

# Central Midwest Regional Council of Carpenters

## 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.CMRCCEmployers.org



### Central Midwest Carpenters

Home	Electronic Contribution	Employer Information	News	Contact Us
------	-------------------------	----------------------	------	------------

#### Introduction

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

#### To Navigate this site:

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

#### To Log On:

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

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

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

<b>Login</b>	
Wednesday, August 6, 2025	
* User Name:	<input type="text"/>
* Password:	<input type="password"/>
<input type="button" value="Login"/>	
<a href="#">Create an Account</a> <a href="#">Forgot Password?</a>	

#### News / Events

No news is available.

- **To log into this site, you will need a user ID and Password. To receive this, you will need to register by clicking on the "Create an Account" option in the top right corner of the website.**
- **A second option is to call (317) 851-4168 or Toll Free (800) 700-6756 and someone will assist you.**

# Lets Get Started



## Central Midwest Carpenters

Wednesday, August 6, 2025

[My Profile](#) [Logout](#)

Welcome Democontractor

Last Signed In: Wednesday, August 6, 2025

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
<a href="#">Introduction</a> You now have the power to access information a week. <a href="#">To Navigate this site:</a> <ul style="list-style-type: none"><li>Click on a header on the top. This opens your submenu options.</li></ul> <a href="#">To Log On:</a> <ul style="list-style-type: none"><li>There is a login box in the upper right corner.</li><li>Enter your User Name and Password then click on the login button.</li></ul> <a href="#">If your login was successful</a> you'll be directed to the appropriate page to begin. <a href="#">If your login was invalid</a> you'll be directed back to the login screen where you will have the chance to try again.	<a href="#">Process Contribution</a> <a href="#">View All Contributions</a> <a href="#">Frequently Asked Questions</a>			<a href="#">News / Events</a> No news is available.	

- **To begin entering employee contribution information, click on 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: Thursday, April 11, 2019

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

**Electronic Contribution**

Select the contractor from the list to submit your contributions

Select Contractor: [dropdown menu] SERVICES INC. ▾

Work Start Date: 3/1/2019 ▾

Work End Date: 3/31/2019 ▾

Process Contribution: Enter New Contribution  
Modify / Submit Saved Contribution  
Upload Contribution File  
Copy / Modify Previous Report Form

Contribution Type: TRADE SHOW AND CONVENTION ▾

Report no Hours

CBA: TRADE SHOW AND CONVENTION ▾

- **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

Welcome Democontractor      Last Signed In: Wednesday, August 6, 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: 7/1/2025

Work End Date: 7/31/2025

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: Zone NEO 1A

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 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. Finally, click Submit to begin entry.

# Enter a New Form - Contribution Entry

Welcome Democontractor Last Signed In: Wednesday, August 6, 2025

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Contribution Entry Form

**Contribution Batch**

Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-00000008	Work End Date:	07/31/2025
CBA:	1435C - Zone NEO 1A		

[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	Gross Wages	Monthly (Flat Rate)	Hours Paid	Delete?
2	123456789	APPRENTICE 60%	John	J	Doe	10.00	670.00	0.00	11.00	<input type="checkbox"/>
3	987654321	APPRENTICE 60%	Jane	J	Doe	100.00	6700.00	0.00	102.00	<input type="checkbox"/>
3	111222333	APPRENTICE 60%	Jake	J	Doe	1.00	10.00	0.00	1.00	<input type="checkbox"/>
4	444555666	APPRENTICE 60%	Jill	J	Doe	0.00	0.00	0.00	1	<input checked="" type="checkbox"/>
5		APPRENTICE 60%				0.00	0.00	0.00	0.00	<input type="checkbox"/>

[Privacy Statement](#) | [Terms Of Use](#) | © 2025 by BeneSys, Inc.

- 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.
- Select the Work Class from the dropdown. Enter the Regular Hours, Gross Wages and Hours Paid, or Monthly Flat Rate (enter 1 for Flat Rate if the field is applicable) 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

