER
- Work Start Date: 3/1/2023
- Work End Date: 3/31/2023
- Process Contribution: Enter New Contribution (dropdown menu)
- Contribution Type: Enter New Contribution (dropdown menu)
- CBA: Upload Contribution File, Copy / Modify Previous Report Form
- Buttons: Submit, Cancel
- Checkbox: Report no Hours

The 'Process Contribution' dropdown menu is open, and 'Modify / Submit Saved Contribution' is highlighted with a red box.

- 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.

The screenshot shows the 'Electronic Contribution' page with the following fields and options:

- Select Contractor: 999999 | DEMO EMPLOYER
- Process Contribution: Modify / Submit Saved Contribution
- *Batch Number: Batch Number | CBA | Work StartDate | Work EndDate (dropdown menu)
- Table of saved batches:

Batch Number	CBA	Work Start Date	Work End Date
CW23-00000006	(SMW) Sheet Metal W	03/01/2023	03/31/2023

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

Friday, April 14, 2023
My Profile Logout

Welcome Democontractor
Home Electronic Contribution Contribution Payment Employer Information News Contact Us
Last Signed In: Friday, April 14, 2023

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 999999 | DEMO EMPLOYER

Work Start Date: 3/1/2023 Work End Date: 3/31/2023

Process Contribution: Upload Contribution File

Contribution Type: Enter New Contribution
Modify / Submit Shared Contribution
Upload Contribution File

CBA: Copy / Modify / Renewals Report Form

*File Name: Choose File No file chosen

Submit Cancel

- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
 2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
 3. Click the Choose File button to find the .CSV or .TXT file you want to use.

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 Code	First Name	Last Name	Middle Initial	Hours Worked
	A	B	C	D	E	F
1	123456789	20	John	Doe	D	120
2	234567890	28A	Jane	Doe	D	125
3						

Work Class Codes

When uploading a contributions file, please be sure to only enter work class codes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund's work class codes and work class descriptions are shown below.

10N	H & W Only	45P	45% Production
11N	H & W and Annuity Only	50A	50% Apprentice - Second Year
120	General Superintendent 120%	55A	55% Apprentice - Second Year
12N	H & W, Annuity, Pension Only	60A	60% Apprentice - Third Year
130	General Superintendent 130%	60P	60% Production
13N	Pension Only	65A	65% Apprentice - Third Year
20	Journeyman	70A	70% Apprentice - Fourth Year
22	Journeyman-Leadman 102.5%	75A	75% Apprentice - Fourth Year
25	Working Foreman 105%	75L	75% Limited
25A	Working Foreman A 107.5%	80A	80% Apprentice - Fifth Year
28	Foreman 110%	85A	85% Apprentice - Fifth Year
28A	Foreman A 115%	90P	90% Production
30P	30% Pre-Apprentice	CNV	Conversion
40A	40% Apprentice - First Year	DFLT	Default Work Classification
45A	45% Apprentice - First Year		

Upload a Contribution File

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name:	DEMO EMPLOYER	Contractor Number:	999999
Batch Number:	CW23-0000008	Work End Date:	03/31/2023
CBA:	SMW - Sheet Metal Workers		

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

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Delete?
1	123456789	JOURNEYMAN	TEST		PERSON	120.00	<input type="checkbox"/>
2	234567890	FOREMAN A	Doe	D	Jane	125.00	<input type="checkbox"/>
3		30% PRE-APPRENTICE				0.00	<input type="checkbox"/>

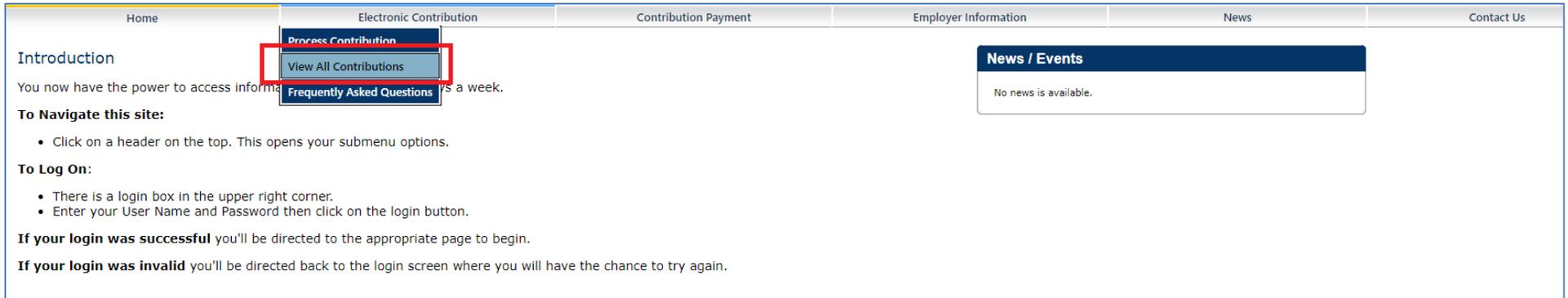
- Upon clicking **Submit**, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.
- Once the file has been successfully uploaded, you can proceed as if you were entering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

