# St. Louis Construction Laborers'

Online Remittance Processing Instructions

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## Online Remittance Processing Instructions

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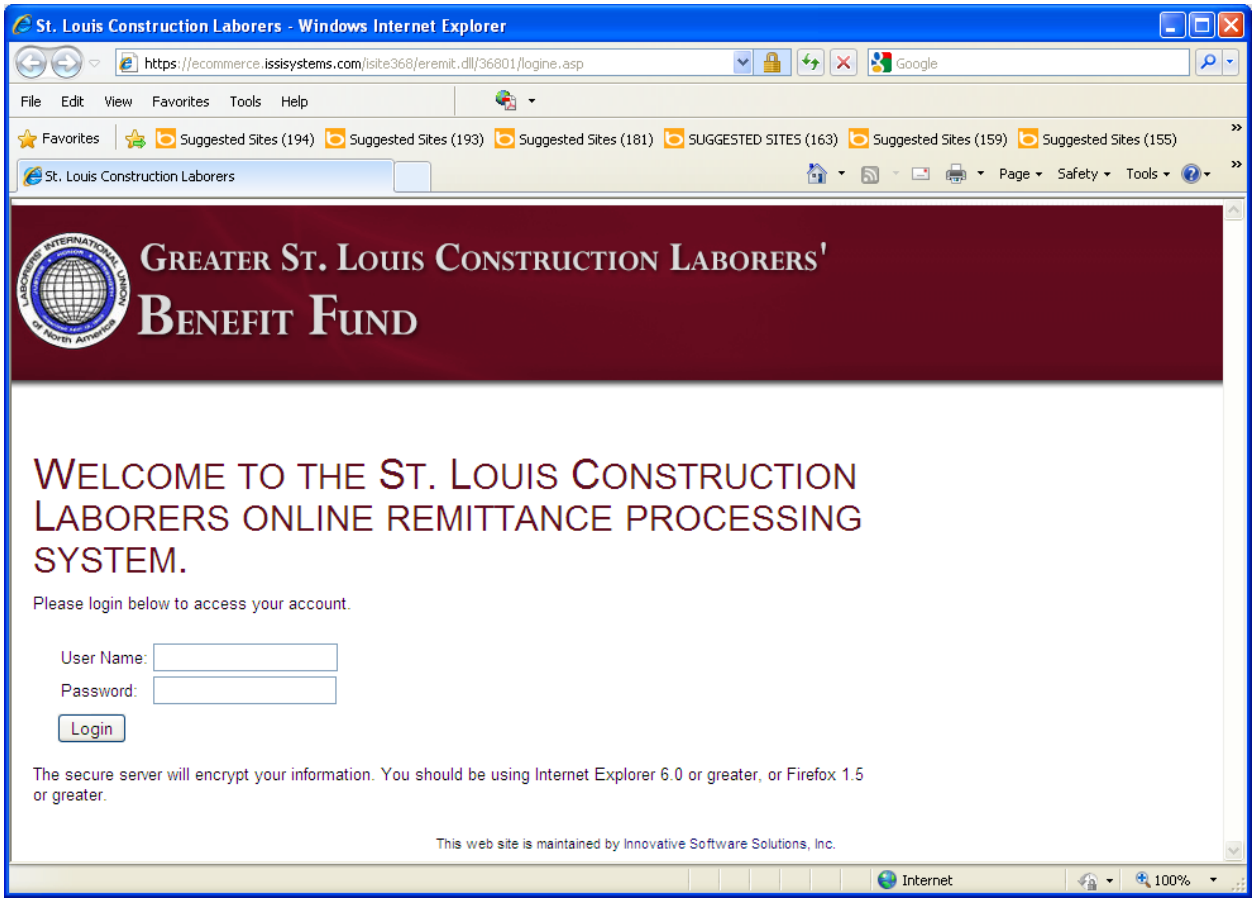
# Logging In

Prior to your first time using the website, you will receive information from the Fund Office containing your user name and temporary password. Once you have this information, you may begin to use the website.

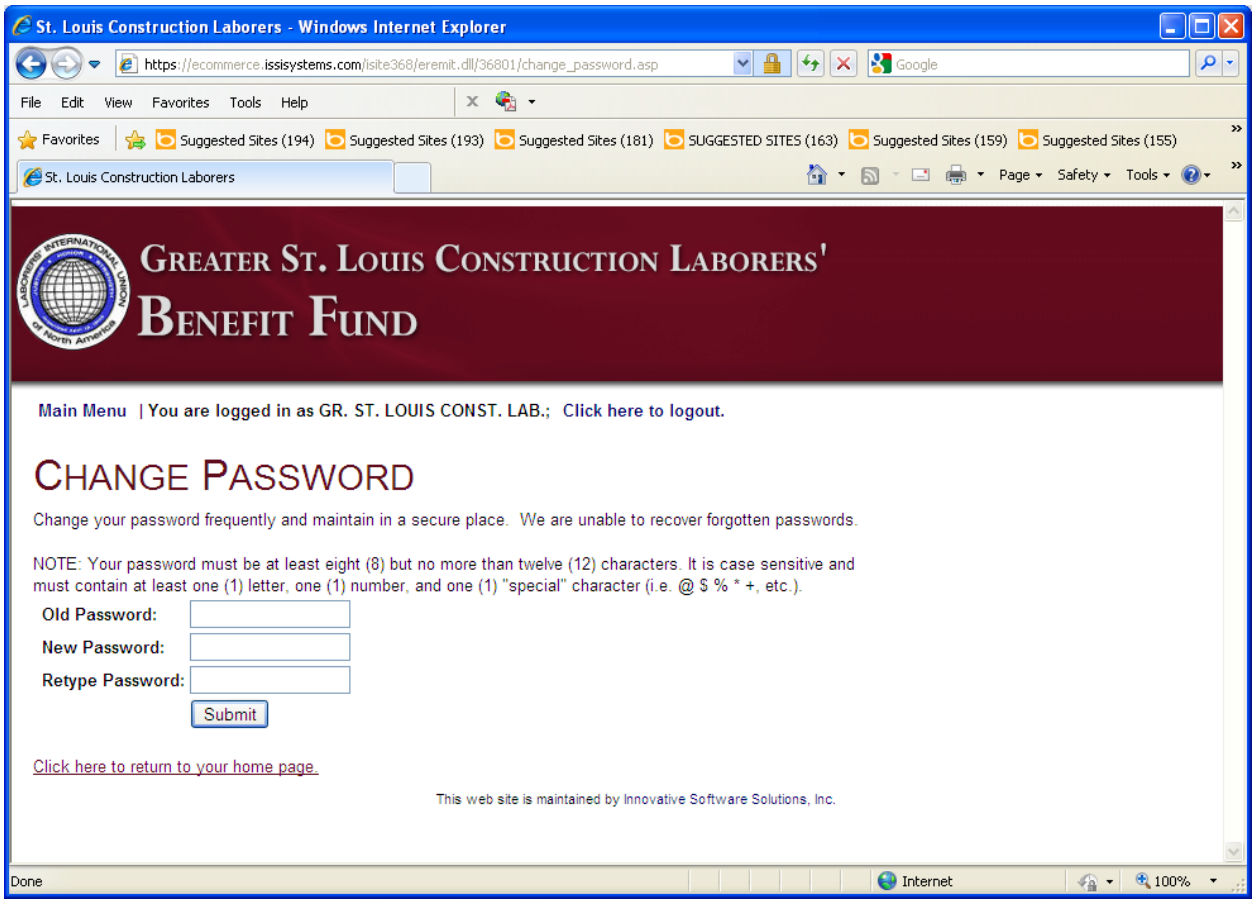
To log-in, please type your username and temporary password into the provided fields and click on the *Login* button.