Welcome Democontractor      Last Signed In: Wednesday, August 6, 2025

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Process Contribution

**Contribution Batch**

Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-00000008	Work End Date:	07/31/2025
CBA:	1435C - Zone NEO 1A		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Gross Wages	Monthly (Flat Rate)	Hours Paid	Amount	
JOURNEYMAN	TEST CONTRACTOR	111.00	7,380.00	0.00	114.00	\$2,936.51	<a href="#">View Details</a>
<b>TOTAL</b>		<b>111.00</b>	<b>7,380.00</b>	<b>0.00</b>	<b>114.00</b>	<b>\$2,936.51</b>	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Monthly (Flat Rate)	Hours Paid	Amount	
111222333	JOURNEYMAN	NAJIB		AMADEO	1.00	10.00	0.00	1.00	\$26.46	<a href="#">View Details</a>
123456789	JOURNEYMAN	RUSSELL		LAVER	10.00	670.00	0.00	11.00	\$264.55	<a href="#">View Details</a>
987654321	JOURNEYMAN	MOLLY		SHEPHARD	100.00	6,700.00	0.00	102.00	\$2,645.50	<a href="#">View Details</a>
<b>TOTAL</b>					<b>111.00</b>	<b>7,380.00</b>	<b>0.00</b>	<b>114.00</b>	<b>\$2,936.51</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 in user guide 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 in user guide 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] INC

Overwrite	Fund Name	Units	Basis	Rates	Amount
<input type="checkbox"/>	APPR	240.00	Hours Paid	0.50000	\$120.00
<input type="checkbox"/>	CON ADM	240.00	Hours Paid	0.36000	\$86.40
<input type="checkbox"/>	DUES	2,000.00	Gross	0.03000	\$60.00
<input type="checkbox"/>	HEALTH CARE	240.00	Hours Paid	7.61000	\$1,826.40
<input type="checkbox"/>	OSA	240.00	Hours Paid	1.31000	\$314.40
<input type="checkbox"/>	PENSION	240.00	Hours Paid	7.16000	\$1,718.40
<input type="checkbox"/>	PIPE	240.00	Hours Paid	0.24000	\$57.60
<input type="checkbox"/>	RETIREMENT	240.00	Hours Paid	5.71000	\$1,370.40
<input type="checkbox"/>	RETIREE HCP	240.00	Hours Paid	2.50000	\$600.00
<input type="checkbox"/>	SUPPL.CREDIT	240.00	Hours Paid	1.50000	\$360.00
					<b>Total: \$6,513.60</b>

- To elect to not pay an optional fringe for ALL EMPLOYEES, click on the View Details link under Contractor Contribution Details next to the Work Class for which you would like to not pay the optional fringe.
  - Check the Overwrite box next to fringe(s) you are not paying.
  - Click Save, which will overwrite the fringe amount to \$0.
  - When overriding a fringe at the contractor level, the amount contributed for that fringe cannot be changed.

*Note: You should only use this option if you have a signed agreement that states you do not have to pay a specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.*

# Enter a New Form - Contractor Details

## Employee Contribution Details

**First Name:** John

**Last Name:** Doe

Overwrite	Fund	Units	Basis	Rate	Amount
<input type="checkbox"/>	APPR	120.00	Hours Paid	0.50000	\$60.00
<input type="checkbox"/>	CON ADM	120.00	Hours Paid	0.36000	\$43.20
<input type="checkbox"/>	DUES	1,000.00	Gross	0.03000	\$30.00
<input type="checkbox"/>	HEALTH CARE	120.00	Hours Paid	7.61000	\$913.20
<input type="checkbox"/>	OSA	120.00	Hours Paid	1.31000	\$157.20
<input type="checkbox"/>	PENSION	120.00	Hours Paid	7.16000	\$859.20
<input type="checkbox"/>	PIPE	120.00	Hours Paid	0.24000	\$28.80
<input type="checkbox"/>	RETIREMENT	120.00	Hours Paid	5.71000	\$685.20
<input type="checkbox"/>	RETIREE HCP	120.00	Hours Paid	2.50000	\$300.00
<input type="checkbox"/>	SUPPL.CREDIT	120.00	Hours Paid	1.50000	\$180.00
					<b>Total: \$3,256.80</b>

- To elect to not pay an optional fringe for ONE EMPLOYEE, click on the [View Details](#) link under Employee Contribution Details next to the employee for whom you would like to not pay the optional fringe.
  - Check the Overwrite box next to fringe(s) you are not paying.
  - In the amount field for the fringe that is to be overwritten, enter 0.00, or whatever the correct dollar amount is.
  - Click Save, which will overwrite the fringe amount to \$0 or the amount you entered.

