Auto Mechanics Local 701

Online Remittance Processing Instructions

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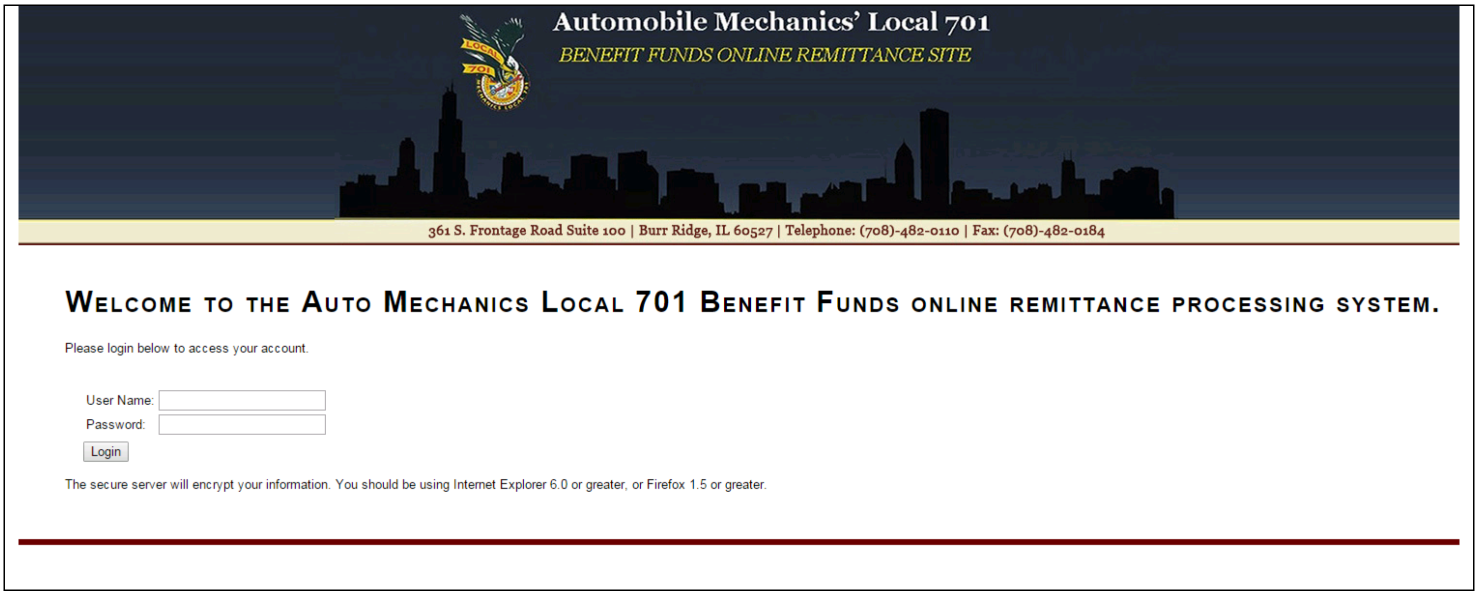
Logging In

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.

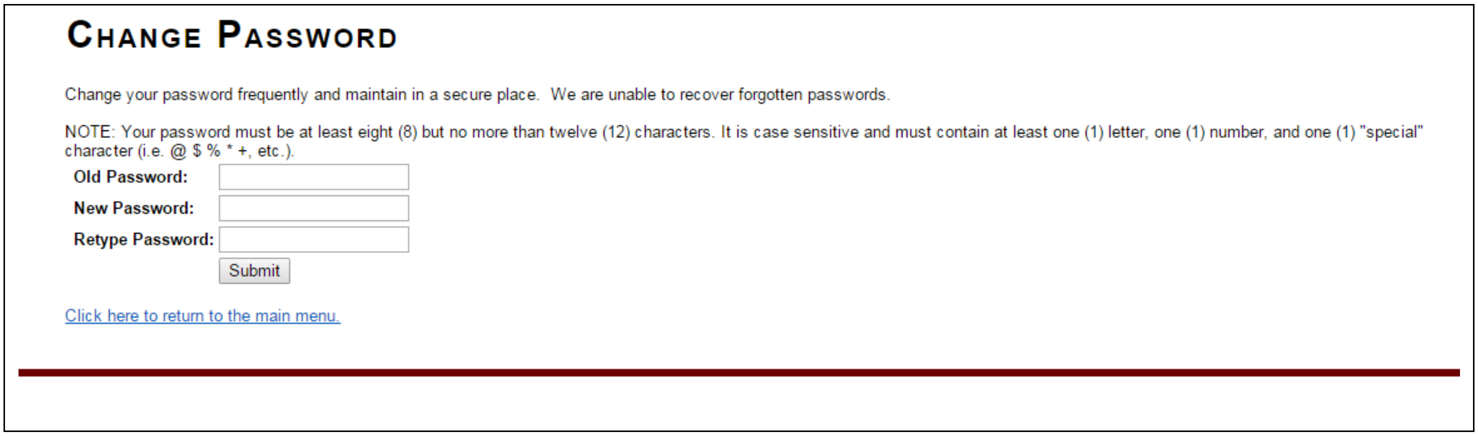
To log-in, please type your username and temporary password into the provided fields and click on the *Login* button.



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

After logging in for the first time, you will be brought to the "Change Password" screen. Please fill out the designated fields in order to change your password. When you have completed the fields, click on the *Submit* button.

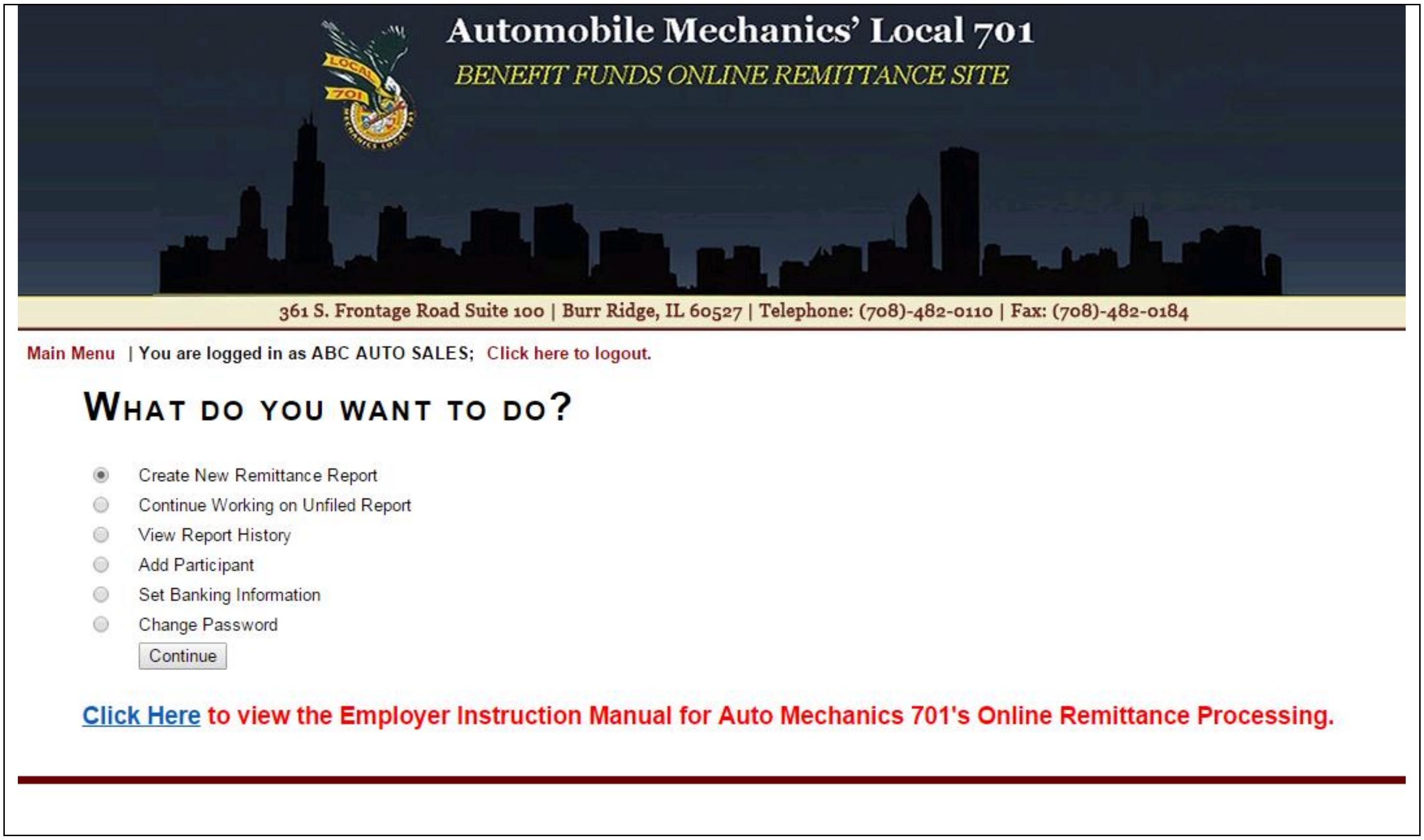


Please note: You may change your password at any time by clicking on the "Change Password" option on the Main Menu. You will then be brought to the screen above.

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).

Main Menu

You will now be directed to the Main Menu.



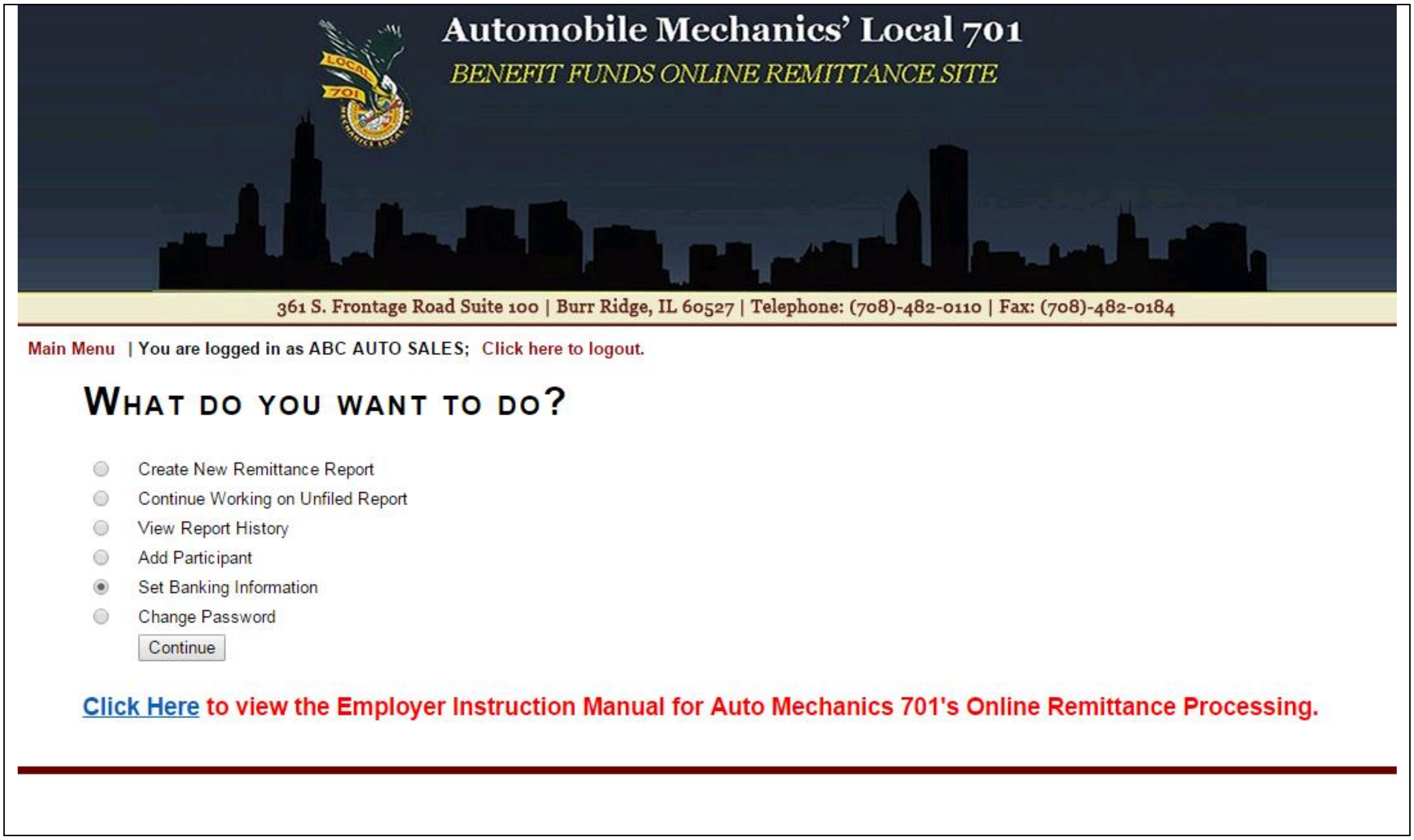
You have several options to choose from:

- **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.
- **Add Participant:** Select this option to submit a Roster Form for a brand new participant not yet on file with the Fund Office.
- **Set Banking Information:** Choose this option after your initial website activation if you would like to enroll in ACH payment processing, or if you need to change existing banking information.
- **Change Password**: Choose this option to change your login password.