***Please note: Your user name and password are case sensitive and must be typed in exactly as specified by the Fund Office.***



## Changing Your Password

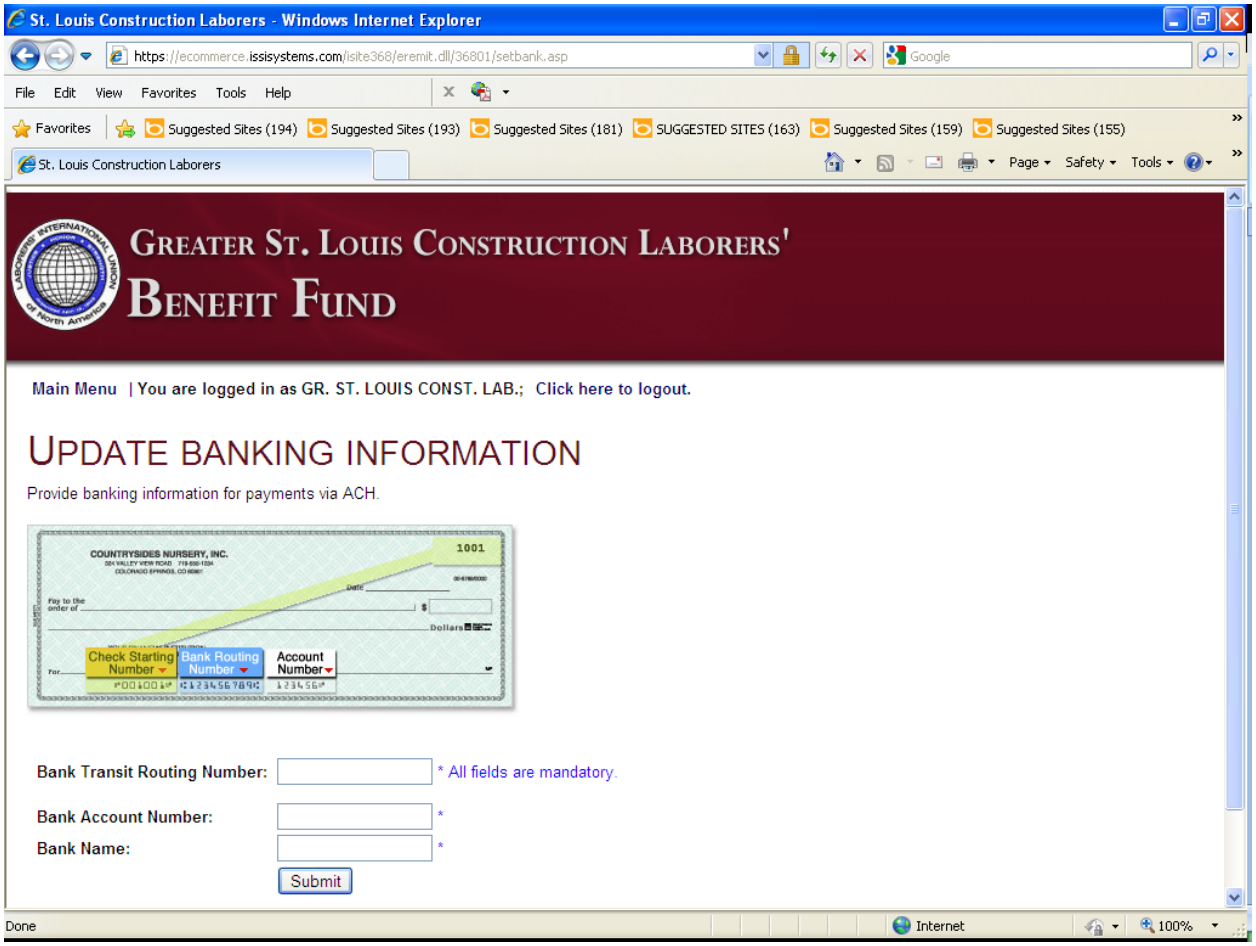
You will then be brought to the "Change Password" screen. Fill out the designated fields in order to change your password. When you have completed the fields, click on the *Submit* button. After clicking on the *Submit* button, you will be brought to a new screen that states that your password has been changed. You should now click on the link to return to your home page (i.e. the Main Menu).




***Please note: You may change your password at any time by clicking on the "Change Password" option on the Main Menu. You will then be brought to the screen above.***

## Setting Up ACH Payment Information

The website's "Set banking Information" option provides employers with the opportunity to enroll in ACH payment processing. This is a one-time process that you will not need to repeat. Choose the option "Set Banking Information" from the Main Menu and click on the *Continue* button.