*Note: You should only use this option if you have a signed agreement that states you do not have to pay a specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.*

# Enter a New Form - Contractor Details

## Contractor Contribution Details

Contractor Name:	TEST CONTRACTOR				
Fund Name	Units	Basis	Rates	Amount	
Health & Welfare	111.00	Hours Worked	8.90000	\$987.90	
Medical Reimbursement Account	111.00	Hours Worked	1.00000	\$111.00	
Annuity	111.00	Hours Worked	3.95000	\$438.45	
Apprenticeship	111.00	Hours Worked	0.70000	\$77.70	
Drug Testing	111.00	Hours Worked	0.00000	\$0.00	
INKY COPE	111.00	Hours Worked	0.00000	\$0.00	
OH COPE	111.00	Hours Worked	0.03000	\$3.33	
Industry	111.00	Hours Worked	0.00000	\$0.00	
Labor Mgmt	111.00	Hours Worked	0.00000	\$0.00	
Market Recovery	111.00	Hours Worked	0.35000	\$38.85	
Tri State BT	111.00	Hours Worked	0.00000	\$0.00	
IN State CC Pension	111.00	Hours Worked	0.00000	\$0.00	
IKORCC Pension	111.00	Hours Worked	0.00000	\$0.00	
OH Pension	111.00	Hours Worked	1.50000	\$166.50	
NonCredited OH Pension	111.00	Hours Worked	9.48000	\$1,052.28	
PensionSW	111.00	Hours Worked	0.00000	\$0.00	
NW Sup Pension	111.00	Hours Worked	0.00000	\$0.00	
AnnuityMW	111.00	Hours Worked	0.00000	\$0.00	
Work Assessment	111.00	Hours Worked	0.03500	\$3.89	
Contractor Dues	111.00	Hours Worked	0.00000	\$0.00	
UBC DUES	111.00	Hours Worked	0.00000	\$0.00	
CAF	111.00	Hours Worked	0.00000	\$0.00	
CAPCI	111.00	Hours Worked	0.00000	\$0.00	
UBC National Training Fund	111.00	Hours Worked	0.14000	\$15.54	
JRNY Training	111.00	Hours Worked	0.00000	\$0.00	
KY State BT	111.00	Hours Worked	0.00000	\$0.00	
MW Marketing	111.00	Hours Worked	0.00000	\$0.00	
BCRC	111.00	Hours Worked	0.00000	\$0.00	
CIPC	111.00	Hours Worked	0.00000	\$0.00	
(CIP) Constr Indust Part	111.00	Hours Worked	0.00000	\$0.00	
(CTLM) Carp Train Promo LMCC	111.00	Hours Worked	0.00000	\$0.00	
Helmets to Hardhats	111.00	Hours Worked	0.00000	\$0.00	
CISP	111.00	Hours Worked	0.22000	\$24.42	
UBC Install	111.00	Hours Worked	0.10000	\$11.10	
QCP	111.00	Hours Worked	0.00000	\$0.00	
Admin Fee	111.00	Hours Worked	0.00000	\$0.00	
Project Best	111.00	Hours Worked	0.00000	\$0.00	
L.E.A.D.	111.00	Hours Worked	0.00000	\$0.00	
Association	111.00	Hours Worked	0.00000	\$0.00	
O.C.I.A.	111.00	Hours Worked	0.00000	\$0.00	
United Way	111.00	Hours Worked	0.00000	\$0.00	
SUB	111.00	Hours Worked	0.00000	\$0.00	
C.A.P.	111.00	Hours Worked	0.00000	\$0.00	
LMCC	111.00	Hours Worked	0.02000	\$2.22	
ARSC	111.00	Hours Worked	0.00000	\$0.00	
SW Indiana BT	111.00	Hours Worked	0.00000	\$0.00	
Indiana Construction Alliance	111.00	Hours Worked	0.00000	\$0.00	
WESTERN KY BLDG TRADES	111.00	Hours Worked	0.00000	\$0.00	
NWOBTC	111.00	Hours Worked	0.00000	\$0.00	
SAT KY LMCC	111.00	Hours Worked	0.00000	\$0.00	
CLEVELAND BUILDS	111.00	Hours Worked	0.03000	\$3.33	
PLA CENTRAL OHIO BT	111.00	Hours Worked	0.00000	\$0.00	
CMRAVE	111.00	Hours Worked	0.00000	\$0.00	
CMCFBF (Fringe Benefit Fund)	111.00	Hours Worked	0.00000	\$0.00	
Southwest	111.00	Hours Worked	0.00000	\$0.00	
Collections INACTIVE	111.00	Hours Worked	0.00000	\$0.00	
PADUCAH	111.00	Hours Worked	0.00000	\$0.00	
Vacation	111.00	Hours Worked	0.00000	\$0.00	
Vacation PAC	111.00	Hours Worked	0.00000	\$0.00	
PAC (EE Authorized)	111.00	Hours Worked	0.00000	\$0.00	
INSTALL	111.00	Hours Worked	0.00000	\$0.00	