Setting up Optional ACH Payment Information

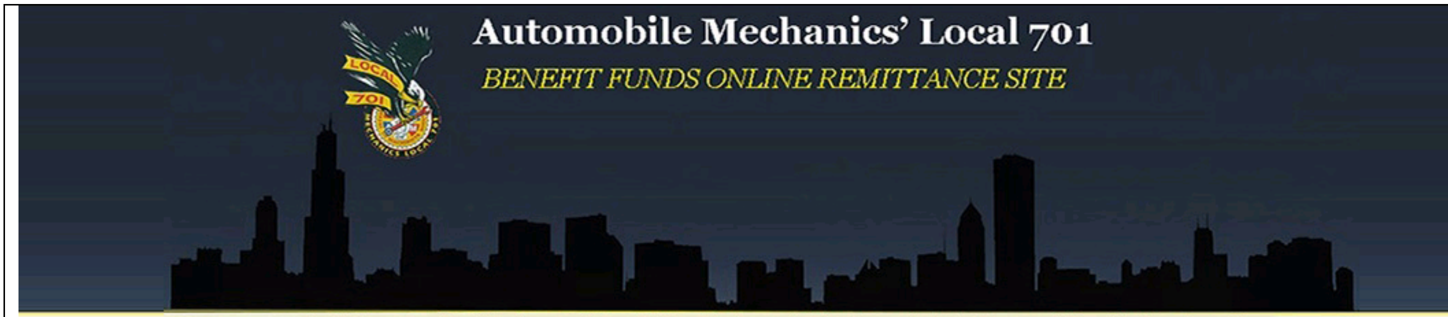
The website's "Set Banking Information" option provides employers with the opportunity to enroll in ACH payment processing. Choose the option "Set Banking Information" from the Main Menu and click on the *Continue* button.

Please note: Your banking information must be set up before ACH payment processing is in effect. If you create any remittances prior to setting up your banking information, it will not go through as an ACH payment and you will need to contact the Fund Office or mail in your check.



Once "Set Banking Information" is selected from the Main Menu, if you are associated with more than one employer, you will be brought to the "Pick the Company Code" screen. This will allow you to enter in bank account information for multiple employers, as necessary.

If there is only one bank account for multiple entities, you can select the first employer listed and hit *Continue*. The bank account information you enter in the next screen will apply to all employers you remit for. On the "Update Banking Information" screen, enter the requested information and click on the *Submit* button.

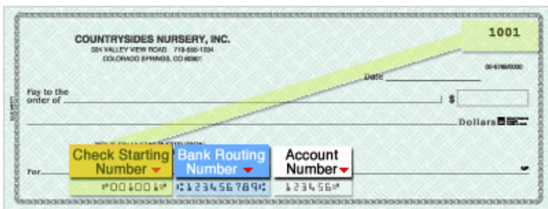


361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-0184

Main Menu | **You are logged in as ABC AUTO SALES;** **Click here to logout.**

Update banking information (optional)

Provide banking information for payments via ACH.



Bank Transit Routing Number: 123456780

Bank Account Number: 123456

Bank Name: Test Bank

Submit

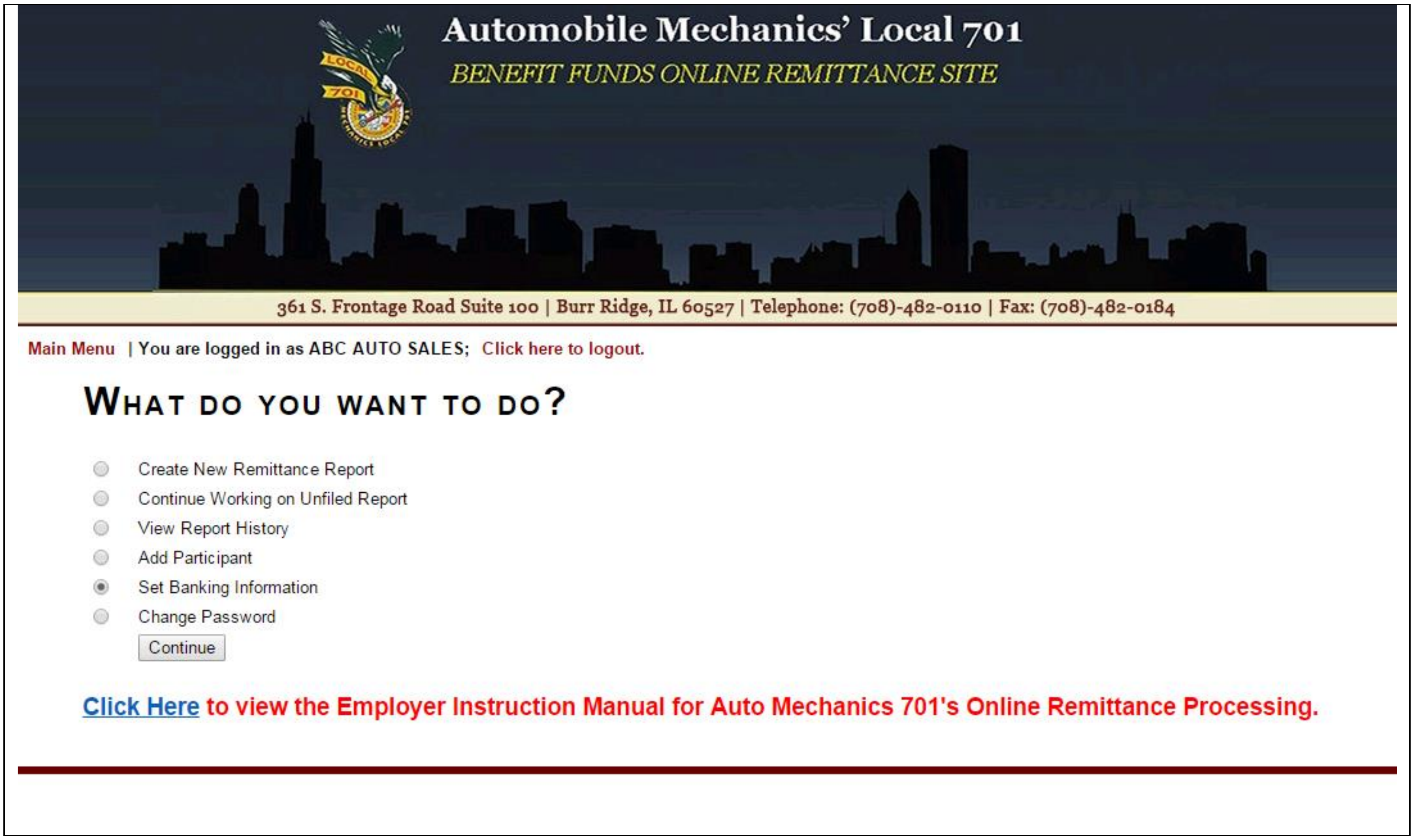
If you do not want to enter banking information, Click here to return to the main menu.

Click here to return to the main menu.

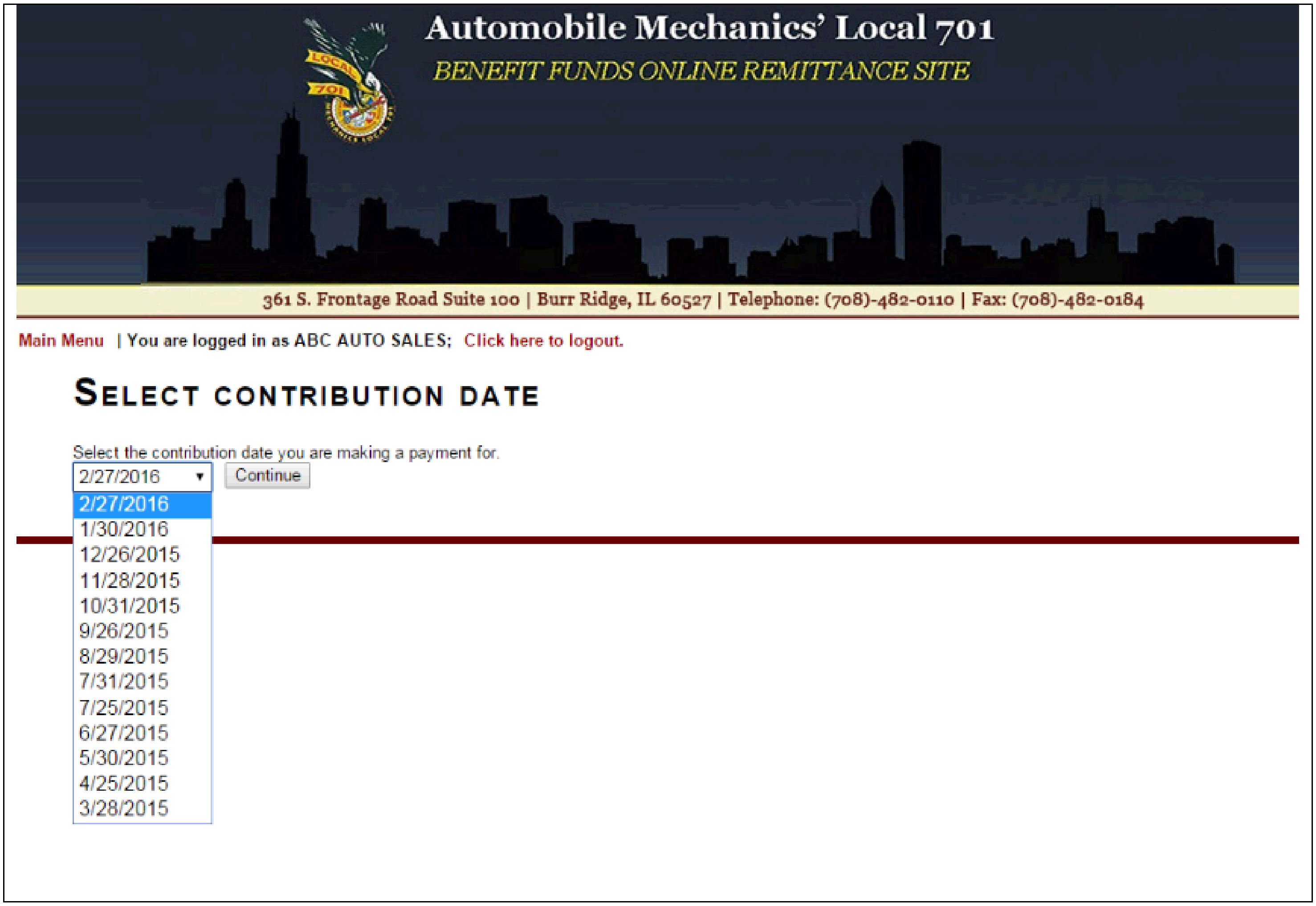
Once you have successfully added your banking information, you will receive a confirmation screen and a prompt to return to your home page. Click on the prompt to return to your home page (i.e. the Main Menu).