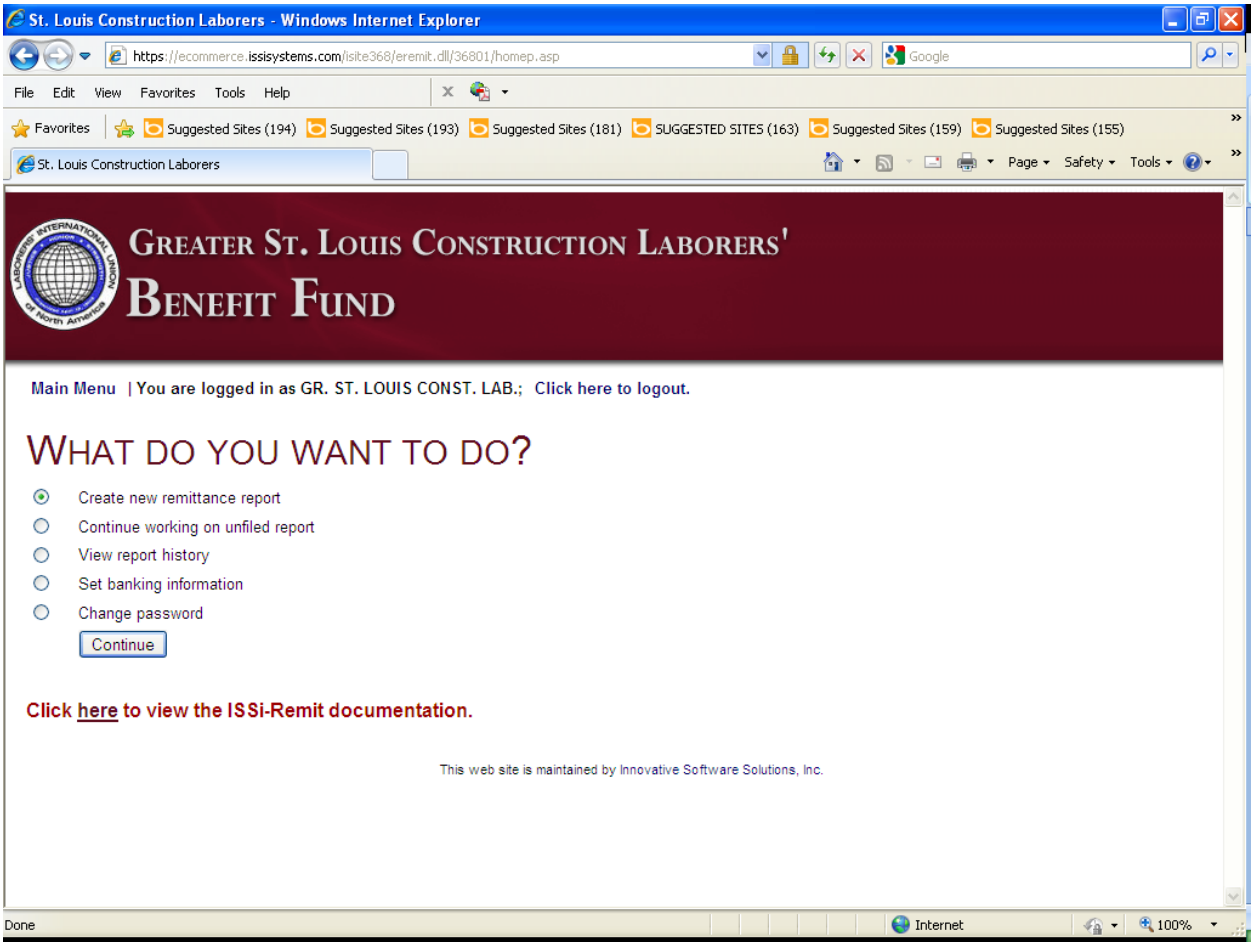



***Please note: Your banking information must be set up before ACH payment processing is in effect.***

# Main Menu

You will now be directed to the Main Menu.
You have several options to choose from:

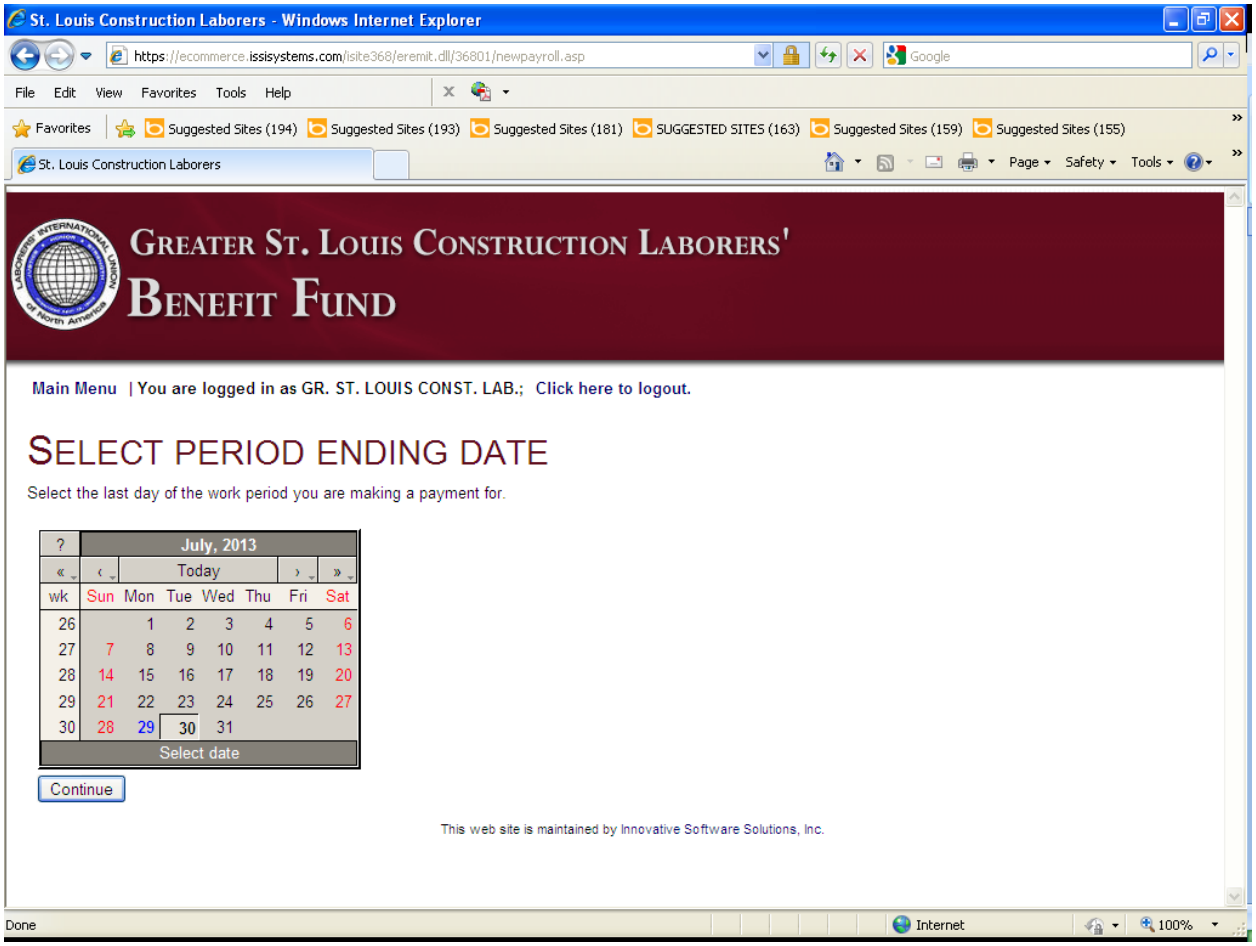
- **Create new remittance report**: Choose this option if you would like to create a new remittance report to send to the Fund Office.
- **Continue working on unfiled report**: Choose this option if you have previously started a remittance and saved it to finish at a later time.
- **View report history**: Choose this option if you would like to view a listing of all previously filed and archived reports, which are viewable as PDF documents.
- **Set banking information**: Choose this option after your initial website activation if you would like to change existing banking information.
- **Change password**: Choose this option to change your login password.