Total: \$2,936.51

This screen will display the Contractor Details

# Enter a New Form - Contractor Details

First Name:	RUSSELL		Last Name:	LAVER	
Fund	Units	Basis	Rate	Amount	
Health & Welfare	10.00	Hours Worked	8.90000	\$89.00	
Medical Reimbursement Account	10.00	Hours Worked	1.00000	\$10.00	
Annuity	10.00	Hours Worked	3.95000	\$39.50	
Apprenticeship	10.00	Hours Worked	0.70000	\$7.00	
Drug Testing	10.00	Hours Worked	0.00000	\$0.00	
INKY COPE	10.00	Hours Worked	0.00000	\$0.00	
OH COPE	10.00	Hours Worked	0.03000	\$0.30	
Industry	10.00	Hours Worked	0.00000	\$0.00	
Labor Mgmt	10.00	Hours Worked	0.00000	\$0.00	
Market Recovery	10.00	Hours Worked	0.35000	\$3.50	
Tri State BT	10.00	Hours Worked	0.00000	\$0.00	
IN State CC Pension	10.00	Hours Worked	0.00000	\$0.00	
IKORCC Pension	10.00	Hours Worked	0.00000	\$0.00	
OH Pension	10.00	Hours Worked	1.50000	\$15.00	
NonCredited OH Pension	10.00	Hours Worked	9.48000	\$94.80	
PensionSW	10.00	Hours Worked	0.00000	\$0.00	
NW Sup Pension	10.00	Hours Worked	0.00000	\$0.00	
AnnuityMW	10.00	Hours Worked	0.00000	\$0.00	
Work Assessment	10.00	Hours Worked	0.03500	\$0.35	
Contractor Dues	10.00	Hours Worked	0.00000	\$0.00	
UBC DUES	10.00	Hours Worked	0.00000	\$0.00	
CAF	10.00	Hours Worked	0.00000	\$0.00	
CAPCI	10.00	Hours Worked	0.00000	\$0.00	
UBC National Training Fund	10.00	Hours Worked	0.14000	\$1.40	
JRNJ Training	10.00	Hours Worked	0.00000	\$0.00	
KY State BT	10.00	Hours Worked	0.00000	\$0.00	
MW Marketing	10.00	Hours Worked	0.00000	\$0.00	
BCRC	10.00	Hours Worked	0.00000	\$0.00	
CIPC	10.00	Hours Worked	0.00000	\$0.00	
(CIP) Constr Indust Part	10.00	Hours Worked	0.00000	\$0.00	
(CTL) Carp Train Promo LMCC	10.00	Hours Worked	0.00000	\$0.00	
Helmets to Hardhats	10.00	Hours Worked	0.00000	\$0.00	
CISP	10.00	Hours Worked	0.22000	\$2.20	
UBC Install	10.00	Hours Worked	0.10000	\$1.00	
QCP	10.00	Hours Worked	0.00000	\$0.00	
Admin Fee	10.00	Hours Worked	0.00000	\$0.00	
Project Best	10.00	Hours Worked	0.00000	\$0.00	
L.E.A.D.	10.00	Hours Worked	0.00000	\$0.00	
Association	10.00	Hours Worked	0.00000	\$0.00	
O.C.I.A.	10.00	Hours Worked	0.00000	\$0.00	
United Way	10.00	Hours Worked	0.00000	\$0.00	
SUB	10.00	Hours Worked	0.00000	\$0.00	
C.A.P.	10.00	Hours Worked	0.00000	\$0.00	
LMCC	10.00	Hours Worked	0.02000	\$0.20	
ARSC	10.00	Hours Worked	0.00000	\$0.00	
SW Indiana BT	10.00	Hours Worked	0.00000	\$0.00	
Indiana Construction Alliance	10.00	Hours Worked	0.00000	\$0.00	
WESTERN KY BLDG TRADES	10.00	Hours Worked	0.00000	\$0.00	
NWOBTC	10.00	Hours Worked	0.00000	\$0.00	
SAT KY LMCC	10.00	Hours Worked	0.00000	\$0.00	
CLEVELAND BUILDS	10.00	Hours Worked	0.03000	\$0.30	
PLA CENTRAL OHIO BT	10.00	Hours Worked	0.00000	\$0.00	
CMRAVE	10.00	Hours Worked	0.00000	\$0.00	
CMCBBF (Fringe Benefit Fund)	10.00	Hours Worked	0.00000	\$0.00	
Southwest	10.00	Hours Worked	0.00000	\$0.00	
Collections INACTIVE	10.00	Hours Worked	0.00000	\$0.00	
PADUCAH	10.00	Hours Worked	0.00000	\$0.00	
Vacation	10.00	Hours Worked	0.00000	\$0.00	
Vacation PAC	10.00	Hours Worked	0.00000	\$0.00	
PAC (EE Authorized)	10.00	Hours Worked	0.00000	\$0.00	
INSTALL	10.00	Hours Worked	0.00000	\$0.00	

