

Stone & Marble Masons of the Washington, D.C. Area Electronic Contribution Website User Manual

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 or Check.
- 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:

<https://www.stoneandmarblemasonsdcemployers.org/>

Stone & Marble Masons of the Washington, D.C. Area

Monday, March 29, 2021

* User Name:

* Password:

Login

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

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.

News / Events

No news is available.

- **To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user name and password for your account.**
- **If you have any difficulty when creating your account, please call (410) 872-9500 and ask to speak with the Contributions Department, where someone will assist you.**

Let's Get Started

Monday, October 4, 2021

My Profile Logout

Stone & Marble Masons of the Washington, D.C. Area

Welcome Democontractor

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Introduction

You now have the power to access informat a week.

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News / Events

No news is available.

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

Processing Contributions

Tuesday, October 5, 2021

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Stone & Marble Masons of the Washington, D.C. Area

Welcome Democontractor Last Signed In: Tuesday, October 5, 2021

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | Test Contractor

Work Start Date: 9/1/2021 Work End Date: 9/30/2021

Process Contribution: Enter New Contribution

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

CBA: Report no Hours

Submit Cancel

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- **Enter New Contribution** – This allows manual 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

The screenshot shows a web portal for 'Stone & Marble Masons of the Washington, D.C. Area'. The page is dated 'Tuesday, October 5, 2021'. The user is logged in as 'Democontractor' and has been signed in on 'Tuesday, October 5, 2021'. The navigation menu includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, displaying a form to 'Select the contractor from the list to submit your contributions'. The form fields are: 'Select Contractor:' (BENESYS | Test Contractor), 'Work Start Date:' (9/1/2021), 'Work End Date:' (9/30/2021), 'Process Contribution:' (Enter New Contribution), 'Contribution Type:' (Regular Contribution), and 'CBA:' (Rubble & Caulk). There is also a checkbox for 'Report no Hours' and 'Submit' and 'Cancel' buttons. The footer contains 'Privacy Statement | Terms Of Use | © 2021 by BeneSys, Inc.'

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 end 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. This will pull the fringe rates for that CBA.
6. To report no work, please check the "Report no Hours" box.
7. Finally, click Submit to begin entry.

Enter a New Form - Contribution Entry

Tuesday, October 5, 2021
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Stone & Marble Masons of the Washington, D.C. Area

Welcome Democontractor Last Signed In: Tuesday, October 5, 2021

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Contribution Entry Form

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	BENESYS
Batch Number:	CW21-0000064	Work End Date:	09/30/2021
CBA:	2-RBA16 - Rubble & Caulk		

[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	Hours Paid	Delete?
1	147258963	APPRENTICE 50% ▾	John	S	Smith	145	125	<input type="checkbox"/>
2	321654987	APPRENTICE 50% ▾	Joe	M	Dane	75	70	<input type="checkbox"/>
3		APPRENTICE 50% ▾				0.00	0.00	<input type="checkbox"/>

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- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee's line and click Delete Employee.
- Enter the Hours Worked and Hours Paid amounts in the appropriate fields.
- Click Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

Enter a New Form – Calculate Contributions

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Stone & Marble Masons of the Washington, D.C. Area

Welcome Democontractor Last Signed In: Tuesday, October 5, 2021

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Process Contribution

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	BENESYS
Batch Number:	CW21-0000064	Work End Date:	09/30/2021
CBA:	2-RBA16 - Rubble & Caulk		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Hours Paid	Amount	
Apprentice 50%	Test Contractor	220.00	195.00	\$3,339.60	View Details
TOTAL		220.00	195.00	\$3,339.60	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Hours Paid	Amount	
321654987	Apprentice 50%	Joe	M	Dane	75.00	70.00	\$1,138.50	View Details
147258963	Apprentice 50%	John	S	Smith	145.00	125.00	\$2,201.10	View Details
TOTAL					220.00	195.00	\$3,339.60	

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

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- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee
- Use the [Back](#) button to return to the prior screen if you'd like to adjust work details for any employee. ***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 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: Test Contractor