Copy/Modify Previous Report Form

The screenshot shows the 'Electronic Contribution' page with a navigation bar at the top containing '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 instruction 'Select the contractor from the list to submit your contributions'. The form includes several fields: 'Select Contractor:' with a dropdown menu showing '999999 | DEMO EMPLOYER'; 'Work Start Date:' with a date picker set to '3/1/2023'; 'Work End Date:' with a date picker set to '3/31/2023'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form' (highlighted with a red box); and 'CBA:' with a checkbox labeled 'Report no Hours'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

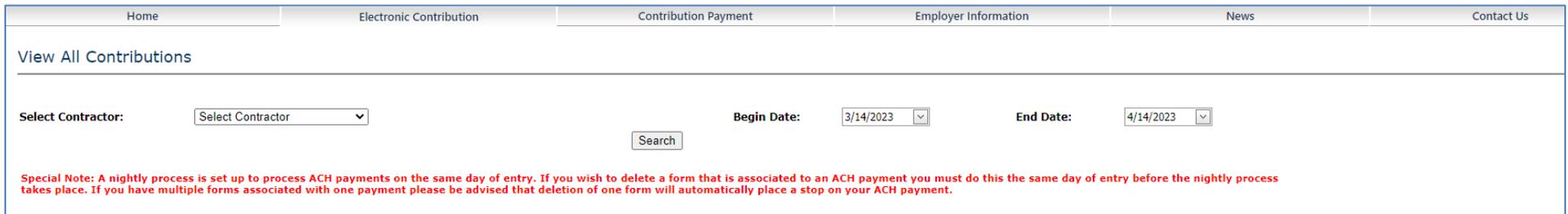
- If you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously 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 shows a website navigation menu with the following items: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' menu is expanded, showing three sub-items: 'Process Contribution', 'View All Contributions', and 'Frequently Asked Questions'. The 'View All Contributions' link is highlighted with a red box. To the right of the menu, there is a 'News / Events' section with the text 'No news is available.'

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



The screenshot shows the 'View All Contributions' screen. At the top, there is a navigation menu with the following items: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below the menu, the page title is 'View All Contributions'. There is a form with the following fields: 'Select Contractor:' with a dropdown menu showing 'Select Contractor', 'Begin Date:' with a dropdown menu showing '3/14/2023', and 'End Date:' with a dropdown menu showing '4/14/2023'. Below these fields is a 'Search' button. At the bottom of the screen, there is a red text box with the following text: '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: 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
CW23-00000003	03/31/2023	SMW	Sheet Metal Workers	2	999999	DEMO EMPLOYER	\$9,500.80	Pending			DemoContractor	04/14/2023	<input type="checkbox"/>
CW23-00000001	03/31/2023	SMW	Sheet Metal Workers	1	999999	DEMO EMPLOYER	\$4,347.20	Pending	CHK		DemoContractor	04/13/2023	<input type="checkbox"/>
CW23-00000002	03/31/2023	SMW	Sheet Metal Workers	3	999999	DEMO EMPLOYER	\$10,110.20	Pending	ACH	04/17/2023	DemoContractor	04/13/2023	<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 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. To the right of the dropdown menu, there is a News / Events section with a dark blue header and a white box containing the text "No news/events are available". The main content area on the left contains an Introduction section with the following text:

Introduction
You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

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

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

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

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

How to Make Payments on Multiple Saved Forms

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

Pending Payment

Select Contractor: 999999 | DEMO EMPLOYER ▾ Invoice Number:

* Invoice Begin Date: 3/14/2023 ▾ * Invoice End Date: 4/14/2023 ▾

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collective Bargaining Agreement (CBA), contribution reports and contributions must be delivered or postmarked no later than the 20th day of the month immediately following the month during which the contributions were earned. Failure to do so will result in the imposition of liquidated damages and other remedies.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW23-00000004	03/31/2023	SMW	Sheet Metal Workers	999999	\$7,343.00	DemoContractor	04/14/2023
<input type="checkbox"/>	CW23-00000003	03/31/2023	SMW	Sheet Metal Workers	999999	\$9,500.80	DemoContractor	04/14/2023

- 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 (808) 841-6106 and ask to speak with the Administrative Office.