Total: \$264.55

Close

- This screen will show the individual employee details.

# Enter a New Form - Finalize Contributions

Welcome Democontractor Last Signed In: Thursday, August 7, 2025

[Home](#) [Electronic Contribution](#) [Contribution Payment](#) [Employer Information](#) [News](#) [Contact Us](#)

**Contribution Batch**

Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-00000010	Work End Date:	07/31/2025
CBA:	143SC - Zone NEO 1A		

**INVOICE # CW25-00000008**

Your Calculated Contributions for work ending 07/31/2025: **\$2,910.05**

Remittance Amount Due: **\$2,910.05**

Invoice #: **CW25-00000008**  
 \* PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL  
 AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK(S).

Invoice Date: **08/07/2025**

[Pay Now](#) [Print Invoice](#) [Done](#)

**Amount Due:**

Work Class	Fund	Fund Code	Hours Worked	Gross Wages	Monthly (Flat Rate)	Hours Paid	Calc Hrs	Basis	Rate	Amount
JOURNEYMAN	Health & Welfare	H&W	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	8,900.00	\$979.00
JOURNEYMAN	Medical Reimbursement Account	HRA	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	1,000.00	\$110.00
JOURNEYMAN	Annuity	ANN	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	3,950.00	\$434.50
JOURNEYMAN	Apprenticeship	APPR	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.70000	\$72.00
JOURNEYMAN	Drug Testing	DRUG	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	INKY COPE	ICCOPE	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	OH COPE	OCOPE	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.03000	\$3.30
JOURNEYMAN	Industry	IND	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	Labor Mgmt	KYLM	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	Market Recovery	MRF	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.25000	\$38.50
JOURNEYMAN	Tri State BT	TRIBT	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	Tri State CC Pension	INDBB	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	IKORG Pension	IKOBB	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	OH Pension	OHDB	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	1.50000	\$165.00
JOURNEYMAN	NonCredited OH Pension	NP	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	9.48000	\$1,042.80
JOURNEYMAN	PensionSW	PENSW	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	NW Sup Pension	SPEN	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	AnnuityMW	ANNMW	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	Work Assessment	WORK	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.03500	\$3.85
JOURNEYMAN	Contractor Dues	CONT	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	UBC DUES	UBC	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	CAF	CAF	110.00	7,370.00	0.00	123.00	110.00	Hours Worked	0.00000	\$0.00

- 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)

Welcome Democontractor      Last Signed In: Thursday, August 7, 2025

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Pending Payment

Select Contractor: BENESYS | TEST CONTRACTOR      Invoice Number:   
\* Invoice Begin Date: 8/1/2025      \* Invoice End Date: 8/7/2025

Employers submit contributions (summary sheets, forms and payments) monthly. According to the Collection Agreement between the Union and the Employers, all contributions must be delivered or postmarked no later than the 15th day of the month immediately following the month during which the contributions were earned. Employers are responsible to pay liquidated damages assessed as follows on delinquent contributions: Monthly: 5-30 days late: 5%; 31-60 days: 10%; 61-90 days or more: 15% (Maximum liquidated damages of 15%). Weekly: 3-7 days late, 5%; 8-14, 10%; 15 or more, 15%.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000008	07/31/2025	1435C	Zone NEO 1A	BENESYS	\$2,910.05	DemoContractor	08/07/2025
<input type="checkbox"/>	CW25-00000005	07/31/2025	1435C	Zone NEO 1A	BENESYS	\$2,936.51	DemoContractor	08/06/2025

- 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)