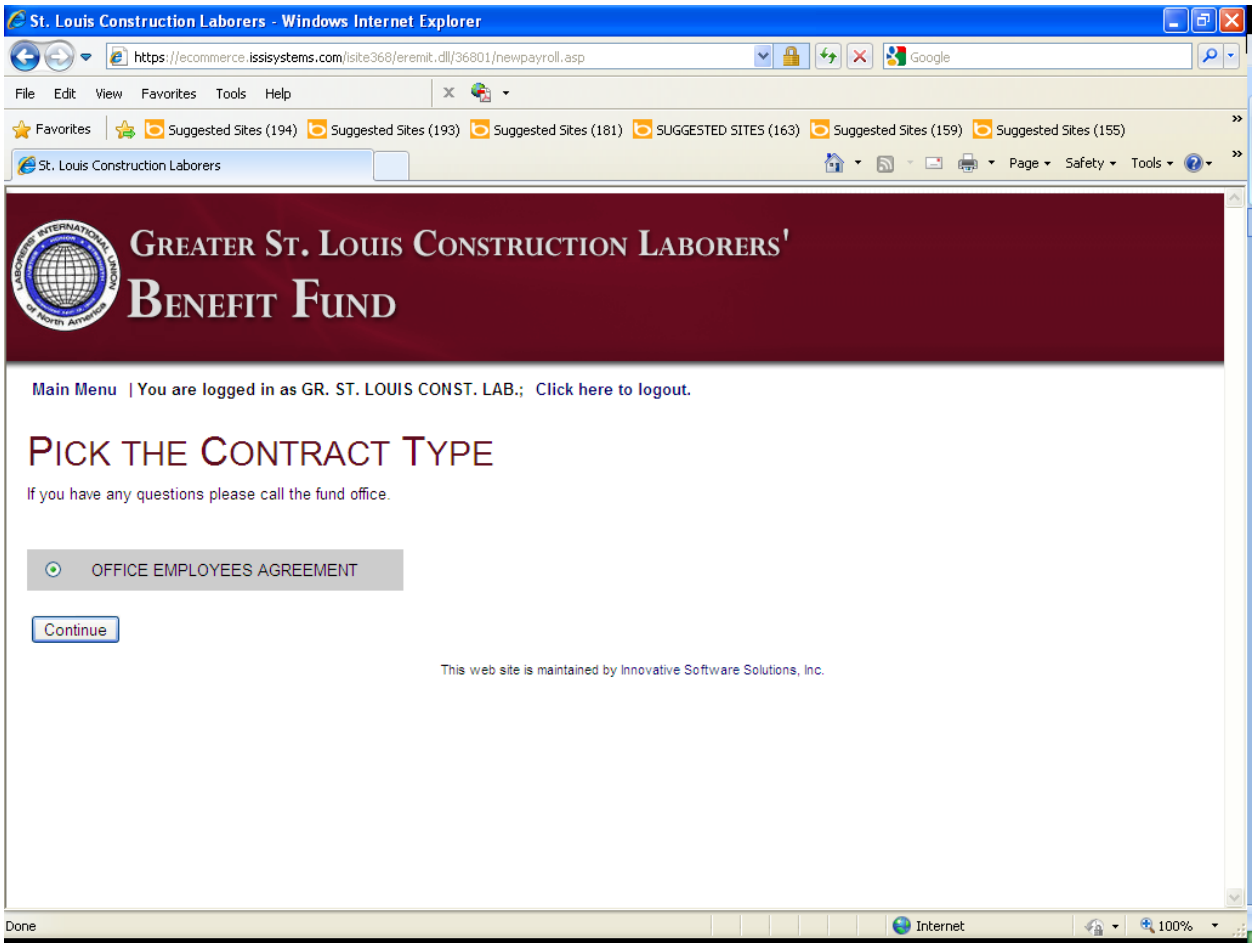
# Creating a New Remittance Report

To create a new remittance report, choose the first option on the Main Menu and click on the *Continue* button.

You will then be prompted to select the period ending date (i.e. the last day of the work period that you are making a payment for). You can adjust the month by clicking on the single arrow on the upper left and upper right corners of the calendar box. Once you are in the correct month you should click on the period ending day, and then click on the *Continue* button.