Fund Name	Units	Basis	Rates	Amount
Health & Welfare	220.00	Hours Worked	8.40000	\$1,848.00
Pension Fund	220.00	Hours Worked	3.96000	\$871.20
International Pension Fund	220.00	Hours Worked	0.50000	\$110.00
BAC PAC	220.00	Hours Worked	0.01000	\$2.20
Working Dues	220.00	Hours Worked	0.72000	\$158.40
International Working Dues	220.00	Hours Worked	0.31000	\$68.20
International Masonry Institute	220.00	Hours Worked	0.45000	\$99.00
Training Fund	220.00	Hours Worked	0.15000	\$33.00
CPP Fund	220.00	Hours Worked	0.05000	\$11.00
IPF PPA	220.00	Hours Worked	0.42000	\$92.40
Compliance	220.00	Hours Worked	0.05000	\$11.00
ANNUITY	220.00	Hours Worked	0.16000	\$35.20
				Total: \$3,339.60

- This screen will display the Contractor details. Click close to return to the previous screen

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: Jane **Last Name:** Doe

Fund	Units	Basis	Rate	Amount
Health & Welfare	100.00	Hours Worked	8.40000	\$840.00
Pension Fund	100.00	Hours Worked	3.96000	\$396.00
International Pension Fund	100.00	Hours Worked	0.50000	\$50.00
BAC PAC	100.00	Hours Worked	0.01000	\$1.00
Working Dues	100.00	Hours Worked	0.72000	\$72.00
International Working Dues	100.00	Hours Worked	0.31000	\$31.00
International Masonry Institute	100.00	Hours Worked	0.45000	\$45.00
Training Fund	100.00	Hours Worked	0.15000	\$15.00
CPP Fund	100.00	Hours Worked	0.05000	\$5.00
IPF PPA	100.00	Hours Worked	0.42000	\$42.00
Compliance	100.00	Hours Worked	0.05000	\$5.00
ANNUITY	100.00	Hours Worked	0.16000	\$16.00
				Total: \$1,518.00

Close

- This screen will display the individual Employee details. Click close to return to the previous screen.

Enter a New Form - Finalize Contributions

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Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	BENESYS
Batch Number:	CW21-0000064	Work End Date:	09/30/2021
CBA:	2-RBA16 - Rubble & Caulk		

INVOICE # CW21-0000018

Your Calculated Contributions for work ending 09/30/2021: \$3,339.60

Remittance Amount Due: \$3,339.60

Invoice #: CW21-0000018
* 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: 10/05/2021

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Hours Paid	Calc Hrs	Basis	Rate	Amount
Apprentice 50%	Health & Welfare	H&W	220.00	195.00	220.00	Hours Worked	8.40000	\$1,848.00
Apprentice 50%	Pension Fund	DB	220.00	195.00	220.00	Hours Worked	3.96000	\$871.20
Apprentice 50%	International Pension Fund	IDB	220.00	195.00	220.00	Hours Worked	0.50000	\$110.00
Apprentice 50%	BAC PAC	BAC	220.00	195.00	220.00	Hours Worked	0.01000	\$2.20
Apprentice 50%	Working Dues	DUES	220.00	195.00	220.00	Hours Worked	0.72000	\$158.40
Apprentice 50%	International Working Dues	IDUES	220.00	195.00	220.00	Hours Worked	0.31000	\$68.20
Apprentice 50%	International Masonry Institute	IMI	220.00	195.00	220.00	Hours Worked	0.45000	\$99.00
Apprentice 50%	Training Fund	JATC	220.00	195.00	220.00	Hours Worked	0.15000	\$33.00
Apprentice 50%	CPP Fund	CPP	220.00	195.00	220.00	Hours Worked	0.05000	\$11.00
Apprentice 50%	IPF PPA	PPA	220.00	195.00	220.00	Hours Worked	0.42000	\$92.40
Apprentice 50%	Compliance	COMP	220.00	195.00	220.00	Hours Worked	0.05000	\$11.00
Apprentice 50%	ANNUITY	ANNUITY	220.00	195.00	220.00	Hours Worked	0.16000	\$35.20
TOTAL								\$3,339.60