Welcome Democontractor      Last Signed In: Thursday, August 7, 2025

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Pending Payment

Payment Summary  
(1) Invoice Selected  
Total amount due: \$2,910.05

[Make Payment](#) [Edit Selection](#)

Select Contractor: BENESYS | TEST CONTRACTOR      Invoice Number:   
\* Invoice Begin Date: 8/1/2025      \* Invoice End Date: 8/7/2025  
[Search](#) [Clear](#)

Employers submit contributions (summary sheets, forms and payments) monthly. According to the Collection Agreement between the Union and the Employers, all contributions must be delivered or postmarked no later than the 13th day of the month immediately following the month during which the contributions were earned. Employers are responsible to pay liquidated damages assessed as follows on delinquent contributions: Monthly: 5-30 days late: 5%; 31-60 days: 10%; 61-90 days or more: 15% (Maximum liquidated damages of 15%). Weekly: 3-7 days late, 5%; 8-14, 10%; 15 or more, 15%.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000008	07/31/2025	1435C	Zone NEO 1A	BENESYS	\$2,910.05	DemoContractor	08/07/2025
<input type="checkbox"/>	CW25-00000006	07/31/2025	1435C	Zone NEO 1A	BENESYS	\$2,936.51	DemoContractor	08/06/2025

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

Privacy Statement | Terms Of Use | © 2025 by BeneSys, Inc.

- 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)



The screenshot shows a web-based application for managing contributions. At the top, there is a navigation bar with links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The date 'Last Signed In: Thursday, August 7, 2025' is also displayed. Below the navigation bar, a section titled 'Make Payment' is shown. It includes a table with columns: Invoice#, Wk Date, Section, Cont No., and Amount. The table has two rows: one for 'CW25-00000008' with a Wk Date of '07/31/2025' and a Section of 'Zone NEO 1A', and a 'TOTAL' row with a Cont No. of 'BENE SYS' and an Amount of '\$2,910.05'. Below the table, there are several input fields: 'Total Invoice Amount' (\$2,910.05), 'Invoice Adjustment Amount' (\$0.00), and 'Total Amount Due' (\$2,910.05). There is also a 'Adjustment Reason' text area. At the bottom of the form, there is a 'Pay By' section with radio buttons for 'ACH(Online)' (selected) and 'Check'. Below this are buttons for 'Submit', 'Cancel', and 'Back'.

- 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).

Welcome Democontractor      Last Signed In: Thursday, August 7, 2014

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-00000008	07/31/2025	Zone NEO 1A	BENESYS	\$2,910.05
<b>TOTAL</b> <b>\$2,910.05</b>				

Total Invoice Amount : **\$2,910.05**  
 Invoice Adjustment Amount: **\$0.00**  
 Total Amount Due: **\$2,910.05**  
 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:



\* Please enter the characters as shown in the image.

Approver Email List

No Approver list found.

## ACH Payment

Employers submit contributions (summary sheets, forms and payments) monthly. According to the Collection Agreement between the Union and the Employers, all contributions must be delivered or postmarked no later than the 15th day of the month immediately following the month during which the contributions were earned. Employers are responsible to pay liquidated damages assessed as follows on delinquent contributions: Monthly: 5-30 days late: 5%; 31-60 days: 10%; 61-90 days or more: 15% (Maximum liquidated damages of 15%). Weekly: 3-7 days late, 5%; 8-14: 10%; 15 or more, 15%.

Total Amount Due: **\$2,910.05**

Bank Account Number: ( Last 4 digits ) 2344  
Routing Number: ( Last 4 digits ) 0313  
Bank Name: COMERICA BANK  
Account Type: Checking  
Settlement Date: 8/11/2025

\*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

Welcome Democontractor      Last Signed In: Thursday, August 7, 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:	7/1/2025
Process Contribution:	Enter New Contribution
Contribution Type:	Enter New Contribution
CBA:	Modify / Submit Saved Contribution
	Upload Contribution File
	Copy / Modify Previous Report Form

Work End Date: 7/31/2025

Report no Hours

- 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

Welcome Democontractor Last Signed In: Friday, April 12, 2019

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

**Electronic Contribution**

Select the contractor from the list to submit your contributions

Select Contractor:

Process Contribution:

\*Batch Number:

Batch Number	CBA	Work Start Date	Work End Date
CW19-00000027	( INST ) TRADE SHOW	03/01/2019	03/31/2019

