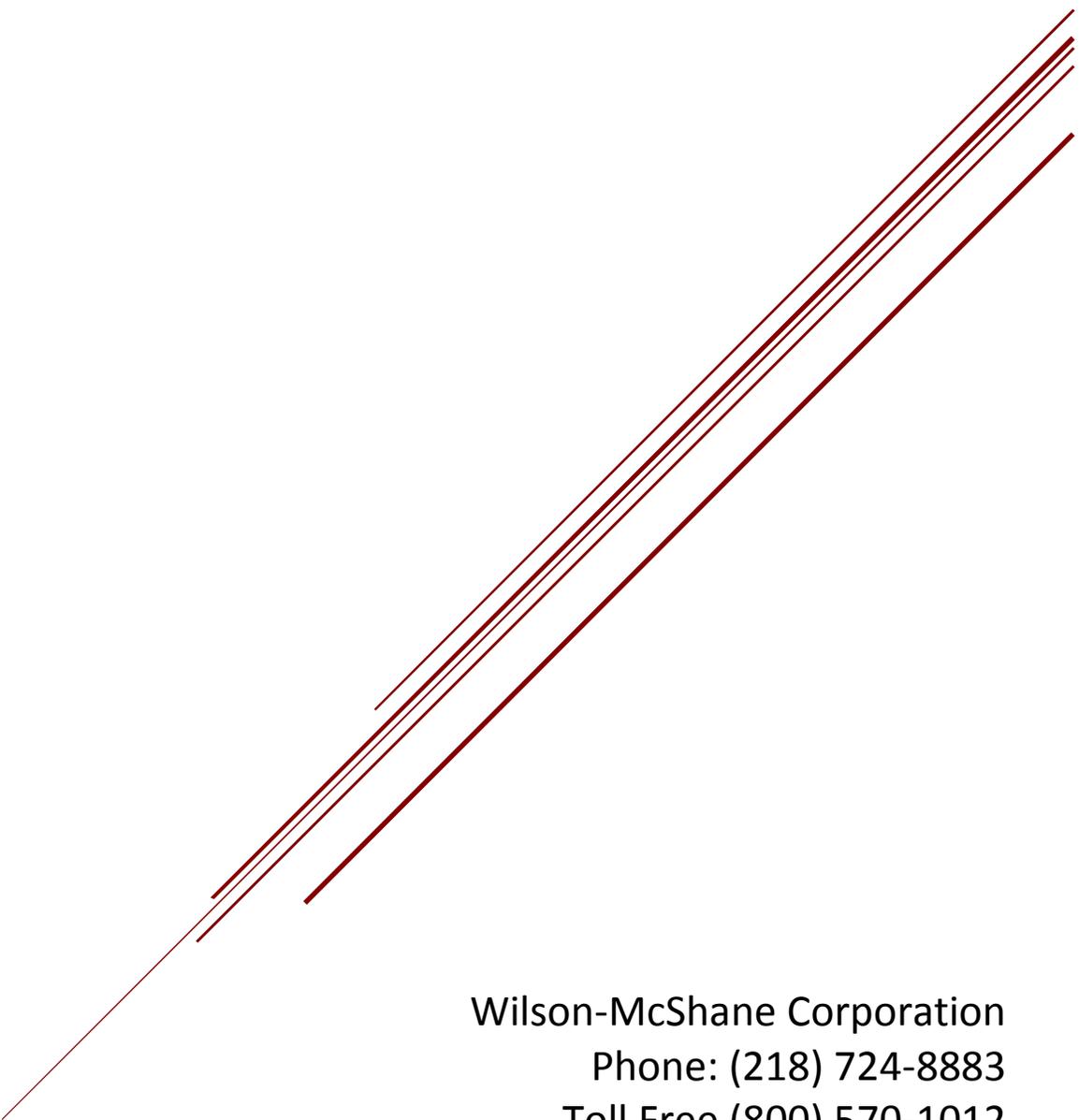


ELECTRONIC EMPLOYER REMITTANCES INSTRUCTIONS

Electrical Workers Fringe Benefit Funds
IBEW Locals 242 and 294



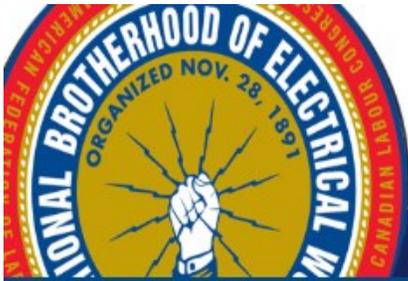
Wilson-McShane Corporation
Phone: (218) 724-8883
Toll Free (800) 570-1012