Employee Details:

Name	Work Class	HW	HP	H&W	DB	IDB	BAC	DUES	IDUES	IMI	JATC	CPP	PPA	COMP	ANNUITY
Dane, Joe M	Apprentice 50%	75.00	70.00	\$630.00	\$297.00	\$37.50	\$0.75	\$54.00	\$23.25	\$33.75	\$11.25	\$3.75	\$31.50	\$3.75	\$12.00
Smith, John S	Apprentice 50%	145.00	125.00	\$1,218.00	\$574.20	\$72.50	\$1.45	\$104.40	\$44.95	\$65.25	\$21.75	\$7.25	\$60.90	\$7.25	\$23.20
TOTAL		220.00	195.00	\$1,848.00	\$871.20	\$110.00	\$2.20	\$158.40	\$68.20	\$99.00	\$33.00	\$11.00	\$92.40	\$11.00	\$35.20

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- 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 Check or ACH.
 - **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)

Tuesday, October 5, 2021
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Stone & Marble Masons of the Washington, D.C. Area

Welcome Democontractor Last Signed In: Tuesday, October 5, 2021

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

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

In accordance with the Collection Procedures, contribution reports and payments are due on the 25th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Stone and Marble Masons of Washington, D.C. Area, all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, plus interest at 12% per annum of delinquent contributions.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW21-00000018	09/30/2021	2-RBA16	Rubble & Caulk	BENESYS	\$3,339.60	DEMOCONTRACTOR	10/05/2021
<input type="checkbox"/>	CW21-00000015	09/30/2021	2-RBA16	Rubble & Caulk	BENESYS	\$3,795.00	DEMOCONTRACTOR	10/04/2021

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- After selecting **Pay Now**, you will be taken to the Pending Payment 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 (via Check or ACH).
- Once you check the box(es) to the left of the invoice(s) desired, click the **Select Invoice** button.

Enter a New Form - Pay Invoice(s)

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Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$3,339.60

Make Payment Edit Selection

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

In accordance with the Collection Procedures, contribution reports and payments are due on the 25th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Stone and Marble Masons of Washington, D.C. Area, all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, plus interest at 12% per annum of delinquent contributions

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW21-00000018	09/30/2021	2-RBA16	Rubble & Caulk	BENESYS	\$3,339.60	DEMOCONTRACTOR	10/05/2021
<input type="checkbox"/>	CW21-00000015	09/30/2021	2-RBA16	Rubble & Caulk	BENESYS	\$3,795.00	DEMOCONTRACTOR	10/04/2021

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- After clicking Select Invoice, the invoice(s) 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, 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)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW21-0000018	09/30/2021	Rubble & Caulk	BENESYS	\$3,339.60
TOTAL				\$3,339.60

Total Invoice Amount : **\$3,339.60**
Invoice Adjustment Amount:
Total Amount Due: **\$3,339.60**
Adjustment Reason:

Pay By: ACH(Online) Check

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- 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 entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

Enter a New Form - Pay Invoice(s)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW21-00000018	09/30/2021	Rubble & Caulk	BENESYS	\$3,339.60
TOTAL				\$3,339.60

Total Invoice Amount : **\$3,339.60**
Invoice Adjustment Amount:
Total Amount Due: **\$3,339.60**
Adjustment Reason:

Pay By: ACH(Online) Check

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- **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.

Enter a New Form - Pay Invoice(s)

Stone & Marble Masons of the Washington, D.C. Area

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Welcome Democontractor

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ACH Payment

In accordance with the Collection Procedures, contribution reports and payments are due on the 25th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Stone and Marble Masons of Washington, D.C. Area, all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, plus interest at 12% per annum of delinquent contributions

Total Amount Due: \$3,263.70

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name:

Account Type:

Settlement Date:

Add Bank Account Cancel

*Note:Click Edit Account to correct your bank account.

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○ **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 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.