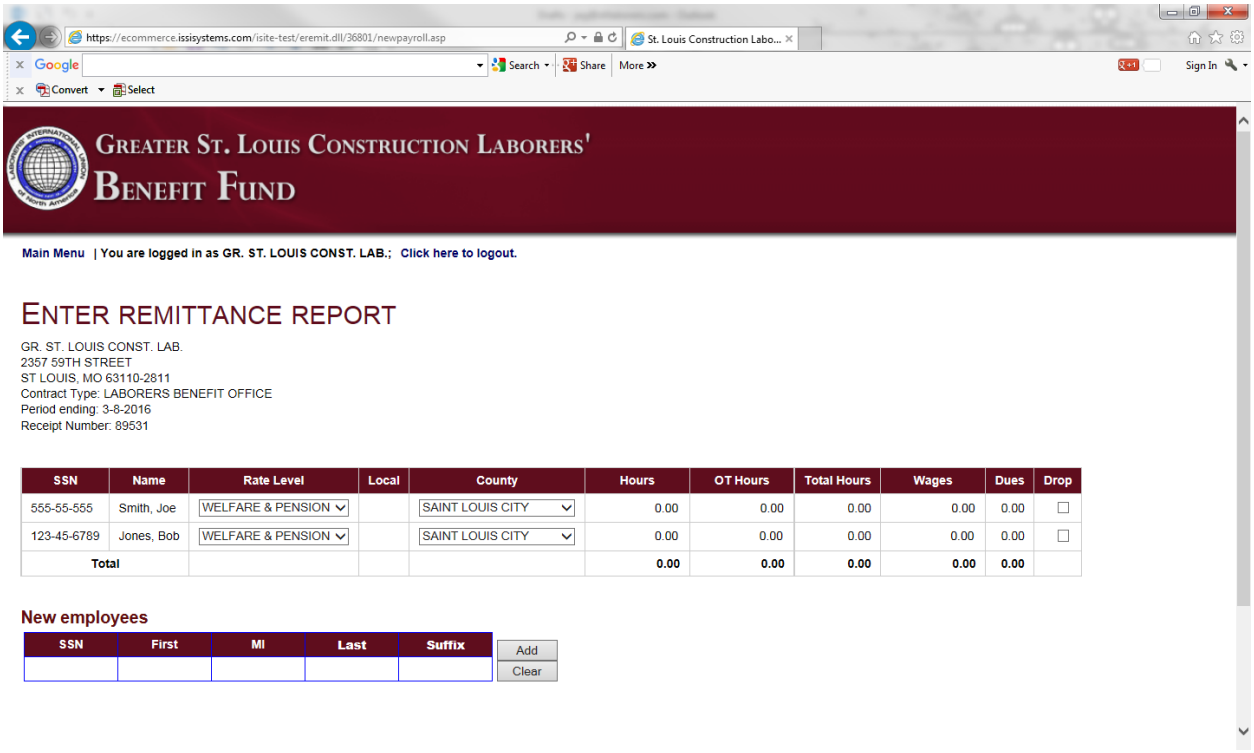


After clicking on the *Continue* button, you will be directed to the "Pick the Contract Type" screen, where you will select the particular contract that you are remitting for. After selecting the contract, click on the *Continue* button.



## Main Remittance Report Screen

Once you select the contract and click on the *Continue* button, you will be taken to the "ENTER REMITTANCE REPORT" screen. The remittance table that you will see is shown below.




This employee listing will be pre-populated with participant data (name and SSN) from your prior report.

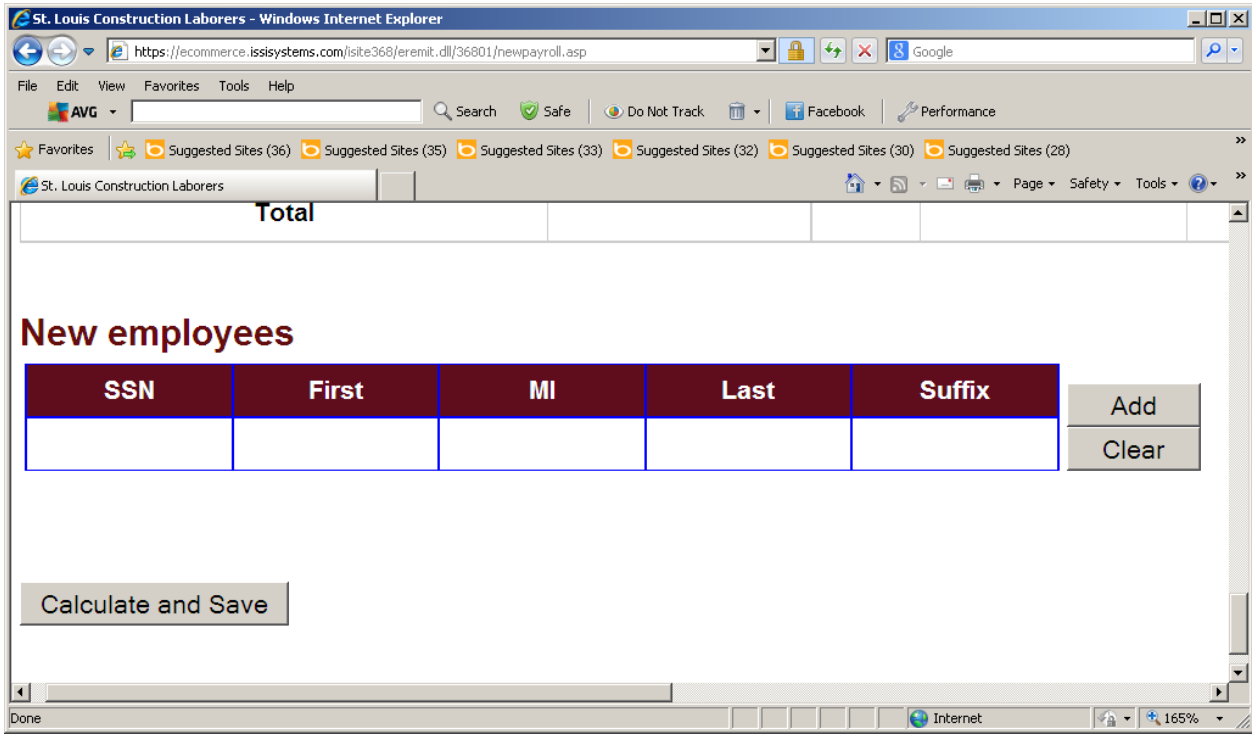
- The *Rate Level* and *County* for each participant can be changed by clicking on the dropdown arrow and selecting the appropriate choice.
- The *Local* column will pre-populate with the participant's local number. This field cannot be edited.
- You will then need to manually enter each participant's *Hours*, *OT Hours, and Wages*. The *Total Hours* column will automatically calculate a total based off of the amounts listed in the *Hours* and *OT Hours* fields. The *Dues* column will also automatically calculate based off of a percentage of gross wages.