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.



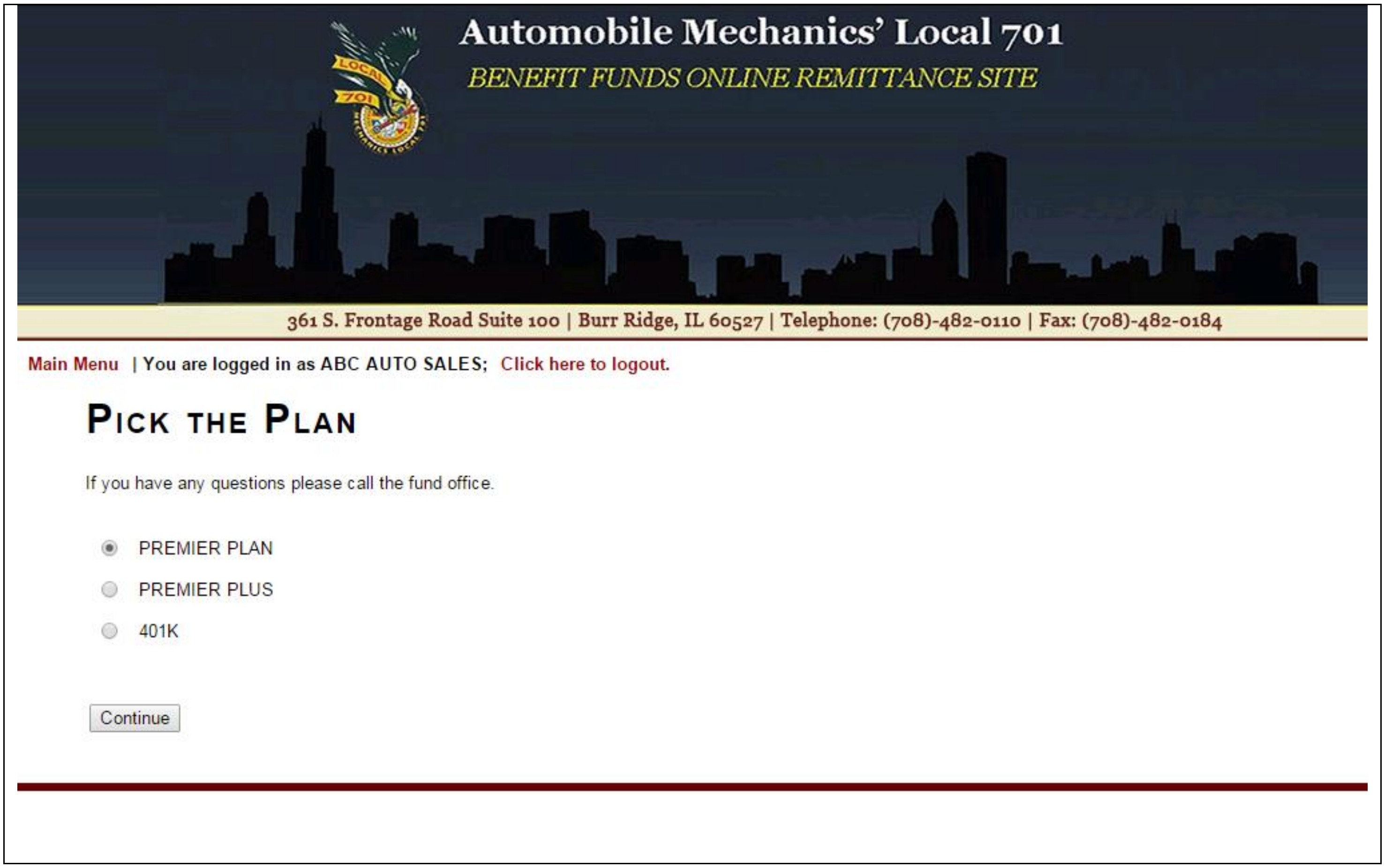
You will then be prompted to select the contribution period from a drop down list. The period end dates listed fall on the last Saturday of the month. The list goes back one year from the current period end date available.



After selecting the contribution date, you will be required to pick the Company Code you will be reporting for.

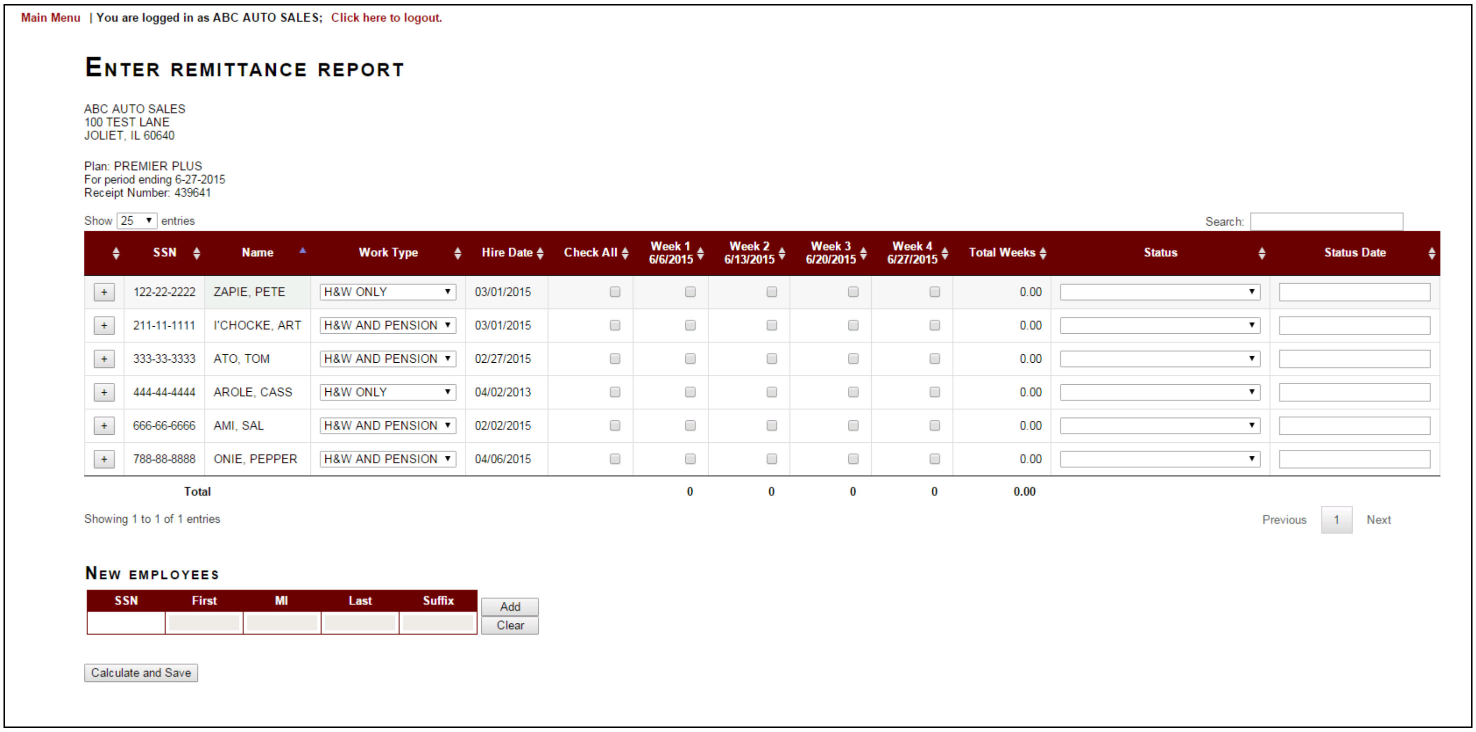
Please note: If you do not report under multiple company codes for this Fund Office, you will be directed to the next screen upon selection of a contribution date.

Next you will be brought to the Pick the Plan Page. Select the Plan you are entering contributions on and click *Continue.*



Main Remittance Report Screen – Regular Plan Reports

For a non 401K report, you will make your selection from the Plan screen and click the *Continue* button. This will bring you to the “Enter Remittance Report” screen.



Main Menu | You are logged in as ABC AUTO SALES; Click here to logout.

Enter Remittance Report

ABC AUTO SALES
100 TEST LANE
JOLIET, IL 60640

Plan: PREMIER PLUS
For period ending 6-27-2015
Receipt Number: 439641

Show 25 entries

Search:

	SSN	Name	Work Type	Hire Date	Check All	Week 1 6/6/2015	Week 2 6/13/2015	Week 3 6/20/2015	Week 4 6/27/2015	Total Weeks	Status	Status Date
+	122-22-2222	ZAPIE, PETE	H&W ONLY	03/01/2015						0.00		
+	211-11-1111	I'CHOCKE, ART	H&W AND PENSION	03/01/2015						0.00		
+	333-33-3333	ATO, TOM	H&W AND PENSION	02/27/2015						0.00		
+	444-44-4444	AROLE, CASS	H&W ONLY	04/02/2013						0.00		
+	666-66-6666	AMI, SAL	H&W AND PENSION	02/02/2015						0.00		
+	788-88-8888	ONIE, PEPPER	H&W AND PENSION	04/06/2015						0.00		
	Total					0	0	0	0	0.00		

