



ISSi-Remit Online Remittance Instructions
IBEW Local 292 Benefit Funds

IBEW Local 292 Benefit Funds

ISSi-Remit Online Remittance Processing Instructions

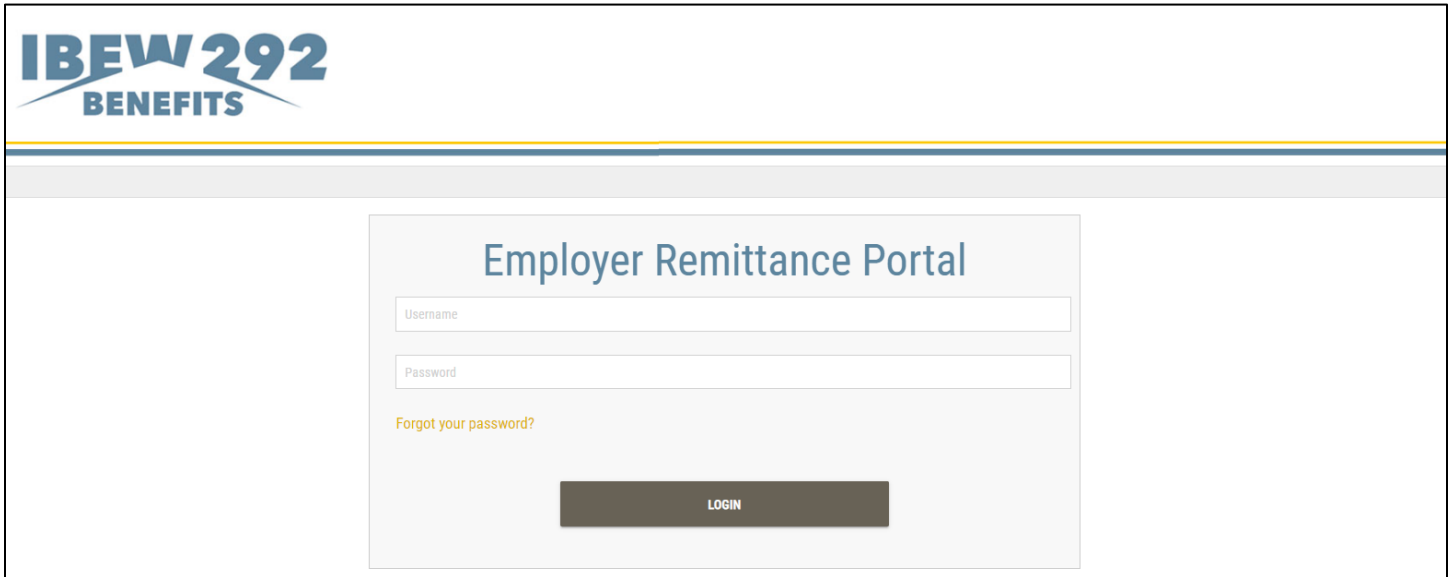
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Logging In

Prior to your first time using the website, you will receive information from the Fund Office containing your username 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 designated fields and click on the *Login* button:

The image shows a web browser window displaying the login page for the IBEW 292 BENEFITS Employer Remittance Portal. At the top left is the IBEW 292 BENEFITS logo. Below it is a horizontal bar with a blue and yellow gradient. The main content area is white and contains a light gray box with the title "Employer Remittance Portal" in blue. Inside this box are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom of the box is a dark gray button labeled "LOGIN".

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

If this is your first time logging in, you will be required to change your password. You will immediately be directed to the “Change Password” screen. Fill out the required fields and click the *Submit* button.

Change Password

Change your password frequently and maintain in a secure place. We are unable to recover forgotten passwords.

NOTE: Your password must be at least eight (8) but no more than twelve (12) characters. It is case sensitive and must contain at least one (1) letter, one (1) number, and one (1) "special" character (i.e. @ \$ % * +, etc.).

Old Password:

New Password:

Retype Password:

[Click here to return to your home page.](#)

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 directed to the screen above.

After clicking on the *Submit* button, you will be directed 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).

Password changed.

[Click here to return to your home page.](#)

Main Menu

You will now be directed to the Main Menu:

What Do You Want To Do?

- ➔ Remittance Reporting
 - ➔ Create New Remittance Report
 - ➔ Upload New Remittance Report
 - ➔ Submit a 'No Work' Report
 - ➔ Continue an Unfiled Report
 - ➔ Edit/Delete Submitted Reports
- ➔ View Report History
- ➔ Discrepancies Menu
 - ➔ View Discrepancies
 - ➔ View/Pay Discrepancies
 - ➔ View Paid Discrepancies
- ➔ Set Banking Information
- ➔ Update Company Address/Info
- ➔ Change Password