Wilson-McShane Corporation

Plan Administrators for Taft-Hartley Trust Funds

Login to the Electronic Employer Remittances Web Site

1. Either click on the link or enter the following URL into your Internet browser:
https://eremit.ewbenefits.com/securepages/f41_employer_login.asp
2. Enter your Employer Number.
3. Enter your Password. (Submitted to Wilson-McShane as part of the EER Account setup)
4. Click the **Submit** button.



Electrical Workers Fringe Benefit Funds IBEW Locals 242 and 294

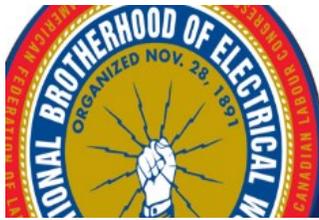
ELECTRONIC EMPLOYER REPORTING

Employer Login:

Employer Number

Password

The File Upload Page:



Electrical Workers Fringe Benefit Funds IBEW Locals 242 and 294

ELECTRONIC EMPLOYER REPORTING

File Upload:

1. Download Remittance Spreadsheet:
2. Choose your .csv file to upload:

* It is the Employer's responsibility for providing the correct contribution rates based upon your collective bargaining agreement.

Note - All Electronic Remittances must be uploaded and confirmed by the **10th of the Month**.

Employer Info:

TEST EMPLOYER ONE
123 FAKE STREET
SPRINGFIELD, MN 55555
PHONE:(222) 222-2222 FAX:(000) 000-0000

Is this information correct?
If not, please contact the Fund Office at (218) 724-8883
Toll Free (800) 570-1012 or email at Electrical Workers Fringe Benefits Fund

Click to expand on-screen instructions

Browse for your .csv file

Click to download the pre-populated Remittance Form

Click to download the current rates for that CBA in Excel

Click the radio button for the CBA that corresponds with the file you are uploading

Click the "Upload File" button to upload the selected CBA's Remittance File

No file chosen

Work Month	CBA Description	Select CBA	Status	Invoice (in Excel)	Rates (in Excel)
2017/02	COMMERCIAL 242 ADMIN	<input type="radio"/> Resubmit:	**Invoice Error** View	Download	Download
2017/02	COMMERCIAL 294 ADMIN	<input type="radio"/>	**Already Confirmed** View	Download	Download
2017/02	LOW VOLTAGE 242 ADMIN	<input type="radio"/>	Unsubmitted	Download	Download

****Make sure you have selected a file AND checked a CBA Radio Button before Clicking****

Please contact the Fund Office at (218) 724-8883 , Toll Free (800) 570-1012 or e-mail Electrical Workers Fringe Benefits Fund if you need assistance.

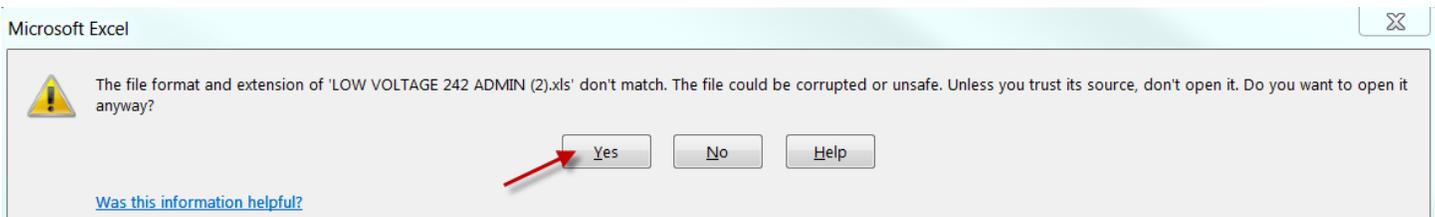
Start by downloading the remittance spreadsheet for the CBA you will be submitting:

(Note- if you wish to create your own .csv file through other means, please follow formatting instructions on page 7.)

1. Click the **"Download"** link under the **"Invoice (in Excel)"** column for the CBA you are working on.
 - Click the file name to open once the download is complete



- Click the **"Yes"** button in the next Popup window.