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

## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<input type="text" value="[REDACTED] SERVICES INC."/> <input type="button" value="▼"/>		
Work Start Date:	<input type="text" value="3/1/2019"/> <input type="button" value="▼"/>	Work End Date:	<input type="text" value="3/31/2019"/> <input type="button" value="▼"/>
Process Contribution:	<input type="text" value="Upload Contribution File"/> <input type="button" value="▼"/>		
Contribution Type:	<input type="text" value="Regular Contribution"/> <input type="button" value="▼"/>		
CBA:	<input type="text" value="TRADE SHOW AND CONVE"/> <input type="button" value="▼"/>		
*File Name:	<input type="text"/> <input type="button" value="Browse..."/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

- 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. The work class field must be in the abbreviated format, (i.e. Journeyman should read as JRNY) if the work class is spelled out, the file will still upload but you will need to select the work class from the drop-down menu. 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.

	A	B	C	D	E	F	G	H	I
1	SSN	Work Class	Last Name	First Name	M.I.	Hours Worked	Gross Wages	Monthly Flat Rate	Hours Paid
2	123456789	JRNY	Doe	John	J	10	670		11
3	987654321	JRNY	Doe	Jane	J	100	6700		112
4									
5									
6									
7									

# 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. Examples of the fund's work classes and corresponding codes are shown below. Please contact the benefit office if you have any questions regarding this or need a complete list for a specific CBA.**

APP55	1st Year Apprentice (55% Annuity
APP6	APPRENTICE 6th 6MOS
APP60	1st Year Apprentice (60% Annuity
APP65	2nd Year Apprentice (65% Annuity
APP7	APPRENTICE 7th 6MOS
APP70	2rd Year Apprentice (70% Annuity
APP75	3rd Year Apprentice (75% Annuity
APP8	APPRENTICE 8th 6MOS
APP80	3rd Year Apprentice - 1st (80% A
APP85	4th Year Apprentice - (85% Annu
APP90	4th Year Apprentice - 1st (90% A
APP95	4th Year Apprentice - 2nd (95% A
APPL	Indiana Plan/Applicant- 45%
APPR	APPRENTICE

# Upload a Contribution File

Welcome Democontractor      Last Signed In: Thursday, August 7, 2025

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Contribution Entry Form

**Contribution Batch**

Contractor Name: Batch Number: CBA:	TEST CONTRACTOR CW25-00000012 1435C - Zone NEO 1A	Contractor Number: Work End Date: BENESYS 07/31/2025
---	---	---

[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	Gross Wages	Monthly (Flat Rate)	Hours Paid	Delete?
2	123456789	JOURNEYMAN	John	J	Doe	10.00	670.00	0.00	11.00	<input type="checkbox"/>
2	987654321	JOURNEYMAN	Jane	J	Doe	100.00	6700.00	0.00	112.00	<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

Welcome Democontractor

Last Signed In: Monday, April 15, 2019

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [dropdown menu] SERVICES INC.

Work Start Date:

Process Contribution:

\*Invoice Number:

Check here to zero out hours and amounts from copied data

- 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.
  - 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.
  - From the Invoice Number drop down list, select the Invoice you would like to copy.
  - 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.
  - Click the Submit button.
  - 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, April 15, 2019