Stone & Marble Masons of the Washington, D.C. Area

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Welcome Democontractor
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Payment Confirmation

Payment Number:	PN21-0000006	Payment Type:	CHECK
Transaction Date:	10/5/2021 3:14:00 PM	Amount Due:	\$3,339.60
Total Invoice Amount:	\$3,339.60		
Mail Check To:	Stone & Marble Masons of the Washington, D.C. Area 7130 Columbia Gateway Drive, Suite A Columbia, MD 21046		
Invoice #:	CW21-0000018		

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Modify A Saved Contribution Form

Stone & Marble Masons of the Washington, D.C. Area

Tuesday, October 5, 2021

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Welcome Democontractor

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | Test Contractor

Work Start Date: 9/1/2021

Work End Date: 9/30/2021

Process Contribution: Enter New Contribution

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

CBA: Report no Hours

Submit Cancel

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- 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

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

Process Contribution: Modify / Submit Saved Contribution

* Batch Number: CW21-0000062

Batch Number	CBA	Work Start Date	Work End Date
CW21-0000062	(2-RBA16) Rubble & C	09/01/2021	09/30/2021
CW21-0000053	(2-RBA16) Rubble & C	09/01/2021	09/30/2021

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1. Select a saved batch by selecting its batch number 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

The screenshot shows the 'Electronic Contribution' page of the BeneSys system. At the top, the header reads 'Stone & Marble Masons of the Washington, D.C. Area' and 'Tuesday, October 5, 2021'. A navigation bar includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, displaying a form with the following fields: 'Select Contractor:' (BENESYS | Test Contractor), 'Work Start Date:' (9/1/2021), 'Work End Date:' (9/30/2021), 'Process Contribution:' (Upload Contribution File), 'Contribution Type:' (dropdown menu with options: Enter New Contribution, Modify / Submit Saved Contribution, Upload Contribution File, Copy / Modify Previous Report Form), 'CBA:' (dropdown menu), and '* File Name:' (Choose File | No file chosen). 'Submit' and 'Cancel' buttons are at the bottom of the form. The footer contains 'Privacy Statement | Terms Of Use | © 2021 by BeneSys, Inc.'

- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form 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 end 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 you want to use.

Upload a Contribution File

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

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

	Social Security	Work Class	Last Name	First Name	Middle Initial	Hours Worked	Hours Paid
	A	B	C	D	E	F	G
1	123456789	JRNY	DOE	JOHN	L	160	160
2	987654321	AP90	DOE	JANE	M	140	150
3							
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. All of the fund's work classes are shown below.

AP50	Apprentice 50
AP55	Apprentice 55%
AP60	Apprentice 60
AP70	Apprentice 70
AP80	Apprentice 80
AP90	Apprentice 90
JRNY	Journeyman

Upload a Contribution File

Tuesday, October 5, 2021
[My Profile](#) [Logout](#)

Stone & Marble Masons of the Washington, D.C. Area

Welcome Democontractor Last Signed In: Tuesday, October 5, 2021

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

Contribution Entry Form

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	BENESYS
Batch Number:	CW21-0000066	Work End Date:	09/30/2021
CBA:	2-RBA16 - Rubble & Caulk		

[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	Hours Paid	Delete?
1	123456789	JOURNEYMAN	JOHN	L	DOE	160.00	160.00	<input type="checkbox"/>
2	987654321	APPRENTICE 90%	JANE	M	DOE	140.00	150.00	<input type="checkbox"/>
3		APPRENTICE 50%				0.00	0.00	<input type="checkbox"/>

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- 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

The screenshot shows the web portal for Stone & Marble Masons of the Washington, D.C. Area. The page title is "Stone & Marble Masons of the Washington, D.C. Area" and the date is "Tuesday, October 5, 2021". The user is logged in as "Democontractor" and the last signed in date is "Tuesday, October 5, 2021". The navigation menu includes "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" page is active, and the user is prompted to "Select the contractor from the list to submit your contributions". The "Select Contractor" dropdown is set to "BENESYS | Test Contractor". The "Work Start Date" is "9/1/2021" and the "Work End Date" is "9/30/2021". The "Process Contribution" dropdown is set to "Copy / Modify Previous Report Form". The "Invoice Number" dropdown is set to "Invoice Number | CBA | Work StartDate | Work EndDate". There is a checkbox labeled "Check here to zero out hours and amounts from copied data" which is currently unchecked. The "Submit" and "Cancel" buttons are visible at the bottom of the form.