Showing 1 to 1 of 1 entries

Previous 1 Next

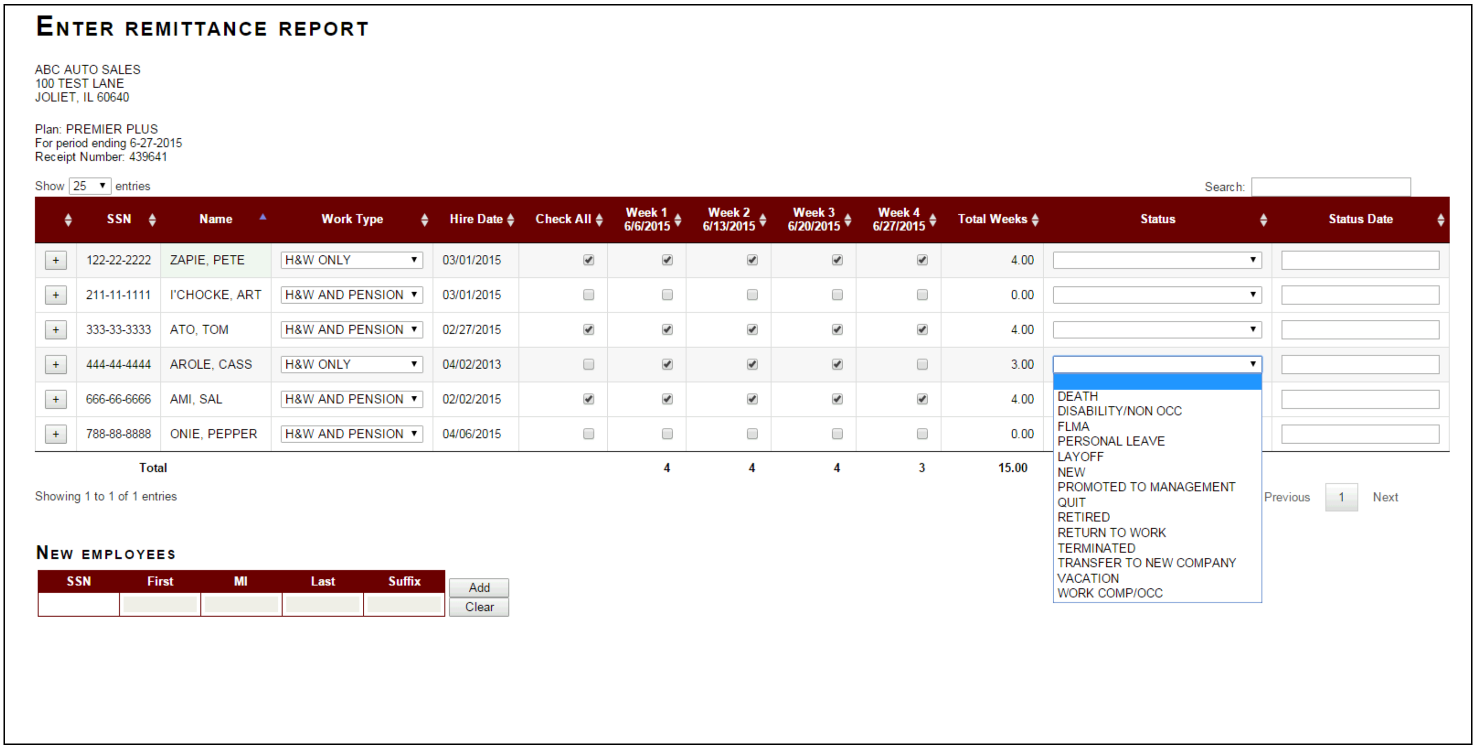
New Employees

SSN	First	MI	Last	Suffix

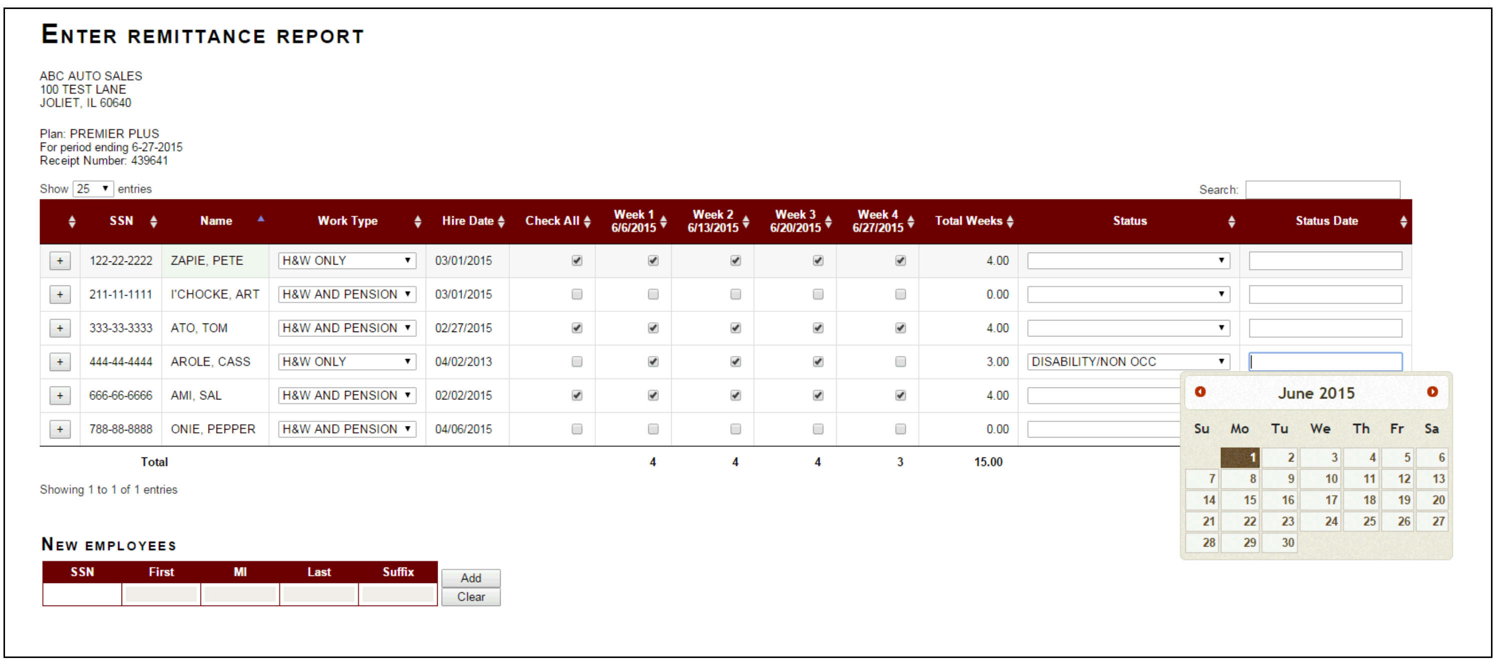
Add
Clear

Calculate and Save

Participants who are working under your employment will pre-populate with name and SSN. If you are submitting a regular report, you will notice there are four to five Week’s columns listed in the remittance entry screen. The number of columns corresponds to the number of Saturdays in the contribution month. The date for each Saturday will display in the header of the column. Each column contains a check box to signify whether the participant has worked for that week. Prepending the weeks in the table is a Check All column; once selected this will automatically check all the weeks in the contribution period for that participant. By default, participants listed in the table will not prepopulate with all the week columns checked. The number of weeks selected on each participant will total in the Total Weeks column. Next to the Total Weeks column are the Status and Status Date fields.

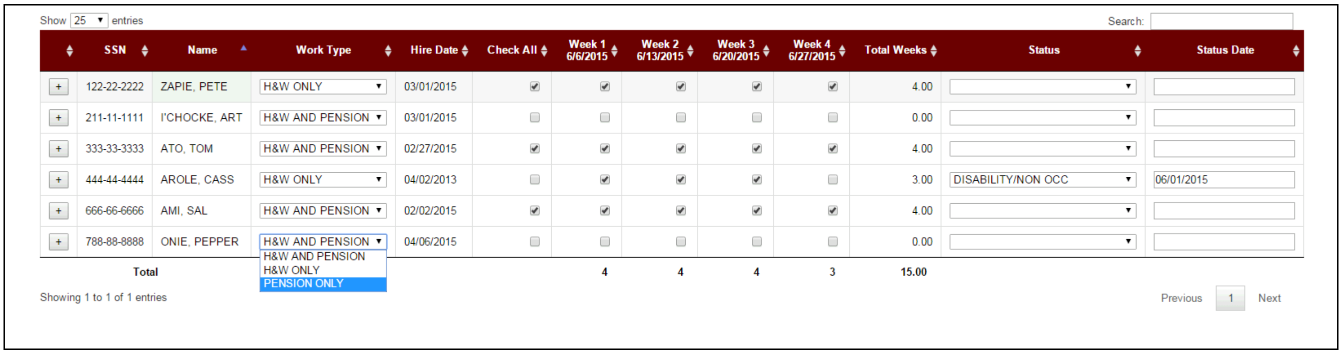


If the participant is terminated or otherwise undergoes one of the listed status changes, you are able to report this within the remittance entry table. You may do this by selecting the status and entering the date they received this status change:



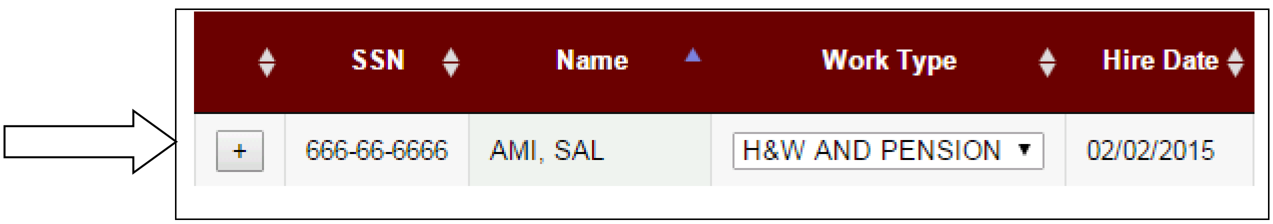
Please note: You may always select the status "MISCELLANEOUS/OTHER" if you do not see a status applicable to your participant. The Fund Office will require you to enter in the comments section of the report clarification for your choice.

Another feature of the remittance entry screen is the Work Type, listed next to the participant name. If your contract allows you to report for more than Pension Only or Health Only, the Work Type will have a drop down where you can select different rates:

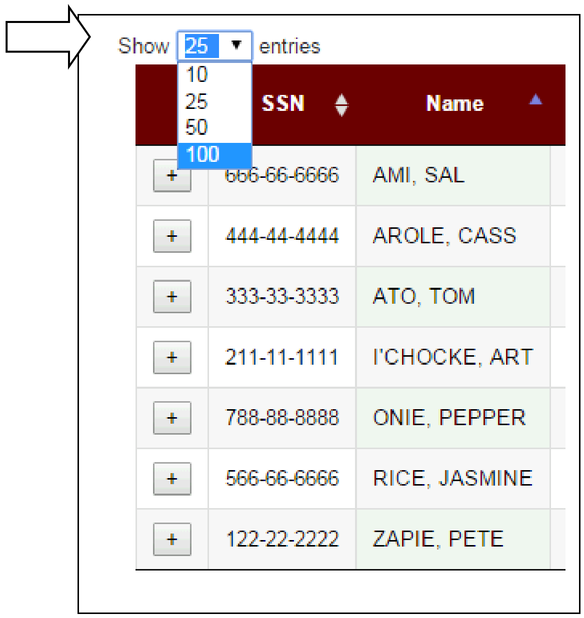


You have the ability to perform any of the following within the remittance entry table:

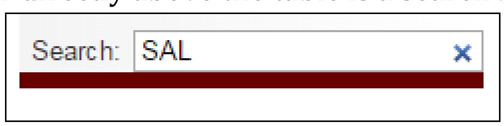
- In the first column of the entry table, a "+" button is available next to the participant social column. When the "+" button is clicked for a participant, a duplicated line will display directly beneath the participant row that was copied if the remittance entry table is sorted by the *Name* column. The duplicated line will display the same participant with identical work type, week and status information.

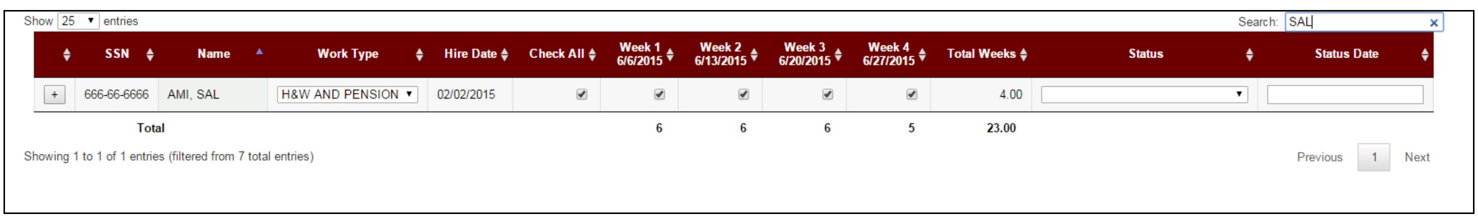


- In the upper left hand corner above the table, the Show # Entries controls the number of participants you see listed on the page, display as few as 10 and up to 100 per page:

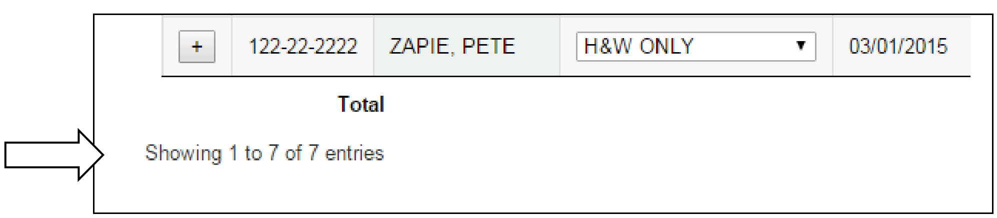


- In the upper right hand corner directly above the table is a search box that filters based on name:

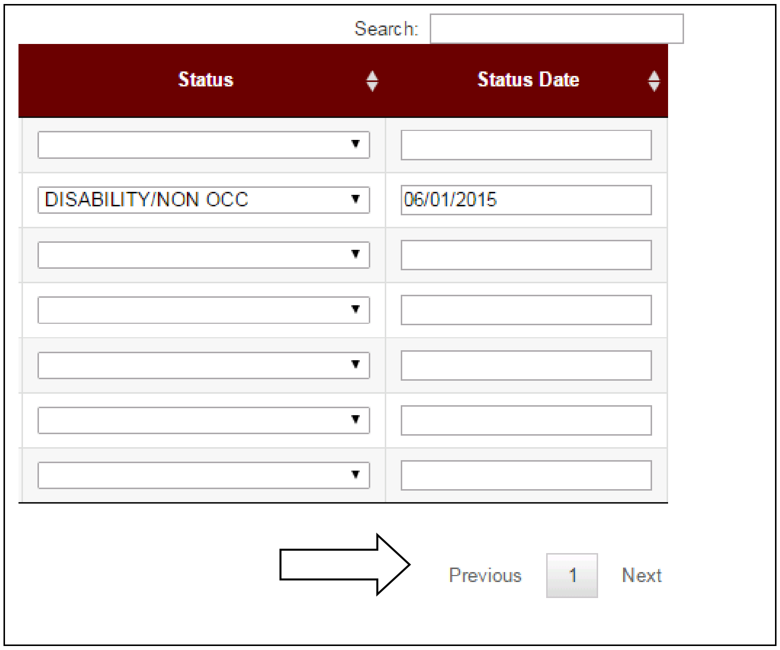




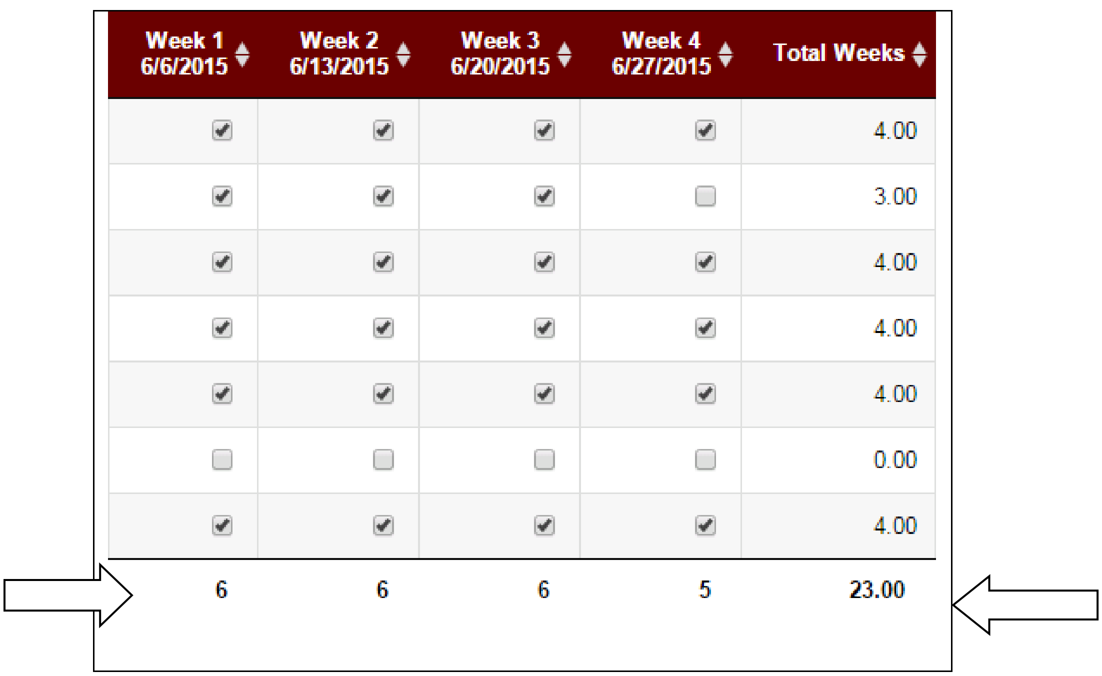
- In the lower left hand corner below the remittance entry table, the table lists how many participants are displaying on the page out of how many participants are on the report.



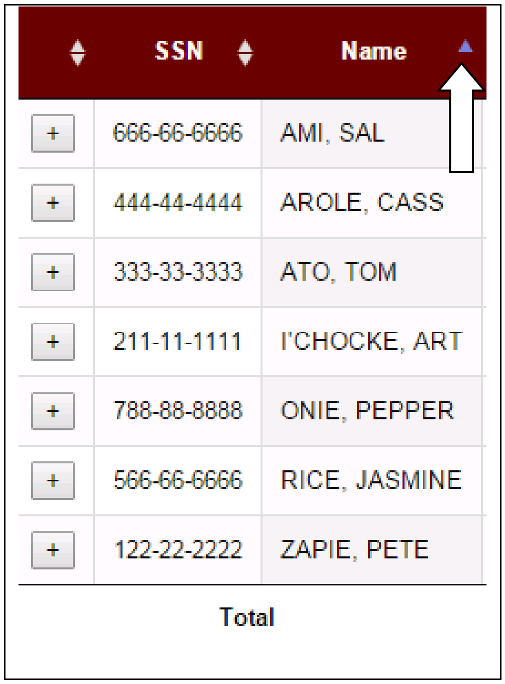
- In the lower right hand corner, below the remittance entry table, there is a list indicating the number of pages available within the report. To display the next page of participants, you can either select the next number in the series or hit the *Next* button (if there are more than one pages listed). You may also go to the specific page by clicking on the specific page number (if applicable).



- The remittance table features a row on the bottom of the table that calculates a running total for each column that features weeks.



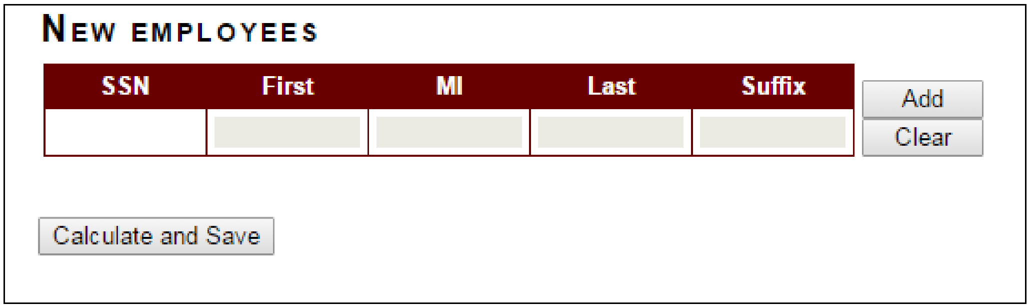
- Each column header can be sorted A-Z, Z-A by simply selecting it. By default, the table will sort A-Z by name. The arrow next to the header title will indicate whether the table is being sorted A-Z, in which the arrow will darken purple and point upwards; or Z-A, in which the arrow will darken purple and point downwards:



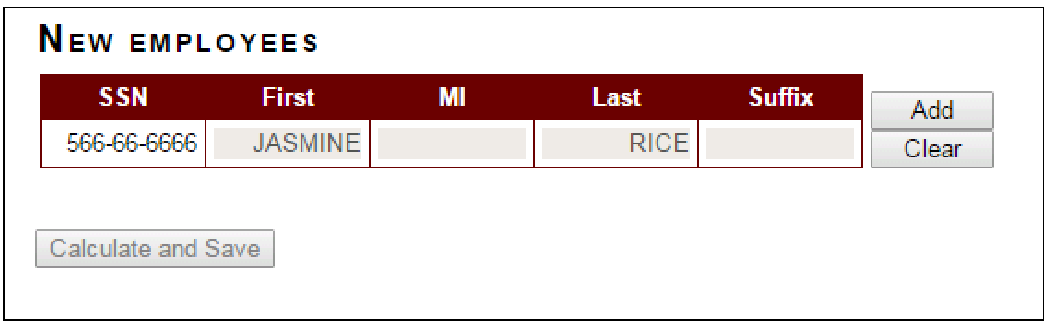
If you do not see a new participant you need to report on, enter their SSN into the New Employees section below the remittance entry table. If they are already in the system, their name will pre-populate and you can click on the *Add* button to add them to the remittance report. For more information about adding a new employee, please see the "Adding a New Employee" section on the next page.

Adding a New Employee

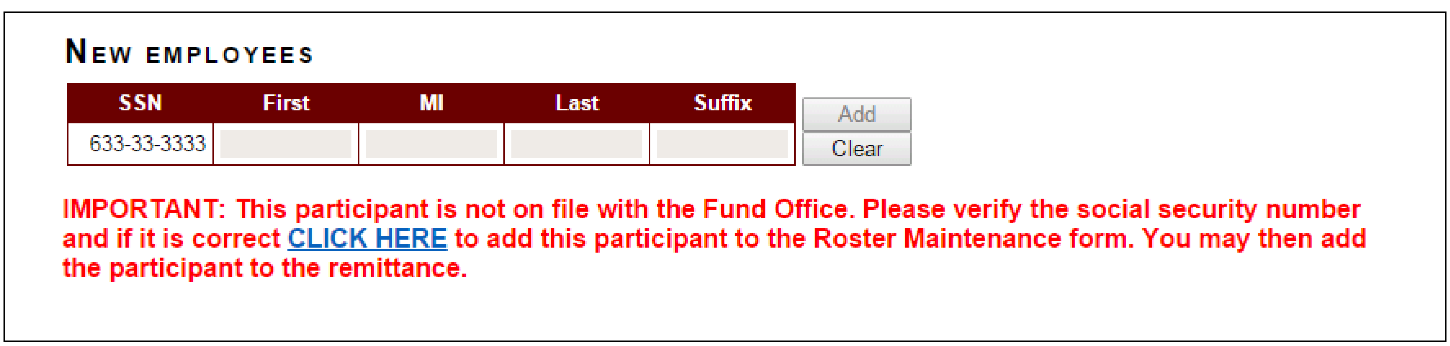
If you have a new employee to remit for, or this is your fist time entering a report, you may enter their SSN in the "New employees" section under the main table. Then hit the tab key or click on the *Add* button.



If the employee is an existing member on the Fund Office's system, their name will be populated automatically in the name fields, at which point you will need to click on the *Add* button again. After clicking on the *Add* button, the new employee will be added to the main remittance table.



If the employee is not an existing member on the Fund Office's system, you will be shown a warning notice, and you will need to add the participant's information through Roster Maintenance. There will be a link to add the participant through the "Roster Maintenance Form".



After clicking on the "CLICK HERE" link, a new tab in your internet browser will open. The new tab will display the Roster Maintenance form. This form must be submitted to the Fund Office prior to adding a new participant (i.e. a participant that is not an existing member on the Fund Office's system) to the remittance entry table.

The SSN that was entered in the new add fields will carry over to the new Roster Maintenance form tab:

Main Menu | You are logged in as ABC AUTO SALES; Click here to logout.

ADD NEW MEMBER

SSN
644-44-4444

Search Clear

First Name Middle Name Last Name

Date of Birth

Gender
Male
Female

Address
Line 1
Line 2
City
State
Please Select
Zip Code - Zip Code Ext.

Hire Date

Company Code
32456 - ABC AUTO SALES

Submit

The required information on this form consists of the new participant's SSN, first and last name, birth date, sex, full address, hire date, and company code.

If you attempt to submit the form to the Fund Office without any of the required information, you will receive one or more of the following messages:

First and Last names are required.
Address is required.
Hire date is required.
Gender is required.
Birthdate is required.

After clicking on the *Submit Changes* button, you will receive the following message as long as all required information was included in the Roster Maintenance form:

You can then click on the "Click here to close this window" link to return to your remittance entry table. The new participant's SSN, as well as their first and last name, will populate in the New Employees box and you may add them to your roster.