- If you would like to prevent a participant from prelisting on the following month's remittance report, you may click on the *Drop* checkbox.
- As you are filling out all of the designated fields, you will notice that a running total will automatically calculate for each column featuring numerical values in the last row of the table.

## Adding a New Employee

If you have a new employee to remit for, enter their SSN in the "New employees" section underneath the main table. If the employee is an existing member of the Fund Office then their name will be populated automatically in the name fields, at which point you may click on the *Add* button, and they will be added to the main remittance table above.

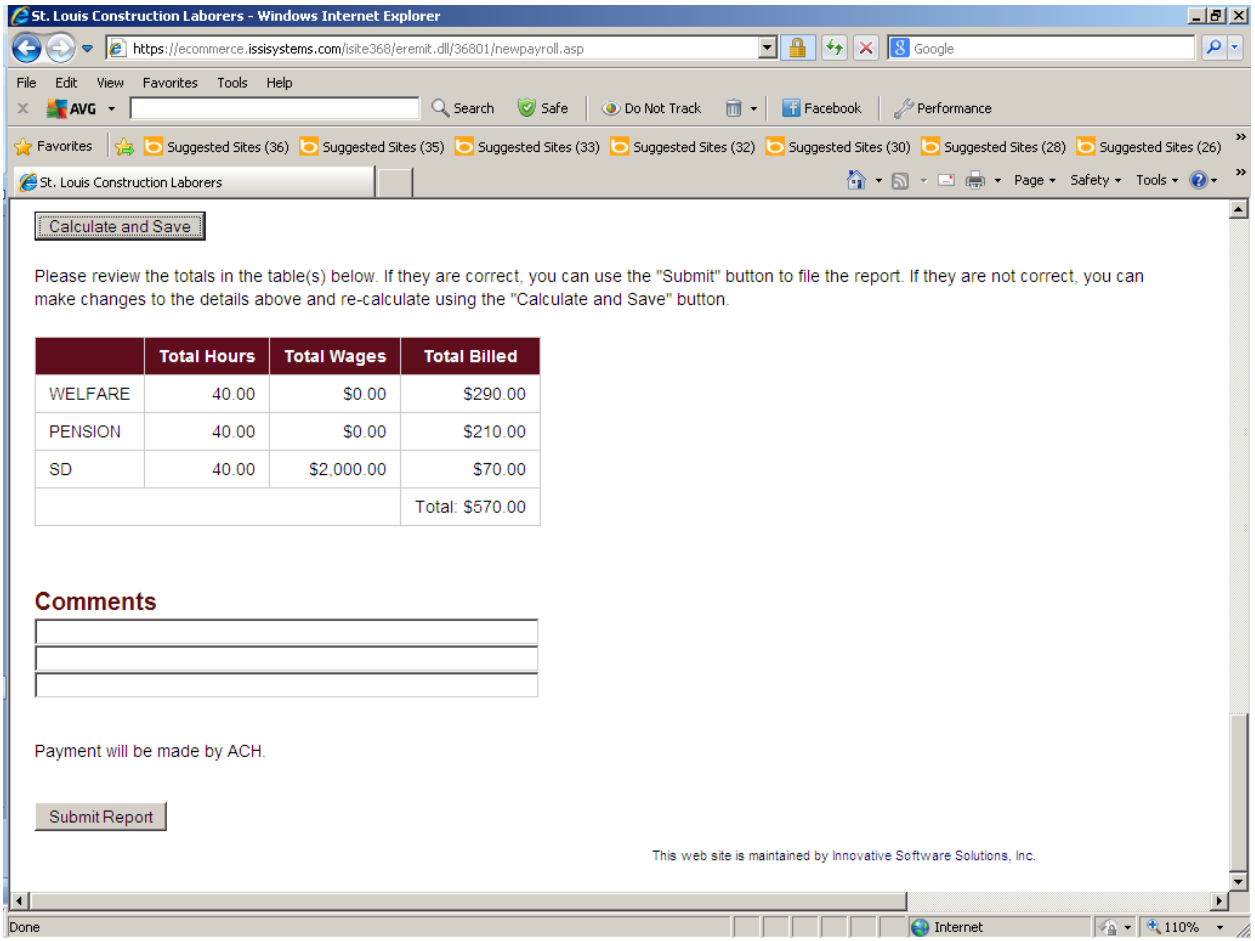
If the employee is not an existing member of the Fund Office, you will be shown a warning notice. If the SSN entered is correct, continue to enter the name of the employee by clicking on the designated fields, and then click on the *Add* button. The employee will now be added to the main remittance table, and you may enter their information. Once all of the employee information has been entered into the main remittance table, click on the *Calculate and Save* button.



