

# Cement Masons & Plasterers Local 797 Funds

## Electronic Contribution Website

### Quick Start Guide

This guide is intended to show you the quick and easy way to enter contributions using your new contributions website. This guide will walk you through the following:

- How to process a new contribution form.
- How to process payments via ACH.
- How to modify a saved contribution form.
- How to upload a file to the electronic contributions site using a CSV File.
- How to copy/modify a previous contribution form.
- How to view and delete contribution forms.
- How to pay multiple saved invoices.

# Web Address: www.opcmia797employer.org

## Cement Masons & Plasterers Local 797 Electronic Contributions

Monday, March 2, 2020

User Name:

Password:

Login

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

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### Introduction

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

**To Navigate this site:**

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

**To Log On:**

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

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

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

### News / Events

No news/events are available

- **To log into this site, you will need to contact the BeneSys office to receive an introduction letter. To register click on the “Create an Account” option in the top right corner of the website. You will need to create a user name, password, and an identification number which was received with your letter.**
- **A second option is to call (702) 415-2190 and someone will assist you.**

# Lets Get Started

The screenshot displays the BeneSys Democontractor web application. At the top, a blue header bar contains the text "Welcome Democontractor" on the left and "Last Signed In: Monday, March 2, 2020" on the right. Below this is a navigation bar with six tabs: "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" tab is currently selected, and its dropdown menu is open, showing three options: "Process Contribution", "View All Contributions", and "Frequently Asked Questions". The "Process Contribution" option is highlighted. To the right of the dropdown menu, the text "7 days a week." is visible. On the far right, there is a "News / Events" section with a dark blue header and a white box below it containing the text "No news/events are available". On the left side of the page, under the "Home" tab, there is an "Introduction" section with the text "You now have the power to access ir". 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 section, 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."

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

# Processing Contributions

Welcome Democontractor Last Signed In: Monday, March 2, 2020

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: CONSTRUCTION CO, INC ▼

Work Start Date: 2/1/2020 ▼

Work End Date: 2/29/2020 ▼

Process Contribution: 

Enter New Contribution

Modify / Submit Saved Contribution

Upload Contribution File

Copy / Modify Previous Report Form

Contribution Type:

CBA: Local 797 Cement Mason ▼

☐ Report no Hours

Submit Cancel

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

# Entering a New Form

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## Electronic Contribution

Select the contractor from the list to submit your contributions

**Select Contractor:** [REDACTED] CONSTRUCTION CO, INC ▼

**Work Start Date:** 2/1/2020 ▼      **Work End Date:** 2/29/2020 ▼

**Process Contribution:** Enter New Contribution ▼

**Contribution Type:** Regular Contribution ▼

**CBA:** Local 797 Cement Mason ▼      ☐ Report no Hours

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

# Enter a New Form - Contribution Entry

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### Contribution Entry Form

Contribution Batch

Contractor Name: [REDACTED] & STOWELL

Batch Number: CW20-00000039

CBA: 7971 - Local 797 Plasterer

Contractor ID: [REDACTED]

Work End Date: 02/29/2020

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

\*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate Health	Delete?
1		JOURNEYMAN				0.00	0.00	<input type="checkbox"/>
2		JOURNEYMAN				0.00	0.00	<input type="checkbox"/>

- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered a Social Security Number and have tabbed into the next field. New employees' information will need to be manually entered into each field.
- Enter the Hours Worked and/or Flat Rate amounts in the appropriate fields.
- You can select Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

# Enter a New Form – Calculate Contributions

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## Process Contribution

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**Contribution Batch**  
Contractor Name: [REDACTED] & STOWELL Contractor ID: [REDACTED]  
Batch Number: CW20-00000039 Work End Date: 02/29/2020  
CBA: 7971 - Local 797 Plasterer