NEW EMPLOYEES

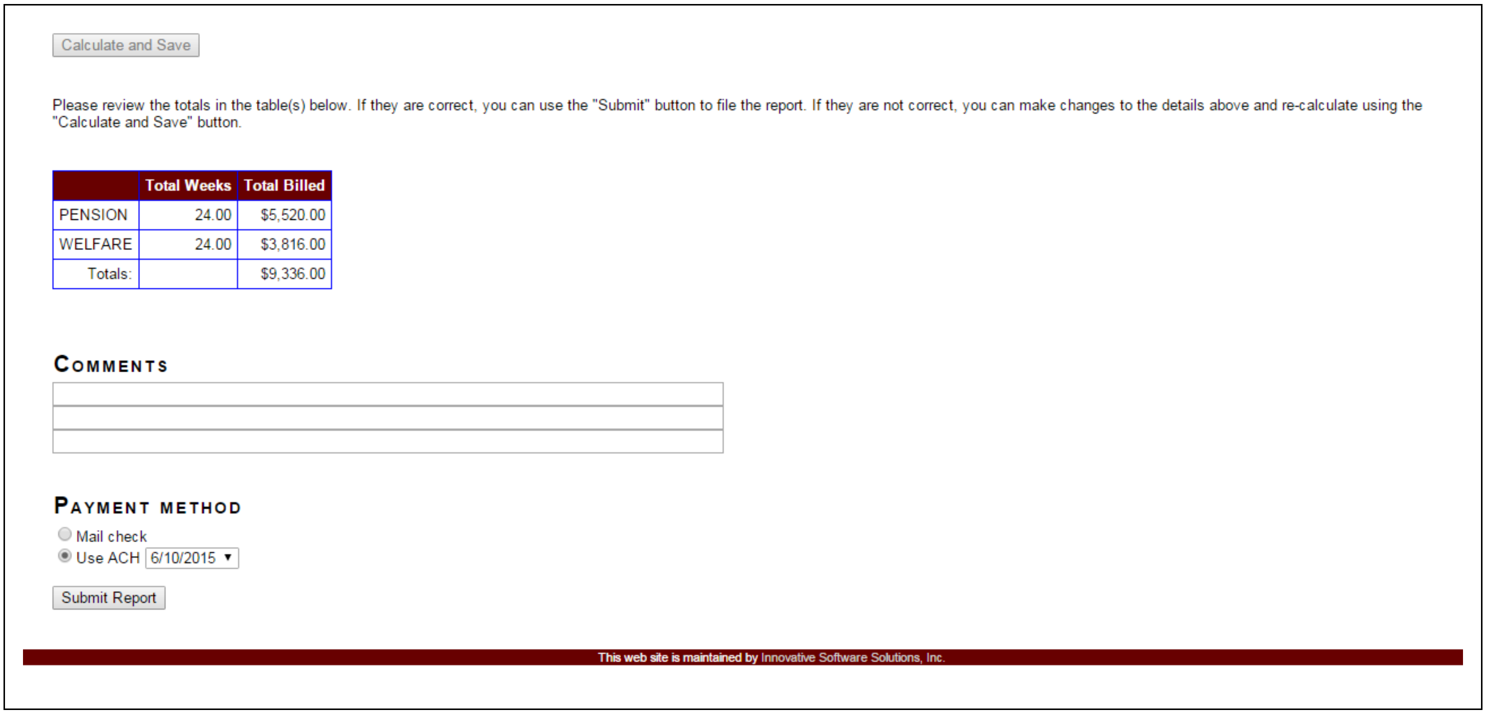
SSN	First	MI	Last	Suffix
777-77-7777	MEL		BATOAST	

Add
Clear

Calculate and Save

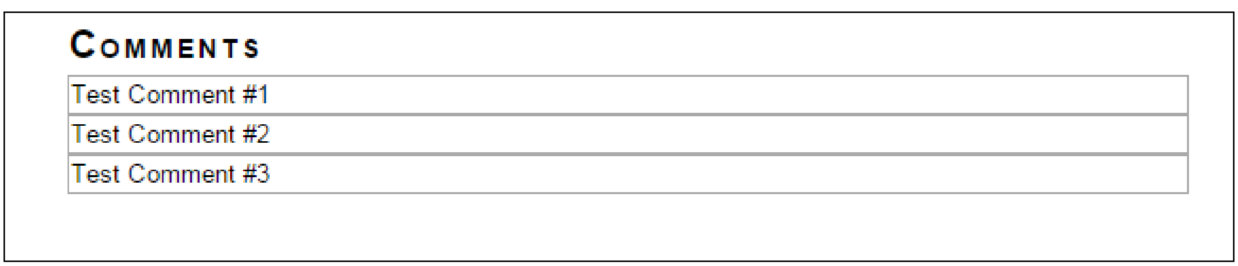
Calculating the Remittance Report

After clicking on the *Calculate and Save* button, the website will generate the *Total Billed* for each fund. The funds listed will vary pending on the contract that was previously selected.



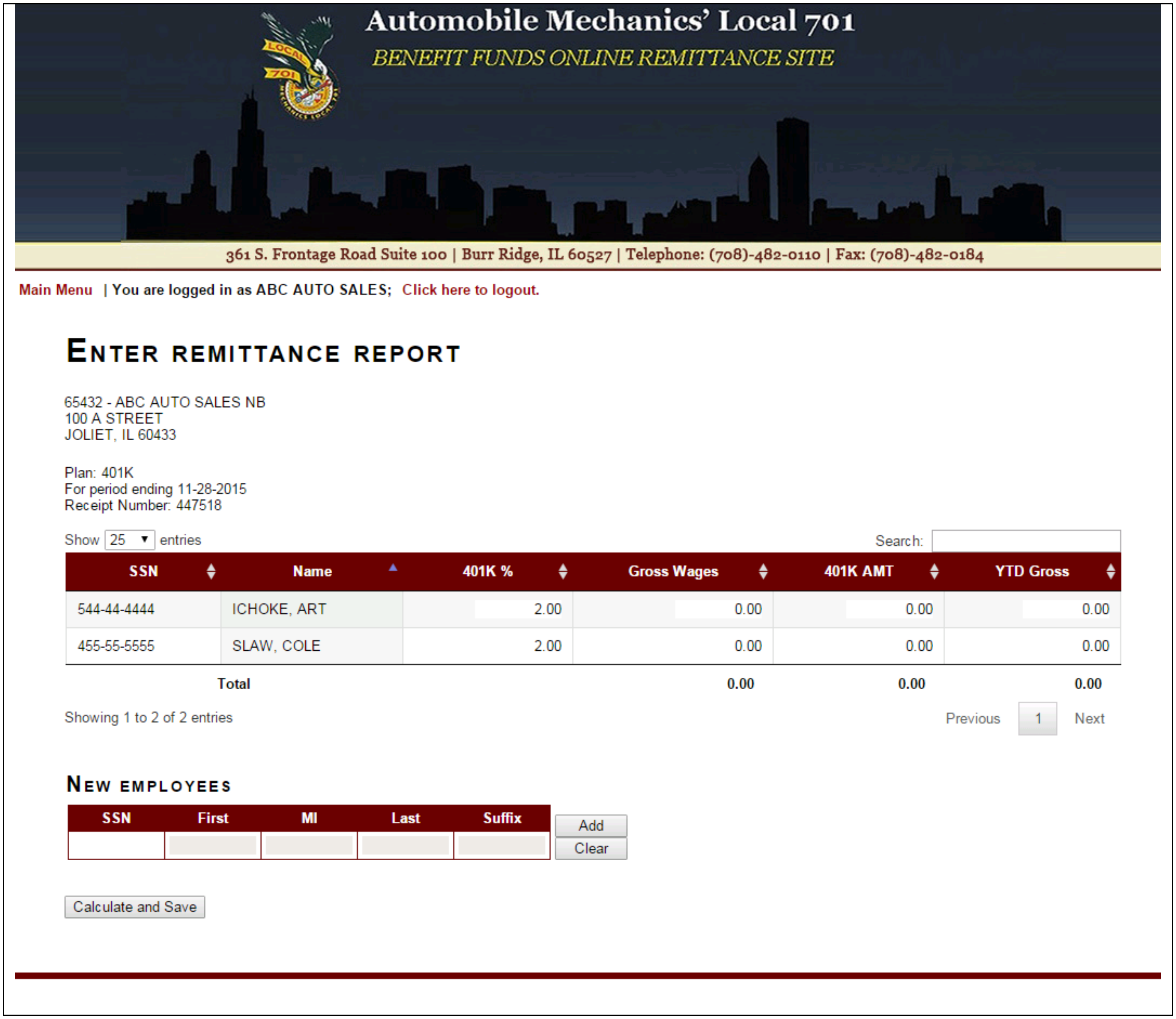
If you notice errors after reviewing the data, simply go back to the main remittance table and correct any data entry errors. You can then click on the *Calculate and Save* button again to re-total the remittance.

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



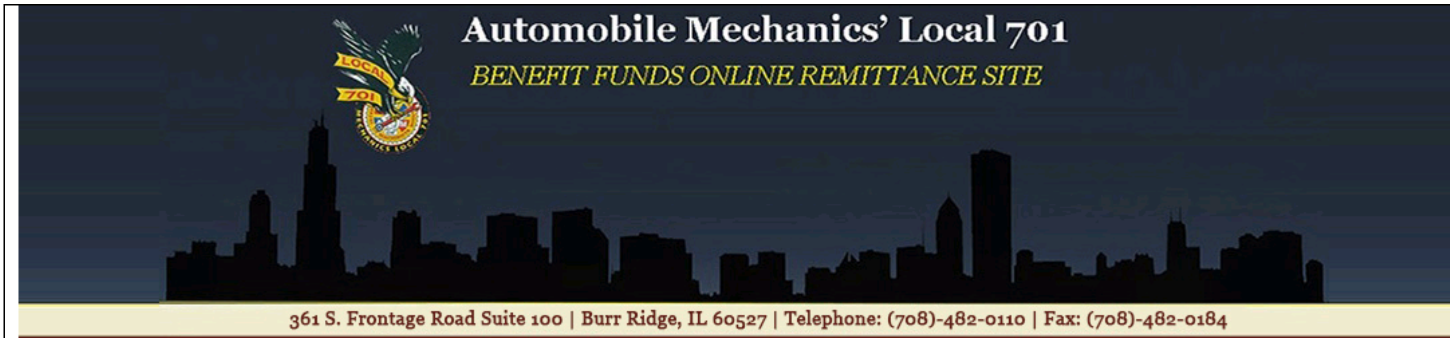
Main Remittance Report Screen – 401K Reports

If you are entering a 401K contribution report, you will be brought to a slightly different screen. To submit contributions for 401K, select the 401K plan and click on the *Continue* button.



SSN	Name	401K %	Gross Wages	401K AMT	YTD Gross
544-44-4444	ICHOKE, ART	2.00	0.00	0.00	0.00
455-55-5555	SLAW, COLE	2.00	0.00	0.00	0.00
	Total		0.00	0.00	0.00

Participants under your employment who have enrolled for 401K will pre-populate with name and SSN. The 401K percent deferral they elected will populate. Once Gross wages are entered, the web will perform a calculation and display a calculated amount in the 401K amount field. This can be changed as necessary. The YTD Gross is a mandatory field that must be entered by the employer.



Main Menu | You are logged in as ABC AUTO SALES; Click here to logout.

Enter remittance report

65432 - ABC AUTO SALES NB
100 A STREET
JOLIET, IL 60433

Plan: 401K
For period ending 11-28-2015
Receipt Number: 447518

Show 25 entries   Search:

SSN	Name	401K %	Gross Wages	401K AMT	YTD Gross
544-44-4444	ICHOKE, ART	2.00	1,200.00	24.00	2,400.00
455-55-5555	SLAW, COLE	2.00	1,200.00	24.00	2,400.00
	Total		**2,400.00**	**48.00**	**4,800.00**

Showing 1 to 2 of 2 entries   Previous 1 Next

New employees

SSN	First	MI	Last	Suffix

Add
Clear

Calculate and Save

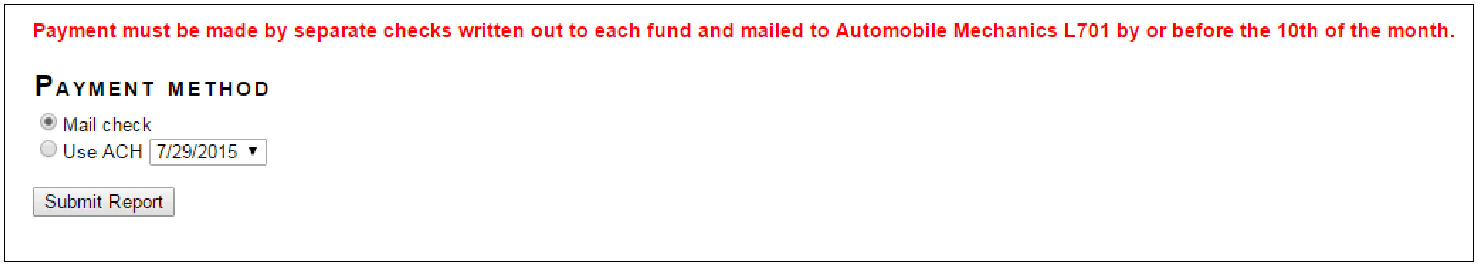
Using Calculate & Save to Complete a Report Later

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. You can then either return to the Main Menu by clicking on the *Main Menu* link on the top left side of the page, or you can log out by clicking on the *Click here to logout* link.