# Calculating the Remittance Report

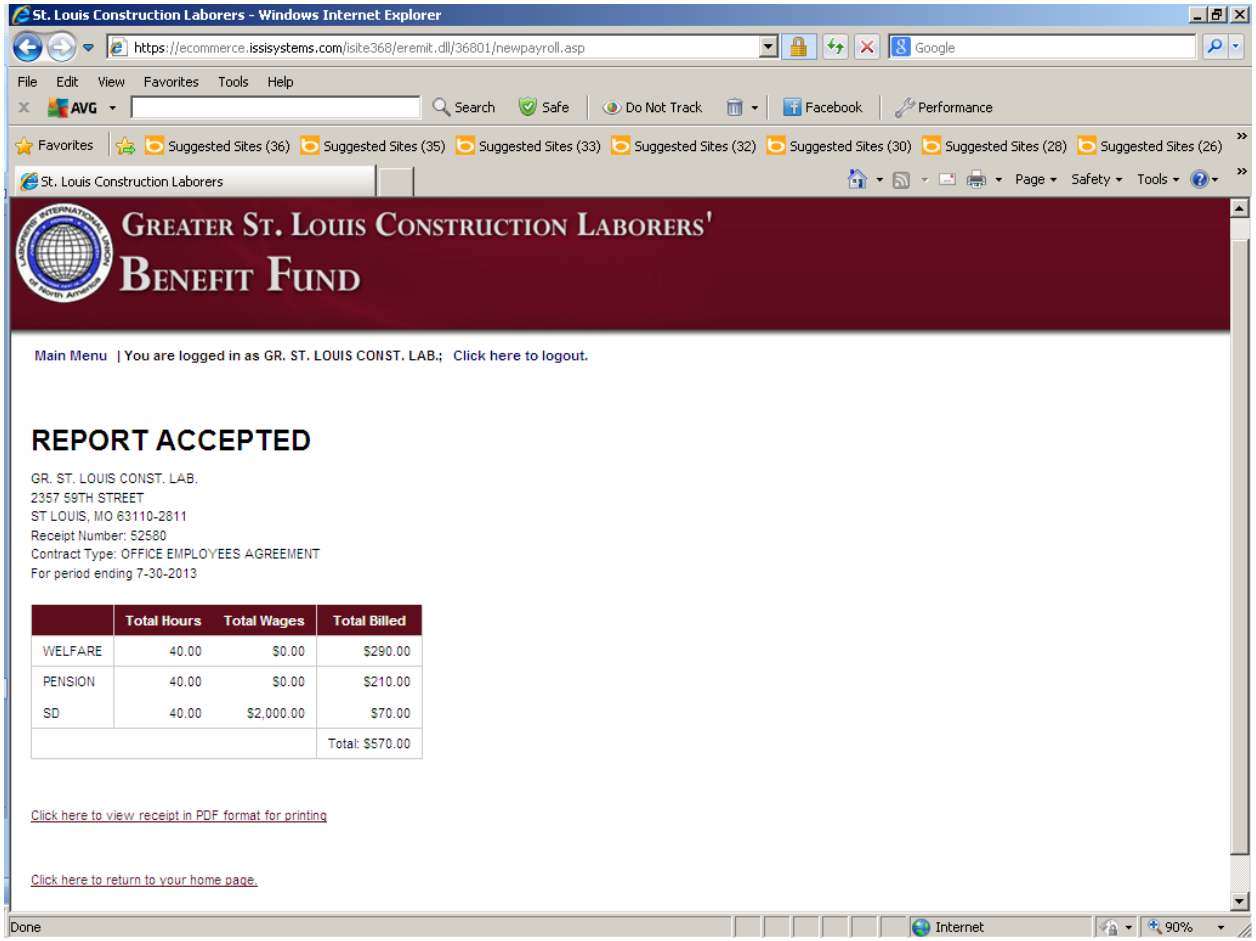
After clicking on the *Calculate and Save* button, the website will generate remittance totals for each fund type. If you notice errors after reviewing the data, simply go back to the main remittance table and correct any entry errors. You can then click on the *Calculate and Save* button again to re-calculate the remittance totals.

You may also add comments to the "Comments" field, and they will be submitted to the Fund Office with your report.



# Submitting the Report

If all calculations are correct after you have selected ***Calculate and Save*** click on the ***Submit Report*** button to send the report to the Fund Office. You will then be brought to a screen confirming that your report has been accepted. The confirmation page will display your receipt number for the remittance (located directly below your address).
On the "Report Accepted" page, you will see a link to print out the report in a PDF format. Click on this link if you would like to print out a copy of the report for your records.



## Using Calculate & Save to Complete a Report Later

At any point in the process above, if you have started entering a remittance and are unable to finish it during your website session, you may hit the *Calculate and Save* button, and it will save your report to be completed later.

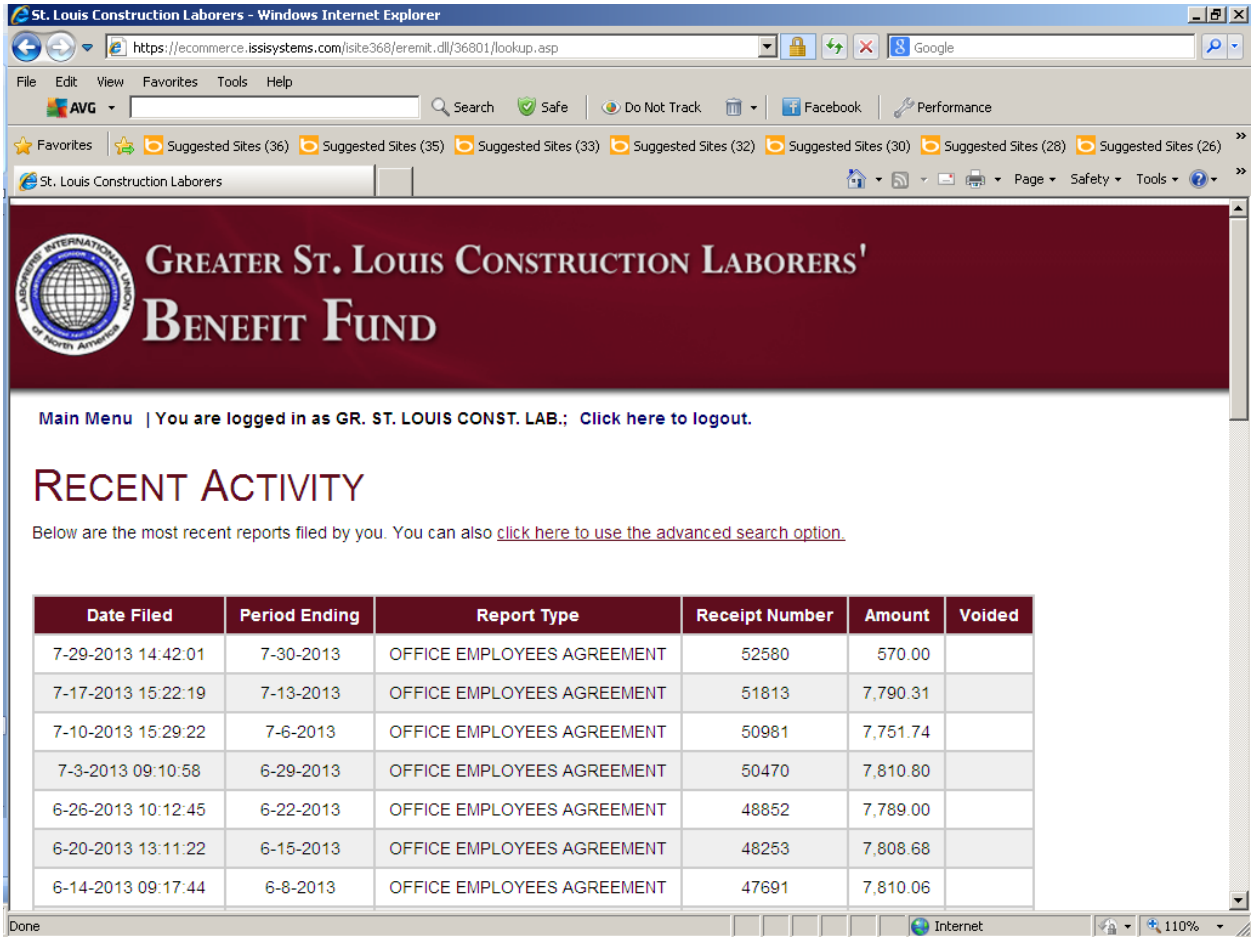
At a later time, you may select the option on the Main Menu to "Continue working on unfiled report" to finish your remittance.