**Contractor Contribution Details:**

Work Class	Contractor	Hours Worked	Flat Rate Health	Amount	
Journeyman	[REDACTED] & STOWELL	300.00	1.00	\$6,162.00	<a href="#">View Details</a>
<b>TOTAL</b>		<b>300.00</b>	<b>1.00</b>	<b>\$6,162.00</b>	

**Employee Contribution Details:**

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate Health	Amount	
123456789	Journeyman	JOHN	L	DOE	160.00	0.00	\$3,286.40	<a href="#">View Details</a>
987654321	Journeyman	JANE	M	SMITH	140.00	1.00	\$2,875.60	<a href="#">View Details</a>
<b>TOTAL</b>					<b>300.00</b>	<b>1.00</b>	<b>\$6,162.00</b>	

[Back](#) [Finalize Contribution](#) [Cancel](#)

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

# Enter a New Form - Contractor Details

## Contractor Contribution Details

Contractor Name: [REDACTED] & STOWELL

Fund Name	Units	Basis	Rates	Amount
Pension	300.00	Hours Worked	6.1000	\$1,830.00
Health and Welfare	300.00	Hours Worked	8.2500	\$2,475.00
Vacation	300.00	Hours Worked	4.8700	\$1,461.00
Apprentice/Training	300.00	Hours Worked	1.1000	\$330.00
Contract Administration	300.00	Hours Worked	0.1500	\$45.00
International Training Fund	300.00	Hours Worked	0.0700	\$21.00
				<b>Total: \$6,162.00</b>

Close

- This screen will display the Contractor Details

## Enter a New Form - Contractor Details

**Employee Contribution Details**

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**First Name:** JANE**Last Name:** SMITH

Fund	Units	Basis	Rate	Amount
Pension	140.00	Hours Worked	6.1000	\$854.00
Health and Welfare	140.00	Hours Worked	8.2500	\$1,155.00
Vacation	140.00	Hours Worked	4.8700	\$681.80
Apprentice/Training	140.00	Hours Worked	1.1000	\$154.00
Contract Administration	140.00	Hours Worked	0.1500	\$21.00
International Training Fund	140.00	Hours Worked	0.0700	\$9.80
				<b>Total: \$2,875.60</b>

Close

- This screen will show the individual employee details.

# Enter a New Form - Finalize Contributions

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**Contribution Batch**

**Contractor Name:** ██████████ & STOWELL  
**Batch Number:** CW20-00000039  
**CBA:** 7971 - Local 797 Plasterer

**Contractor ID:** ██████████  
**Work End Date:** 02/29/2020

**INVOICE # CW20-00000013**

**Your Calculated Contributions for work ending 02/29/2020:** **\$6,162.00**  
**Remittance Amount Due:** **\$6,162.00**  
**Invoice #:** CW20-00000013  
**Invoice Date:** 03/02/2020

**\* 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**

**Amount Due:**

Work Class	Fund	Fund Code	Hours Worked	Flat Rate Health	Calc Hrs	Basis	Rate	Amount
Journeyman	Pension	PEN	300.00	1.00	300.00	Hours Worked	6.1000	\$1,830.00
Journeyman	Health and Welfare	HW	300.00	1.00	300.00	Hours Worked	8.2500	\$2,475.00
Journeyman	Vacation	VAC	300.00	1.00	300.00	Hours Worked	4.8700	\$1,461.00
Journeyman	Apprentice/Training	APPTR	300.00	1.00	300.00	Hours Worked	1.1000	\$330.00
Journeyman	Contract Administration	CAF	300.00	1.00	300.00	Hours Worked	0.1500	\$45.00
Journeyman	International Training Fund	ITF	300.00	1.00	300.00	Hours Worked	0.0700	\$21.00
<b>TOTAL</b>								<b>\$6,162.00</b>