At a later time, you may select the option on the Main Menu to "Continue Working on Unfiled Report" to finish your remittance. Please see page 32 for more information about working on an unfiled report.

Selecting a Payment Method

After you have reviewed the entry and are ready to submit the report, choose your preferred payment method – either mailing checks for the applicable funds to the Fund Office, or pay via ACH (if you have enrolled your banking information). If you have not enrolled in ACH payment processing yet, you will see a message to submit check payment(s) to the Fund Office.



If you are reporting for the current contribution period, the default ACH date can be changed. You may select any of these possible ACH dates by simply using the drop down arrow beside the default date. (If you are reporting for a previous contribution period, you be unable to change the defaulted ACH date.) If you are submitting a report past the respective due dates, a warning will display informing you that you will be assessed charges.

Submitting the Report

Please thoroughly review the accuracy of your remittance table prior to clicking on the *Submit Report* button. Once you have ensured the accuracy of the report, please 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" screen, you will see a link to print out the report in a PDF format. Click on this link in order to view and/or print a copy of the report. Please note that you can view and/or print copies of all previously submitted reports on the ISSi-Remit website. Please see page 34 for further information on viewing previously submitted reports.

PDF Copy of Submitted Report

All of the information that you previously entered throughout your online remittance processing will be listed on the PDF. You have the ability to print a copy of the PDF report by clicking on the *File* button, and then selecting the "Print" option. All pages of the PDF report are shown below:

Report Confirmation

Receipt Number 439680

Submission Date: 7-17-2015
Payment Date: 7-21-2015
Plan: PREMIER PLUS
Report Date: 6-27-2015

Your report and payment of $8,274.00 has been submitted to Automobile Mechanics Local 701 Fund Office and your receipt number is 439680. Thank you for using the Automobile Mechanics Local 701 Fund Office online remittance system.

Please print this document or record the above receipt number for your records. Please also include this receipt number in any correspondence regarding this transaction. Please print this document or record the above receipt number for your records. Please also include this receipt number in any correspondence regarding this transaction.

AUTOMOBILE MECHANICS LOCAL 701 DISCLAIMER
The Employer acknowledges that he/she is bound to the terms of the current Collective Bargaining Agreement, which may be amended and extended from time to time in area wide bargaining. Employer accepts and agrees to be bound to the terms of the Agreement and Declaration of Trusts of the Pension and Welfare Funds including the Standard Participation Agreements and any amendments thereto.

Employer warrants any report posted accurately states all persons working in covered employment under the collective bargaining contract or trust agreement. Contributions due are acknowledged to be Plan assets. The Employer has the obligation to contribute regardless of whether a Contribution Report is received.

	Total Weeks	Total Billed
PENSION	18.00	$4,140.00
WELFARE	26.00	$4,134.00
	Total	$8,274.00

Receipt Number 439680

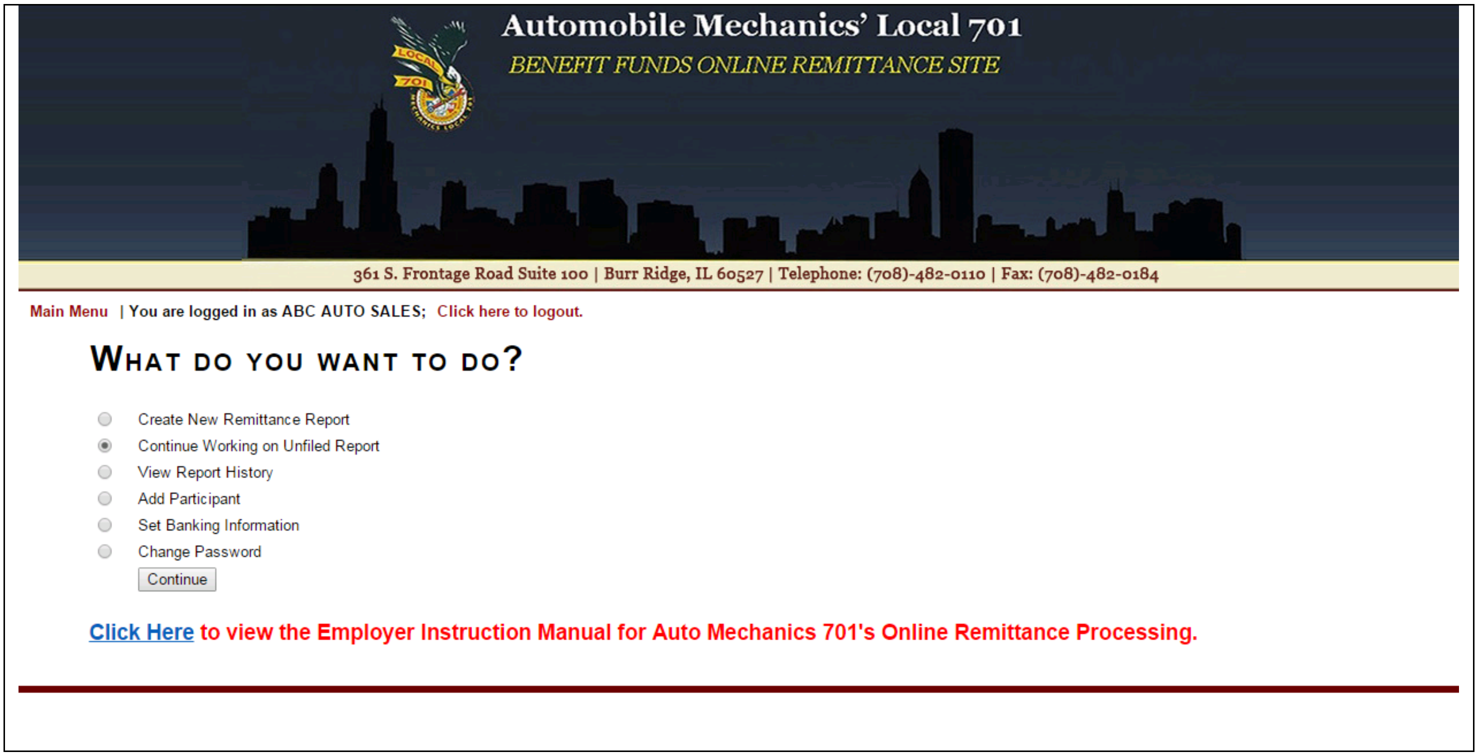
32456 - ABC AUTO SALES(32456)
100 TEST LANE
JOLIET,IL 60640

Submission Date: 7-17-2015
Payment Date: 7-21-2015
Plan: PREMIER PLUS
Report Date: 6-27-2015

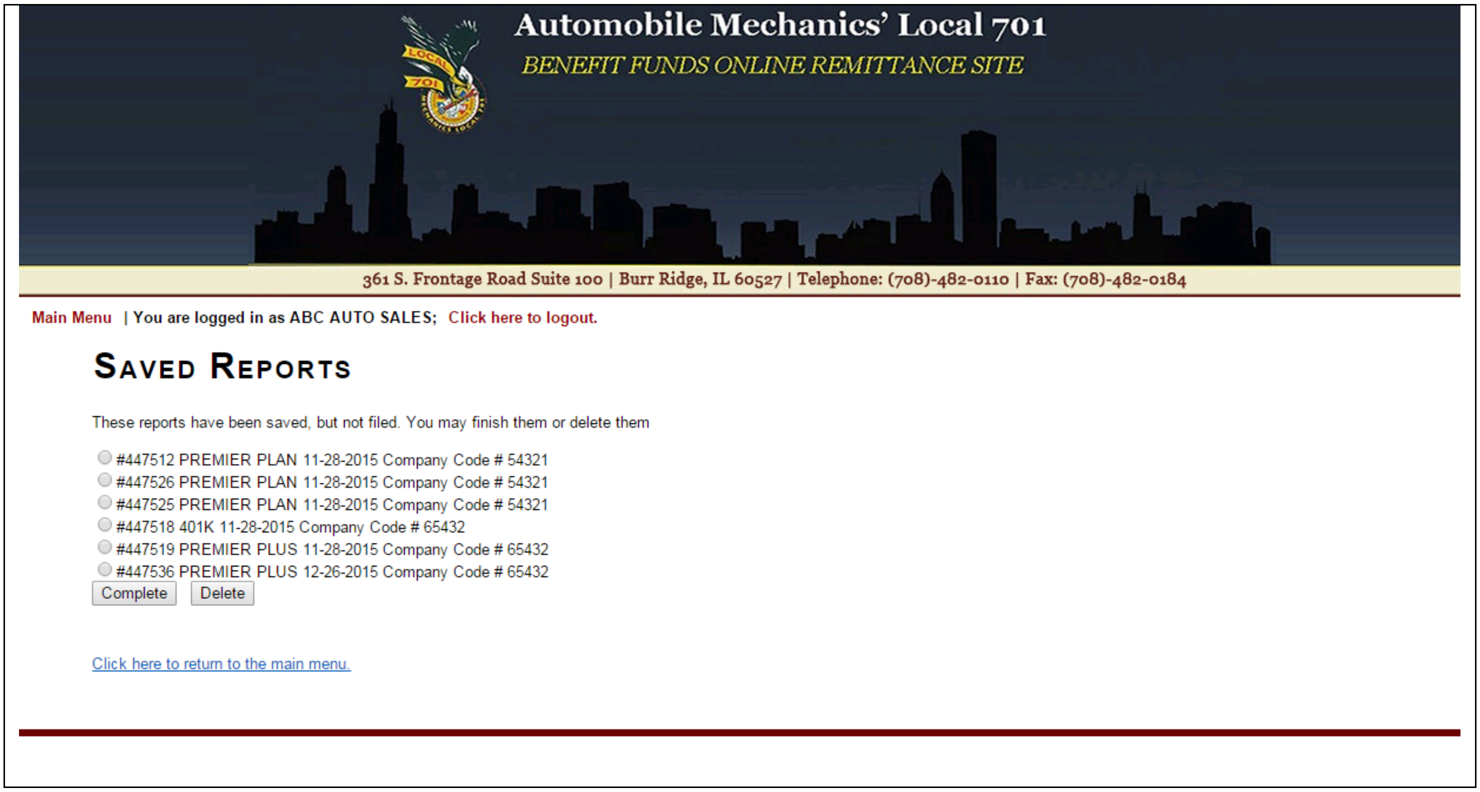
SSN	Employee	Work Type	Hire Date	Week 1	Week 2	Week 3	Week 4	Total Weeks	Status	Status Date
XXX-XX-6666	AMI, SAL	H&W AND	2-2-2015	1	1	1	1	4.00		
XXX-XX-3333	ATO, TOM	H&W AND	2-27-2015	1	1	1	1	4.00		
XXX-XX-1111	I'CHOCKE, ART	H&W AND	3-1-2015	1	1	1	1	4.00		
XXX-XX-2222	ZAPIE, PETE	H&W ONLY	3-1-2015	1	1	1	1	4.00		
XXX-XX-3333	RONI, MAC A	H&W AND	1-1-2013	1	1	1	0	3.00	PERSONAL LEAVE	6-1-2015
XXX-XX-4444	AROLE, CASS	H&W ONLY	4-2-2013	1	1	1	1	4.00		
XXX-XX-5555	OIL, OLIVE	H&W AND	3-1-2015	0	1	1	1	3.00	NEW	6-7-2015
				6	7	7	6	26.00		

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. Please select the option "Continue Working on Unfiled Report" and click on the *Continue* button.