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

**Electronic Contribution**

Process Contribution      View All Contributions

Select the contractor from the list to submit      Frequently Asked Questions

Select Contractor: [REDACTED] SERVICES INC. ▾

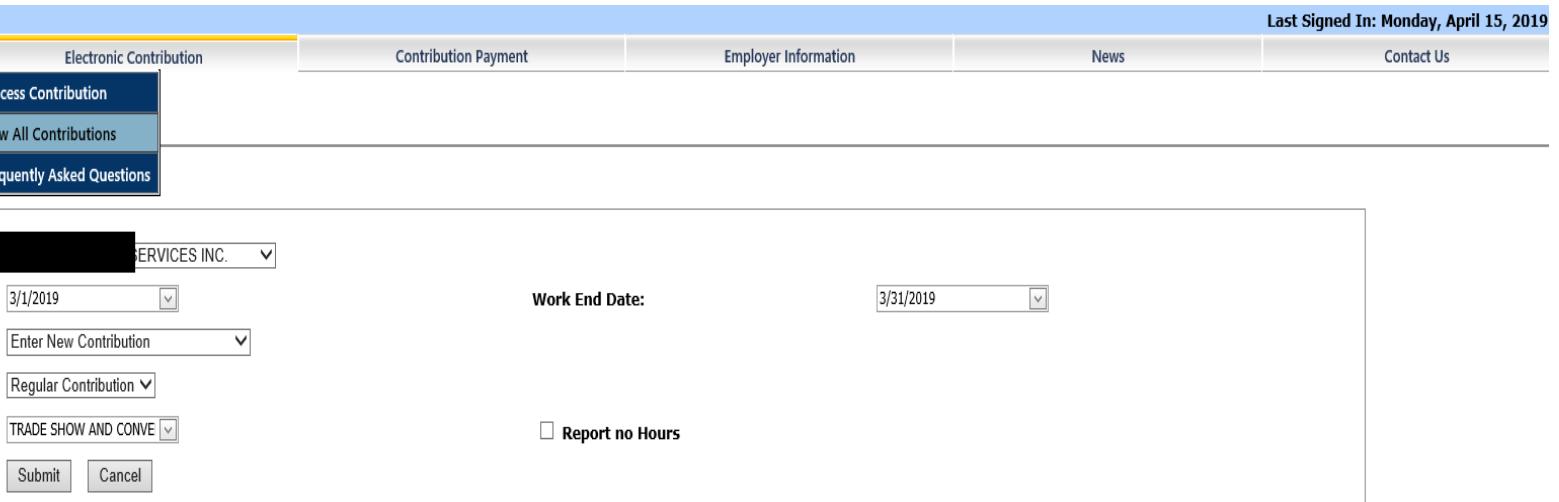
Work Start Date: 3/1/2019 ▾      Work End Date: 3/31/2019 ▾

Process Contribution: Enter New Contribution ▾

Contribution Type: Regular Contribution ▾

CBA: TRADE SHOW AND CONVE ▾       Report no Hours

Submit       Cancel



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

# How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Monday, April 15, 2019

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.

- 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

Welcome Democontractor Last Signed In: Thursday, August 7, 2025

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

---

[View All Contributions](#)

Select Contractor: **BENESYS | TEST CONTRACTOR**

Begin Date: **8/1/2025**  End Date: **8/7/2025**

**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
CW25-00000008	07/31/2025	1435C	Zone NEO 1A	2	BENESYS	TEST CONTRACTOR	\$2,910.05	Pending			DemoContractor	08/07/2025	<input type="checkbox"/>
CW25-00000006	07/31/2025	1435C	Zone NEO 1A	3	BENESYS	TEST CONTRACTOR	\$2,936.51	Pending			DemoContractor	08/06/2025	<input type="checkbox"/>
CW25-00000003	06/30/2025	300	MILLWRIGHT 1031 (LOU)	2	BENESYS	TEST CONTRACTOR	\$1,299.69	Pending	CHK		DemoContractor	08/05/2025	<input type="checkbox"/>
CW25-00000005	07/31/2025	1435C	Zone NEO 1A	2	BENESYS	TEST CONTRACTOR	\$2,910.05	Pending	CHK		DemoContractor	08/05/2025	<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

Welcome Democontractor Last Signed In: Monday, April 15, 2019

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

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

**To Navigate this site:**

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

**To Log On:**

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

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

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



**News / Events**  
No news/events are available

- 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      Last Signed In: Thursday, August 7, 2025

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Pending Payment

Payment Summary  
(1) Invoice Selected  
Total amount due: \$2,910.05

Make Payment    Edit Selection

Select Contractor: BENESYS | TEST CONTRACTOR      Invoice Number:   
\* Invoice Begin Date: 9/1/2025      \* Invoice End Date: 9/7/2025  
Search    Clear

Employers submit contributions (summary sheets, forms and payments) monthly. According to the Collection Agreement between the Union and the Employers, all contributions must be delivered or postmarked no later than the 15th day of the month immediately following the month during which the contributions were earned. Employers are responsible to pay liquidated damages assessed as follows on delinquent contributions: Monthly: 3-30 days late: 5%; 31-60 days: 10%; 61-90 days or more: 15% (Maximum liquidated damages of 15%). Weekly: 3-7 days late, 5%; 8-14, 10%; 15 or more, 15%.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000008	07/31/2025	1435C	Zone NEO 1A	BENESYS	\$2,910.05	DemoContractor	08/07/2025
<input checked="" type="checkbox"/>	CW25-00000005	07/31/2025	1435C	Zone NEO 1A	BENESYS	\$2,936.51	DemoContractor	08/06/2025

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 (317) 851-4168 or Toll Free (800) 700-6756 and ask to speak with someone from our Contributions Team.**