**Employee Details:**

Name	Work Class	A	H	PEN	HW	VAC	APPTR	CAF	ITF
DOE, JOHN L	Journeyman	0.00	160.00	\$976.00	\$1,320.00	\$779.20	\$176.00	\$24.00	\$11.20
SMITH, JANE M	Journeyman	1.00	140.00	\$854.00	\$1,155.00	\$681.80	\$154.00	\$21.00	\$9.80
<b>TOTAL</b>		<b>300.00</b>	<b>1.00</b>	<b>\$1,830.00</b>	<b>\$2,475.00</b>	<b>\$1,461.00</b>	<b>\$330.00</b>	<b>\$45.00</b>	<b>\$21.00</b>

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

# Enter a New Form - Pay Invoice(s)

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## Pending Payment

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Select Contractor: 

STOWELL

Invoice Number:

\* Invoice Begin Date: 

2/2/2020

\* Invoice End Date: 

3/2/2020

Search

Clear

Late fees of the greater of twenty percent (20%) or the interest due at the trust rate, whichever is higher, will be assessed. Interest on delinquent contributions shall accrue at the rate of three percent (3%) simple interest from the Due Date until payment is made in full.

Pending Invoice:

Select Invoice

Cancel

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	<a href="#">CW20-00000013</a>	02/29/2020	7971	Local 797 Plasterer	013016	\$6,162.00	DEMOCONTRACTOR	03/02/2020
<input type="checkbox"/>	<a href="#">CW20-00000003</a>	01/31/2020	7971	Local 797 Plasterer	013016	\$2,361.00	DEMOCONTRACTOR	02/13/2020

Select Invoice

Cancel

- After selecting Pay Now you will be taken to the Pending Payments page which will show all contribution forms entered on the website that have not yet been paid. Here, you will select the open invoice(s) you would like to remit payment for (ACH or Check).
- Once you check the box(s) to the left of the invoice(s) desired, click the Select Invoice button.

# Enter a New Form - Pay Invoice(s)

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### Pending Payment

**Payment Summary**  
(1) Invoice Selected  
Total amount due: **\$6,162.00**  
[Make Payment](#) [Edit Selection](#)

Select Contractor: [REDACTED] & STOWELL ▾ Invoice Number:   
\* Invoice Begin Date: 2/2/2020 ▾ \* Invoice End Date: 3/2/2020 ▾  
[Search](#) [Clear](#)

Late fees of the greater of twenty percent (20%) or the interest due at the trust rate, whichever is higher, will be assessed. Interest on delinquent contributions shall accrue at the rate of three percent (3%) simple interest from the Due Date until payment is made in full.

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"/>	CW20-00000013	02/29/2020	7971	Local 797 Plasterer	013016	\$6,162.00	DEMOCONTRACTOR	03/02/2020
<input type="checkbox"/>	CW20-00000003	01/31/2020	7971	Local 797 Plasterer	013016	\$2,361.00	DEMOCONTRACTOR	02/13/2020

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

- After clicking Select Invoice, the invoices you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).
- If the amount is correct, please click Make Payment.
  - Use the Edit Selection option if you selected the wrong invoice(s). This will allow you to change your selections.

# Enter a New Form - Pay Invoice(s)

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Make Payment

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Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-00000013	02/29/2020	Local 797 Plasterer		\$6,162.00
<b>TOTAL</b>				<b>\$6,162.00</b>

Total Invoice Amount : \$6,162.00

Invoice Adjustment Amount:

Total Amount Due: \$6,162.00

Adjustment Reason:

Pay By: ☒ ACH(Online)   ☐ Check

- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
  - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
  - When an adjustment amount is input you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment for a prior period).

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### Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-0000013	02/29/2020	Local 797 Plasterer		\$6,162.00
<b>TOTAL</b>				<b>\$6,162.00</b>

Total Invoice Amount : **\$6,162.00**  
 Invoice Adjustment Amount:   
 Total Amount Due: **\$6,162.00**  
 Adjustment Reason:

Pay By: ☒ ACH(Online) ☐ Check

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

Manage Account

Select Contractor:


Routing Number:

Bank Account Number:

Account Type:

☒ Checking
 ☐ Saving

Bank Name:



Get New Image

Please enter the characters as shown in the image.