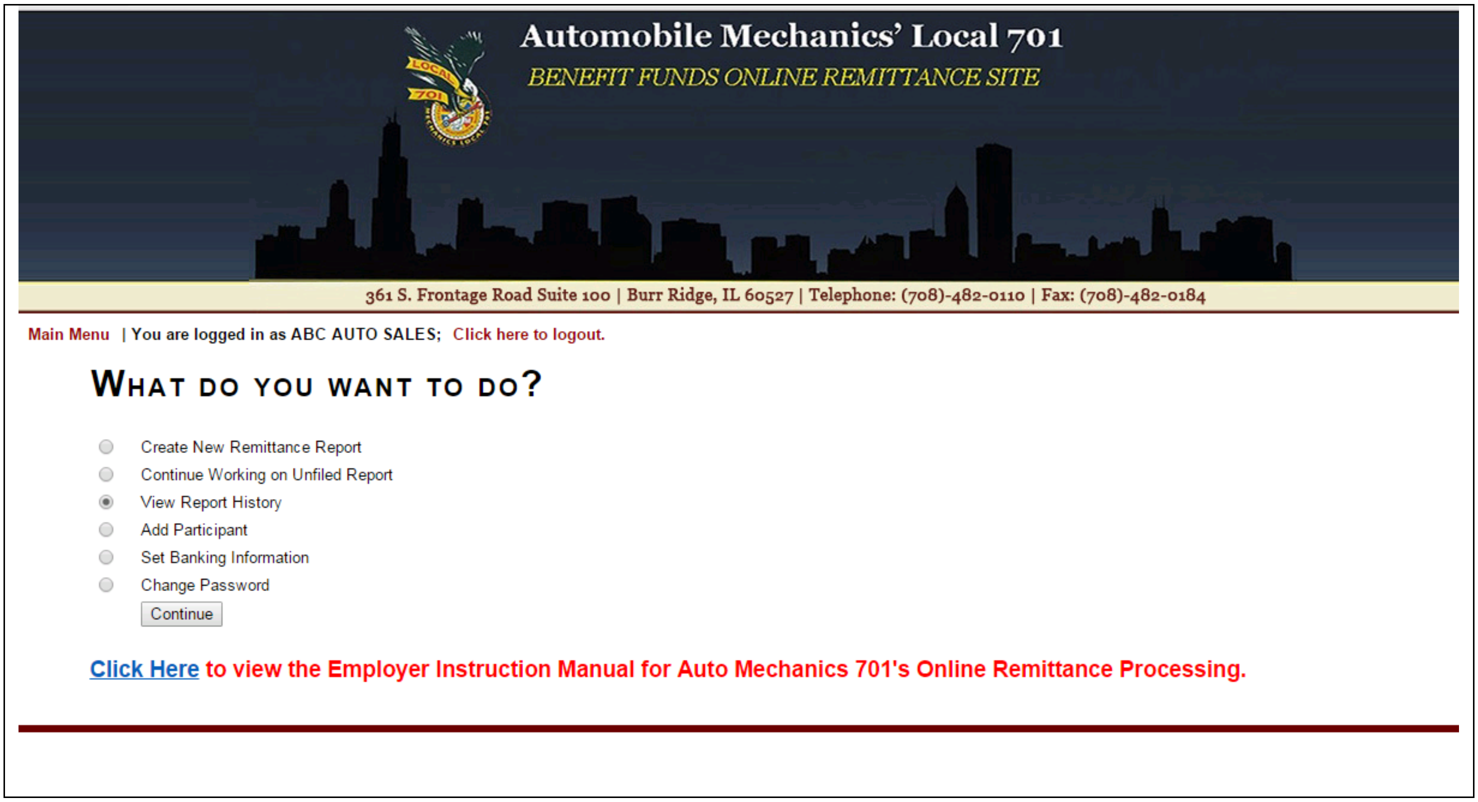


On the next screen, you will see a list of reports that have been saved but have not yet been submitted. On this page, you have the option of either deleting a particular report or completing and submitting the report. If you select a saved report and click on the *Delete* button, you will be taken to 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.

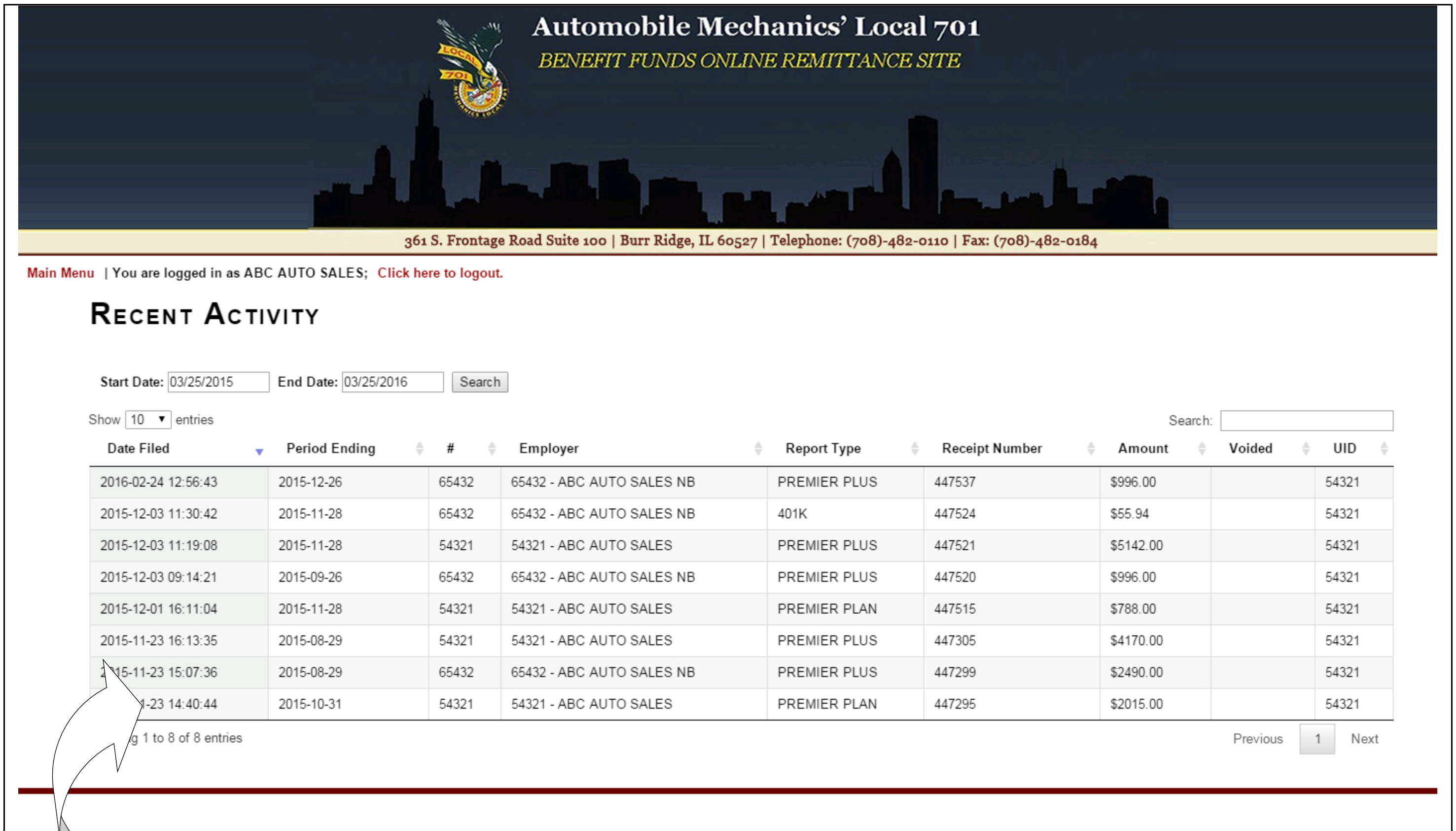


Viewing Previously Submitted Reports

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.



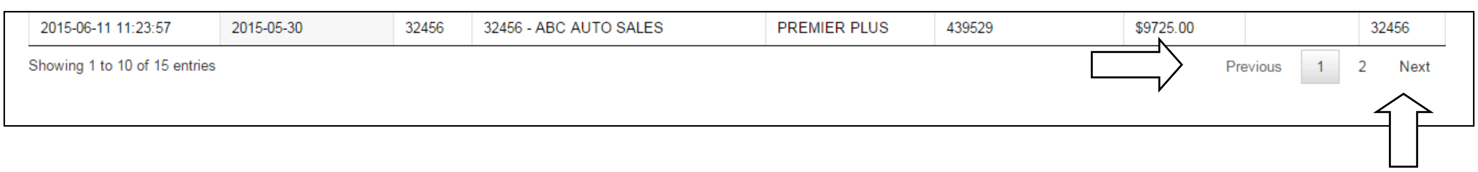
On the next screen, you will see a list of all of the report activity that you have filed. The information included will show: Date Filed, Period Ending, Employer, Report Type, Receipt Number, and Amount.



Date Filed	Period Ending	#	Employer	Report Type	Receipt Number	Amount	Voided	UID
2016-02-24 12:56:43	2015-12-26	65432	65432 - ABC AUTO SALES NB	PREMIER PLUS	447537	$996.00		54321
2015-12-03 11:30:42	2015-11-28	65432	65432 - ABC AUTO SALES NB	401K	447524	$55.94		54321
2015-12-03 11:19:08	2015-11-28	54321	54321 - ABC AUTO SALES	PREMIER PLUS	447521	$5142.00		54321
2015-12-03 09:14:21	2015-09-26	65432	65432 - ABC AUTO SALES NB	PREMIER PLUS	447520	$996.00		54321
2015-12-01 16:11:04	2015-11-28	54321	54321 - ABC AUTO SALES	PREMIER PLAN	447515	$788.00		54321
2015-11-23 16:13:35	2015-08-29	54321	54321 - ABC AUTO SALES	PREMIER PLUS	447305	$4170.00		54321
2015-11-23 15:07:36	2015-08-29	65432	65432 - ABC AUTO SALES NB	PREMIER PLUS	447299	$2490.00		54321
-23 14:40:44	2015-10-31	54321	54321 - ABC AUTO SALES	PREMIER PLAN	447295	$2015.00		54321

Clicking on any row will open a new window containing the PDF of that report.

If the "Next" link appears underneath the table of reports, this means that there are additional reports that you can view. You may advance to these pages by clicking on the specific page number. You may also advance chronologically through all pages by selecting the "Next" link.

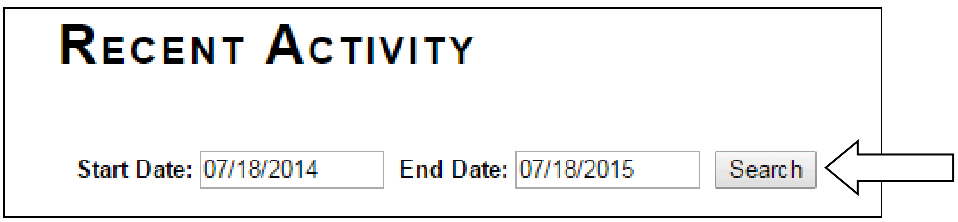


2015-06-11 11:23:57	2015-05-30	32456	32456 - ABC AUTO SALES	PREMIER PLUS	439529	$9725.00		32456

The Report History table has a number of functions available to expedite the process of sorting and/or filtering search results for previously submitted online remittance reports. Please see below for a list of functions available:

- The user has the ability to click on the headers on the table (such as Date Filed or Period Ending) to sort report history by highest-to-lowest, lowest-to-highest, alphabetically, or reverse alphabetically depending on the field selected.

- The *Start Date* and *End Date fields* above the table can be used to search for remittance reports for a specific range of dates. Please note that this date is by **date filed**. After selecting the *Start Date* and *End Date,* the user should click on the *Search* button. The table will update and only include reports filed within the range of the user's search.



- The user can control the number of reports they wish to see on the page above the upper left hand corner of the table. The table defaults to listing 10 entries per page, and can display as few as 5 and as many as 100.

- The user can enter text into the Search box on the right above the Report History table to filter the report history table results.

- The user can also refresh the table by either hitting the *Enter* key in any of the fields below the header.

Logging Out

When you have completed all 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 **(708)-482-0110**.