## Continue Working on an Unfiled Report

If you decided to calculate and save a prior report and you now need to go back and complete the report, you may do so from the Main Menu. Select the option "Continue working on unfiled report" and click on the *Continue* button. On the next screen, you will see a list of reports that have been saved but have not yet been submitted. On this page, you have the option of either deleting a particular report or completing and submitting the report. If you select a saved report and click on the *Delete* button, you will be taken to a screen confirming that your report has been deleted. If you select a saved report and click on the *Continue* button, you will be brought to the main remittance table screen to continue your report.

## Viewing Previously Submitted Reports

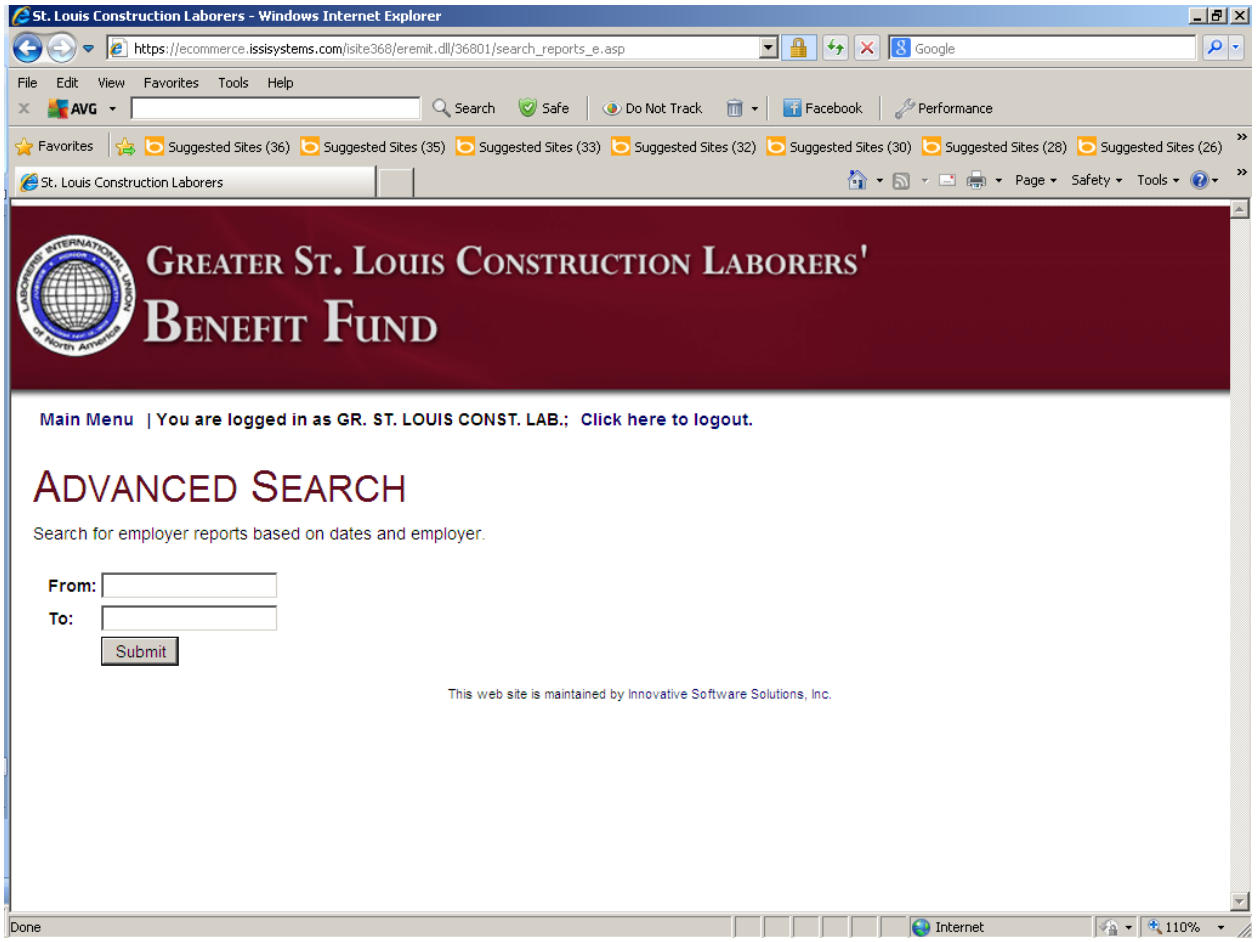
From the Main Menu, you have the ability to view the report history of your previously submitted reports. Select "View report history" and click on the *Continue* button.
On the next screen, you will see a list of all the report activity that you have filed. The information included will show: Date Filed, Period Ending, Report Type, Receipt Number, and Amount. Clicking on any row will open a new window containing the PDF of that report.




***Please note: If the "Next" link appears underneath the table of reports that means that there are additional reports that you can view by clicking on the link.***

## Viewing Previously Submitted Reports

You can also use an advanced search by clicking on the "click here to use advanced search" link. After clicking on the "click here to use advanced search" link, you will be brought to a screen where you can input the "From" and "To" dates for your search. You will be required to use a calendar box to select the dates. You can use the single arrow on the upper left and upper right corners of the box to adjust the month, and then simply click on the day of the month that you would like to use. After selecting the "From" and "To" dates, click on the *Submit* button. You will then be brought to a "Reports Found" page that lists all of the reports submitted during the period of your search. You may then click on a report to view the PDF.



## Logging Out

When you have completed all remittance processing on the website, it is important to remember to log out. Do this by clicking on the logout link on the horizontal bar above the main screen.

## Questions and Comments

If you have any questions or comments about processing online remittances using the website, please contact the Fund Office at (314) 644-2777 ext 4.