Submit

Cancel

Approver Email List

Add New Approver

No Approver list found.

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### ACH Payment

Late fees of the greater of twenty percent (20%) or the interest due at the trust rate, whichever is higher, will be assessed. Interest on delinquent contributions shall accrue at the rate of three percent (3%) simple interest from the Due Date until payment is made in full.

Total Amount Due: **\$6,162.00**

Bank Account Number: ( Last 4 digits ) **1234**

Routing Number: ( Last 4 digits ) **1234**

Bank Name: **My Financial Institution**

Account Type:

Settlement Date:

Add Bank Account

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

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

# Modify A Saved Contribution Form

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### Electronic Contribution

Select the contractor from the list to submit your contributions

**Select Contractor:** [REDACTED] CONSTRUCTION CO., INC ▼

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

**\*Batch Number:** [REDACTED] ▼

- 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

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## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

██████████ & STOWELL ▾

Process Contribution:

Modify / Submit Saved Contribution ▾

\*Batch Number:

Batch Number | CBA | Work StartDate | Work EndDate  
CW20-00000040 ▾

Batch Number	CBA	Work Start Date	Work End Date
CW20-00000040	( 7971 ) Local 797 Plast	02/01/2020	02/29/2020
CW20-00000024	( 7971 ) Local 797 Plast	01/01/2020	01/31/2020
CW20-00000019	( 7971 ) Local 797 Plast	01/01/2020	01/31/2020

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

# Upload a Contribution File

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## Electronic Contribution

Select the contractor from the list to submit your contributions

**Select Contractor:**

**Work Start Date:**

**Process Contribution:**

**Contribution Type:**

**CBA:**

**\*File Name:**

CONSTRUCTION CO., INC

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

Local 797 Cement Mason

Browse...

Submit    Cancel

**Work End Date:**

2/29/2020

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

## Upload a Contribution File

Whether you export from your payroll system or you use Excel to create spreadsheets with employee information, you need to save your file as a .CSV or .TXT file. Simply select “File,” “Save As,” and choose .CSV or .TXT from the “Save as type” drop down list.

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. A header line should not be used in your file (i.e. employee contribution information should begin in row 1). If a header line is included, it will cause errors when uploading.

Soc. Security	Work Class	Last Name	First Name	Middle Int.	Hours Worked	Flat Rate
A	B	C	D	E	F	G
123456789	RES	DOE	JOHN	L	160	0
987654321	JRNY	SMITH	JANE	M	140	1

# Work Class Codes

When uploading a contributions file, please be sure to only select work classes 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 classes are shown below.

132	PRODUCTION C	ARTIS	Artisan
AP50	Apprentice 50%	CNV	Conversion
AP60	Apprentice 60%	COLL	Collection
AP65	Apprentice 65%	DFLT	Default Work Classification
AP70	Apprentice 70%	FLR 1	FLAT HEALTH AND WELFARE
AP80	Apprentice 80%	FORE	Foreman
AP90	Apprentice 90%	GFOR	General Foreman
APRT1	Apprentice 1	JRNY	JOURNEYMAN
APRT2	Apprentice 2	LTCOM	LIGHT COMMERCIAL
APRT3	Apprentice 3	NST	National Security Technologies Test Site
APRT4	Apprentice 4	PEN	PENSION ONLY
APRT5	Apprentice 5	RENO	RENO PLASTERERS
APRT6	Nozzle Man	RES	RESIDENTIAL

# Upload a Contribution File

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### Contribution Entry Form

**Contribution Batch**

Contractor Name: [REDACTED] CONSTRUCTION CO, INC Contractor ID: 01029  
 Batch Number: CW20-00000043 Work End Date: 02/29/2020  
 CBA: 7970 - Local 797 Cement Mason