- This will open that CBA's invoice in Excel:

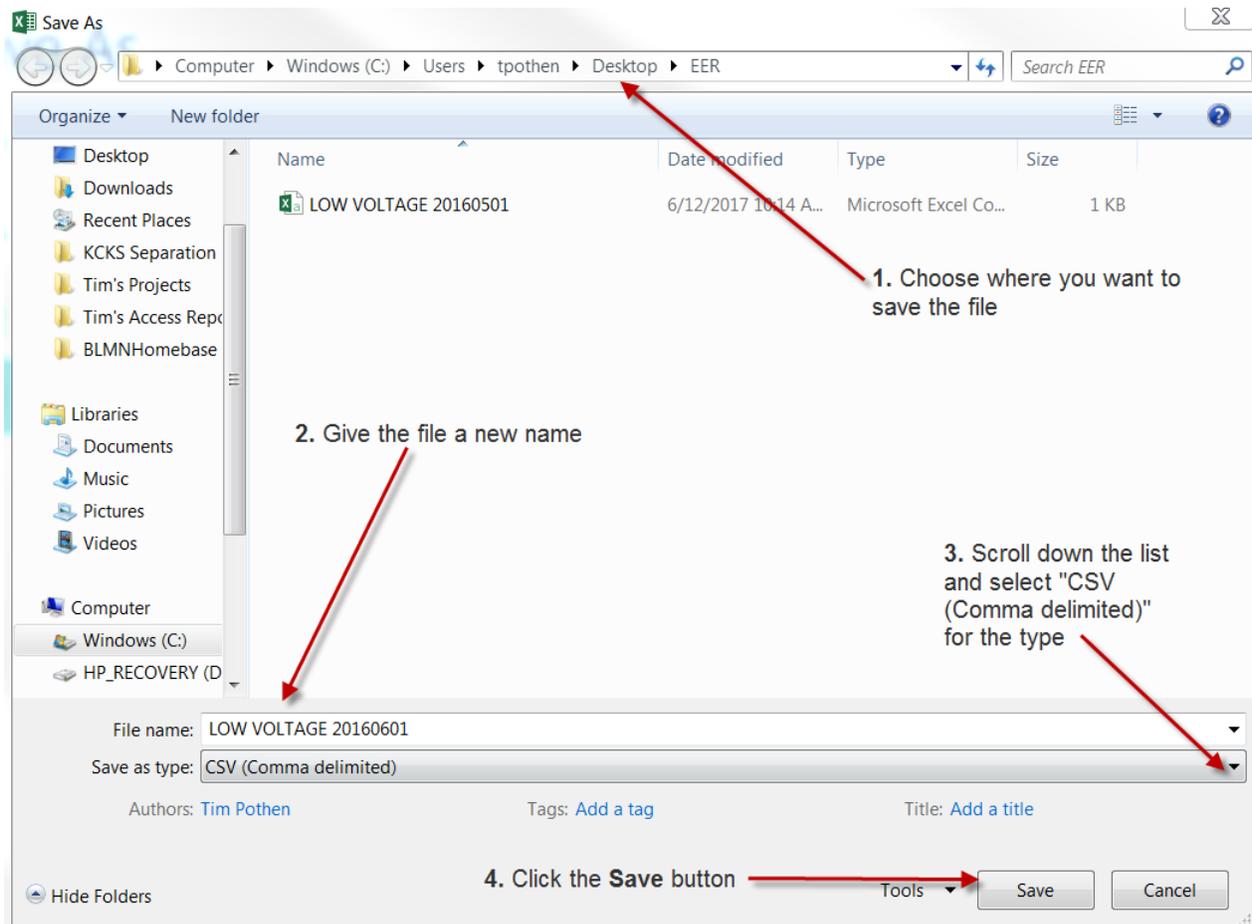
- Example Invoice:

The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard (Cut, Copy, Paste, Format Painter), Font (Calibri, size 11, Bold, Italic, Underline, Color, Background Color), and Alignment (Align Left, Center, Right, Indent Left, Indent Right). The active cell is C8, and the formula bar is empty. Below the ribbon, a table is displayed with the following data:

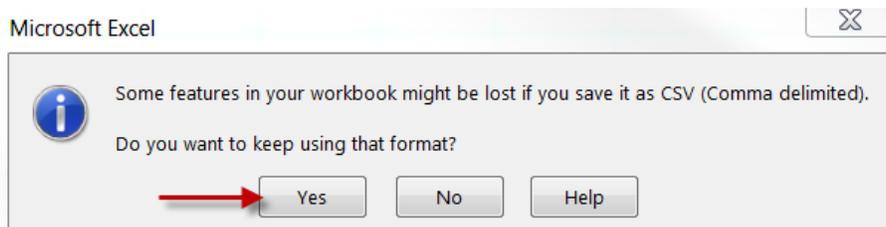
	A	B	C	D	E	F
1	Members ID	Name	Class	Hours_____	Gross Wage	401(k)
2	111-11-1111	DOE, JOHN	2	160	3200	480
3	222-22-2222	DOE, JANE	3	145	2900	435
4	333-33-3333	SMITH, JOE	3	150	3000	450
5						
6						

2. Enter your information and save as a .csv file.
 - If you have **no hours** to report, please fill in with zero's (0).
 - Verify that the proper class is displayed for each employee. If you notice that a class is missing you will need to add a new line to the spreadsheet that includes the missing class (note- you can find the rates associated with each CBA by clicking the downloadable rates link on the main page. If you are unsure what class to select please contact the Account Receivables department).
 - If you are adding an employee to the pre-populated spreadsheet make sure prefix the number with an apostrophe (') if the **SSN or Class** has leading zeroes. For example, instead of typing 012-34-5678, type '012-34-5678.

(Name and place the file somewhere you will be able to find it for upload)



- Click the **“Yes”** button in the next Popup window.



Next, choose the CBA you are submitting on and upload your .csv file:

1. Click the **"Browse"** button, then navigate to the **.csv** file you created for the CBA you are currently reporting on.
2. Check the **radio button** next to the CBA that corresponds with the file you are uploading.
3. Click the **"Upload File"** button.

File Upload:

1. Download Remittance Spreadsheet:
2. Choose your .csv file to upload:

* It is the Employer's responsibility for providing the correct contribution rates based upon your collective bargaining agreement.

Note - All Electronic Remittances must be uploaded and confirmed by the **10th of the Month**.

Employer Info:

TEST EMPLOYER ONE
123 FAKE STREET
SPRINGFIELD, MN 55555
PHONE:(222) 222-2222 FAX:(000) 000-0000

Is this information correct?
If not, please contact the Fund Office at (218) 724-8883,
Toll Free (800) 570-1012 or email at [Electrical Workers Fringe Benefits Fund](#)

Work Month	CBA Description	Select CBA	Status	Invoice (in Excel)	Rates (in Excel)
2017/02	COMMERCIAL 242 ADMIN	<input type="radio"/> Resubmit:	**Invoice Error** View	Download	Download
2017/02	COMMERCIAL 294 ADMIN	<input type="radio"/>	**Already Confirmed** View	Download	Download
2017/02	LOW VOLTAGE 242 ADMIN	<input checked="" type="radio"/>	Unsubmitted	Download	Download

****Make sure you have selected a file AND checked a CBA Radio Button before Clicking**** Upload File

You will be presented with the "Please Wait" screen while the file uploads and is imported into the Wilson-McShane system.

Note: this process can take a couple of minutes...

When the processing completes, you will either see a successful upload page or an Error page.

If there is an **error**, you will see descriptions of what and where the error occurred, then you can go back, fix the issue(s) and resubmit the corrected .csv file.

****Invoice Error****

There was an error/s with the file you uploaded for **LOW VOLTAGE 242 ADMIN**.

Please verify that the information in the file is correct and resubmit the file.
(Details Below)

If you have questions, Please call the fund office:

[Back to File Upload Page](#)

Employer Info:

TEST EMPLOYER ONE
123 FAKE STREET
SPRINGFELD, MN 55555
PHONE:(222) 222-2222 FAX:(000) 000-0000

Is this information correct?

If not, please contact the Fund Office at (218) 724-8883,
Toll Free (800) 570-1012 or email at [Electrical Workers Fringe Benefits Fund](#)

SUBMITTED INVOICE:

CBA	Work Month	Submit Date	Submit Time
LOW VOLTAGE 242 ADMIN(LOW242)	201704	06/12/2017	10:53:07:61

INVOICE DETAIL:

Member Id	Name	Class	Hours	Gross Wage	401(k) \$	Errors
111-11-1111	DOE, JOHN	2	160	\$3200	480	Bad SSN Bad Class
222-22-2222	TEST,BRIAN	3	145	\$2900	435	Bad Class
333-33-3333	SMITH, JOE	3	150	\$3000	450	Bad SSN Bad Class

[Resubmit Invoice](#)

If **successful**, you will be presented with the data we received, giving you the chance to review and either confirm or resubmit another .csv file.