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

How to View Past Contribution Forms

The screenshot shows the user interface for Stone & Marble Masons of the Washington, D.C. Area. At the top right, the date is Tuesday, October 5, 2021, and there are links for My Profile and Logout. The main navigation bar includes Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' section is active, and a dropdown menu is open under 'Process Contribution', with 'View All Contributions' highlighted. Below this, there is a form to select a contractor (currently 'BENESYS | Test Contractor'), work start and end dates (9/1/2021 and 9/30/2021), and a process contribution type (Copy / Modify Previous Report Form). There is also a field for an invoice number and a checkbox to zero out hours and amounts from copied data. The footer contains links for Privacy Statement, Terms Of Use, and a copyright notice for BeneSys, Inc. © 2021.

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

How to View Past Contribution Forms

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.

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- 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 account 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

Tuesday, October 5, 2021
[My Profile](#) [Logout](#)

Stone & Marble Masons of the Washington, D.C. Area

Welcome Democontractor Last Signed In: Tuesday, October 5, 2021

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.

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW21-00000019	09/30/2021	2-RBA16	Rubble & Caulk	2	BENESYS	Test Contractor	\$3,263.70	Pending			DEMOCONTRACTOR	10/05/2021	<input type="checkbox"/>
CW21-00000018	09/30/2021	2-RBA16	Rubble & Caulk	2	BENESYS	Test Contractor	\$3,339.60	Pending	CHK		DEMOCONTRACTOR	10/05/2021	<input type="checkbox"/>
CW21-00000016	09/30/2021	2-RBA16	Rubble & Caulk	2	BENESYS	Test Contractor	\$3,795.00	Pending	CHK		DEMOCONTRACTOR	10/04/2021	<input type="checkbox"/>
CW21-00000015	09/30/2021	2-RBA16	Rubble & Caulk	2	BENESYS	Test Contractor	\$3,795.00	Pending			DEMOCONTRACTOR	10/04/2021	<input type="checkbox"/>

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- If you wish to delete any of the invoices shown, you may do so from this screen, however, **you can only** delete invoices with a “Pending” status. To delete these invoices, check the box in the **Del** column next to the invoices to be deleted, then click the **Delete Contribution** button at the bottom of the page.
- To delete invoices with an “In Process” status, you will need to contact the fund office.
- Invoices with a “Paid” status cannot be deleted, as these have already been processed and entered into the contributions system.

How to Make Payments on Multiple Saved Forms

The screenshot shows the website interface for Stone & Marble Masons of the Washington, D.C. Area. The page title is "Stone & Marble Masons of the Washington, D.C. Area" and the date is "Tuesday, October 5, 2021". The user is logged in as "Democontractor" and the last signed in time is "Tuesday, October 5, 2021". The navigation menu includes "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Contribution Payment" dropdown menu is open, showing "Make a Payment" (highlighted with a red box) and "View All Payment". The "News / Events" section shows "No news is available." The footer contains "Privacy Statement | Terms Of Use | © 2021 by BeneSys, Inc."

- 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 Check or ACH.
- From the Contribution Payment dropdown menu choose Make a Payment (see above).

How to Make Payments on Multiple Saved Forms

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

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

In accordance with the Collection Procedures, contribution reports and payments are due on the 25th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Stone and Marble Masons of Washington, D.C. Area, all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, plus interest at 12% per annum of delinquent contributions

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW21-0000019	09/30/2021	2-RBA16	Rubble & Caulk	BENESYS	\$3,263.70	DEMOCONTRACTOR	10/05/2021
<input type="checkbox"/>	CW21-0000015	09/30/2021	2-RBA16	Rubble & Caulk	BENESYS	\$3,795.00	DEMOCONTRACTOR	10/04/2021

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- 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 Numbers 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

For questions, enrollment, or training, please call (410) 872-9500 and ask to speak with the Contributions Department, where someone will assist you.