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

\*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate Health	Delete?
1	123456789	RESIDENTIAL	JOHN	L	DOE	160.00	0.00	<input type="checkbox"/>
2	987654321	JOURNEYMAN	JANE	M	SMITH	140.00	1.00	<input type="checkbox"/>
3		APPRENTICE 60%				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

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## Electronic Contribution

Select the contractor from the list to submit your contributions

**Select Contractor:** [REDACTED] CONSTRUCTION CO, INC ▼

**Work Start Date:** 2/1/2020 ▼      **Work End Date:** 2/29/2020 ▼

**Process Contribution:** Copy / Modify Previous Report Form ▼

**\*Invoice Number:** Invoice Number | CBA | Work StartDate | Work EndDate  
CW20-00000007 ▼

☐ Check here to zero out hours and amounts from copied data

Submit    Cancel

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

# How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Monday, March 2, 2020

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**Electronic Contribution**

[Process Contribution](#)  
[View All Contributions](#)  
[Frequently Asked Questions](#)

Select the contractor from the list

**Select Contractor:** [REDACTED] CONSTRUCTION CO, INC ▼

**Work Start Date:** 2/1/2020 ▼ **Work End Date:** 2/29/2020 ▼

**Process Contribution:** Enter New Contribution ▼

**Contribution Type:** Regular Contribution ▼

**CBA:** Local 797 Cement Mason ▼

☐ Report no Hours

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

# How to View Past Contribution Forms

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View All Contributions

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Select Contractor:  Begin Date:  End Date:

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their user ID is setup).
- Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).

# How to View Past Contribution Forms

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View All Contributions

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Select Contractor: [REDACTED] STOWELL ▼    Begin Date: 2/2/2020 ▼    End Date: 3/2/2020 ▼

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="#">CW20-00000013</a>	02/29/2020	7971	Local 797 Plasterer	2	013016	[REDACTED]	\$6,162.00	Pending			DEMOCONTRACTOR	03/02/2020	<input type="checkbox"/>
<a href="#">CW20-00000003</a>	01/31/2020	7971	Local 797 Plasterer	2	013016	[REDACTED]	\$2,361.00	Pending			DEMOCONTRACTOR	02/13/2020	<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 shows the BeneSys Democontractor portal. At the top, a blue header bar contains the text 'Welcome Democontractor' on the left and 'Last Signed In: Monday, March 2, 2020' on the right. Below this is a navigation bar with tabs: '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 is a 'News / Events' section with a dark blue header and a white body containing the text 'No news/events are available'. On the left side of the page, under the 'Home' tab, there is an 'Introduction' section with the text 'You now have the power to access information 24 hours a day, 7 days'. Below this is a 'To Navigate this site:' section with a bullet point: 'Click on a header on the top. This opens your submenu options.' followed by a 'To Log On:' section 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 section, there are two paragraphs: '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

Welcome Democontractor

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Contribution Payment

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News

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## Pending Payment

Select Contractor: 

STOWELL

Invoice Number:

\* Invoice Begin Date: 

2/2/2020

\* Invoice End Date: 

3/2/2020

Search

Clear

Late fees of the greater of twenty percent (20%) or the interest due at the trust rate, whichever is higher, will be assessed. Interest on delinquent contributions shall accrue at the rate of three percent (3%) simple interest from the Due Date until payment is made in full.

Pending Invoice:

Select Invoice

Cancel

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW20-00000013	02/29/2020	7971	Local 797 Plasterer	013016	\$6,162.00	DEMOCONTRACTOR	03/02/2020
<input type="checkbox"/>	CW20-00000003	01/31/2020	7971	Local 797 Plasterer	013016	\$2,361.00	DEMOCONTRACTOR	02/13/2020

Select Invoice

Cancel

- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice # for the forms that you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

## Questions/Concerns

**For questions, enrollment, or training, please call (702) 415-2190 and ask to speak with someone from our Contributions Team.**