Successful Upload:

Employer Info:

TEST EMPLOYER ONE
 123 FAKE STREET
 SPRINGFIELD, MN 55555
 PHONE:(222) 222-2222 FAX:(000) 000-0000

Please Confirm Processing:

CBA: LOW VOLTAGE 242 ADMIN (LOW242)

Please **verify** that the information below is **correct** for the CBA you are currently reporting on, "LOW VOLTAGE 242 ADMIN".

If it is correct, click on the "Confirm Remittance Processing" button at the bottom of the page.

Click to download these results into an Excel Spreadsheet

[Back to File Upload Page](#)  [Export to Excel](#)

If something isn't correct click the link to go back and resubmit a file with the corrections

SUBMITTED INVOICE:

CBA	Work Month	Submit Date	Submit Time
LOW VOLTAGE 242 ADMIN(LOW242)	201704	06/12/2017	10:58:35:33

INVOICE DETAIL:

Member ID	Name	Class	Hours	Gross Wage	401(k)	Amount Due	ADM LV 242	CALC HOURS	JATC LV 242	NEBF 242	DC PEN:
222-22-2222	TEST,BRIAN	JRY	145.00	2,900.00	435.00	1,654.10	18.85	.00	43.50	87.00	

INVOICE TOTALS:

Count	Note	Hours	Gross Wage	401(k)	Amount Due	ADM LV 242	CALC HOURS	JATC LV 242	NEBF 242	DC PENS 242	401K 242
000001		145.00	2,900.00	435.00	1,654.10	18.85	.00	43.50	87.00	224.75	435.00

Once you are happy with the results of the upload, click the "Confirm Remittance Processing" button

By clicking the "Confirm Remittance Processing" link, you are agreeing that you have reviewed and verified that the amounts due in the Invoice Detail and Invoice Totals

Once you are happy with the results of your upload, click the "Confirm Remittance Processing" button.

Note: Once you have confirmed processing, you will **not** be able to resubmit another file for that CBA until the next remittance period.

The next screen will show you the date and time that the invoice was confirmed.

Invoice Confirmed:

Employer Info:

LOW VOLTAGE 242 ADMIN Has Been Confirmed:

TEST EMPLOYER ONE
123 FAKE STREET
SPRINGFIELD, MN 55555
PHONE:(222) 222-2222 FAX:(000) 000-0000

Thank You for submitting your Remittance Reports on Wilson-McShane's Electronic Remittance Reporting. (Details Below)

If you have questions, please call the fund office: (218) 724-8883.

[Back to File Upload Page](#)

If you have multiple CBA's to submit, click the link to go back to the file upload page and repeat these steps for each CBA

SUBMITTED INVOICE:

CBA	Work Month	Confirm Date	Confirm Time
LOW VOLTAGE 242 ADMIN(LOW242)	2017/04	06/12/2017	11:05:53:27

Please send your checks to:
Electrical Workers Fringe Benefits Fund
2002 London Road, Suite 300
Duluth, MN 55812

Note: If you payed with ACH then you will see a list of draw details that will accumulate to show history of when money was drawn from your account. If you confirm your file upload before 1:00 PM then you should see the draw details the following business day, if after 1:00 PM then you should see the draw details in two business days

If you have multiple CBAs to submit, click the **“Back to File Upload Page”** link to go back to the file upload page and repeat these steps for each CBA.

Status Examples:

This CBA still needs a file submitted for it.

This CBA has been confirmed and cannot have another file submitted for it until the next remittance period.

This CBA has been submitted, but had an error. A corrected file will have to be resubmitted.

Select CBA	Status	Invoice (in Excel)	Rates (in Excel)
<input type="radio"/>	Unsubmitted	 Download	 Download
<input type="radio"/>	**Already Confirmed** View	 Download	 Download
<input type="radio"/> Resubmit:	**Invoice Error** View	 Download	 Download

Click a CBA Radio Button before Clicking**

Upload File