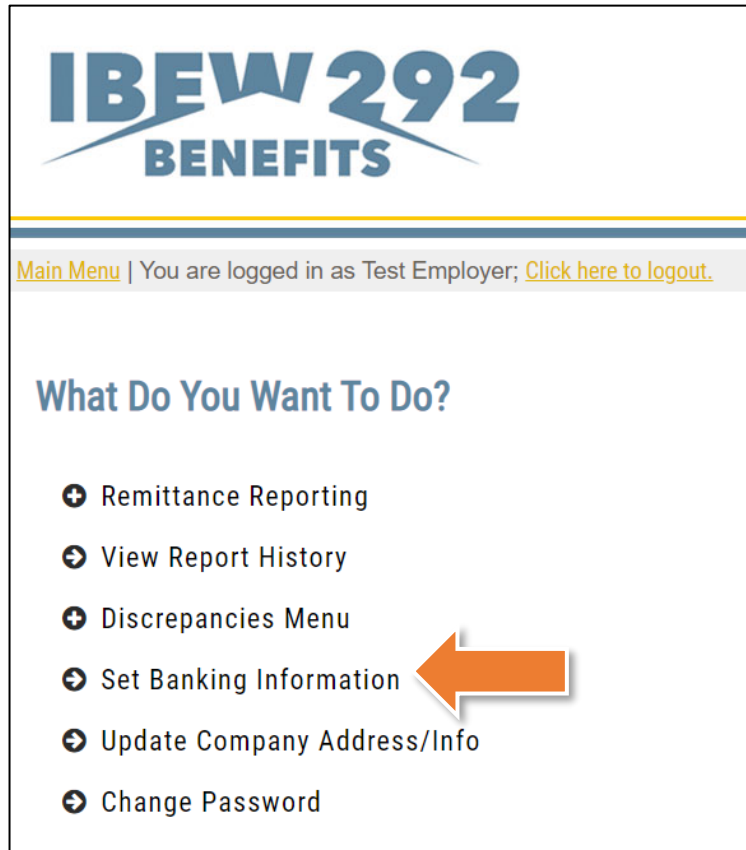
You have several options to choose from:

- **Remittance Reporting:**
 - Create New Remittance: Choose this option if you would like to create a new remittance report to send to the Fund Office. Please refer to the “[Creating a New Remittance Report](#)” section of this documentation for more information regarding creating a new remittance.
 - Upload New Remittance Report: Choose this option if you would like to create a new remittance report using the file upload feature. See the “[Upload File Specifications](#)” section for specific instructions on file specifications.
 - Submit a ‘No Work’ Report: Choose this option if you would like to create a “No Work” remittance report to send to the Fund Office. Please refer to the “[Submitting a “No Work” Report](#)” section of this documentation for more information regarding submitting a “No Work” report.
 - Continue an Unfiled Report: Choose this option if you have previously saved a remittance and saved it to finish later. Please refer to the “[Continue an Unfiled Report](#)” section of this documentation for more information regarding finishing a previously saved remittance.
 - Edit/Delete Submitted Reports: This option allows you to edit or delete submitted reports that have not had payments posted to them or have been processed by the fund office. Please see the “[Edit or Delete Submitted Reports](#)” section for more information.

- **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. Please refer to the “[Viewing Previously Submitted Reports](#)” section of this documentation for more information.
- **Discrepancies Menu**
 - View Discrepancies: Choose this option to view all outstanding balances. Please view the “[View Discrepancies](#)” section for more information.
 - View/Pay Discrepancies: Choose this option if you would like to view and pay discrepancies. The “[Pay Discrepancies](#)” section of this document will show you out to pay an outstanding balance.
 - View Paid Discrepancies: Choose this option to view all paid discrepancies. Please view the “[View Paid Discrepancies](#)” section for more information.
- **Set Banking Information:** Choose this option if you would like to enroll in ACH payment processing, or if you need to change existing banking information. The next section of this documentation will show you how to enroll as an ACH employer.
- **Update Company Address/Info:** Allows you to change your company’s address and other information that is one file with the fund office. See the “[Update Company Address/Info](#)” section on for more information.
- **Change Password:** Choose this option to change your login password. The [Changing Your Password](#) section of this documentation will show you how to change your password at any time.

Set Banking Information

The website's "Set Banking Information" option provides employers with the opportunity to enroll in ACH/Electronic payment processing. To be set up as an ACH employer, choose the "Set Banking Information" option from the "Main Menu".



Once “Set Banking Information” has been selected from the “Main Menu,” you will be taken to the “Update Banking Information” screen:

Update Banking Information

Please provide Bank account information in order to submit payments via ACH processing.

Bob Smith
12345 Anywhere Street
Anywhere, USA 12345

1001

Date

Pay to the
Order of

\$

Dollars

Memo

123456789 123456789 123456789

Bob Smith

Bank Transit
Routing Number

Bank Account
Number

Bank Transit Routing Number:

123456780

Type without dashes, spaces or alpha values. Your routing number is a nine digit numeric code.

Bank Account Number:

XX1654

Your bank account number can be found after the routing number on a printed check.

Bank Name:

Test Bank

Please enter the name of your banking institution.

Submit

If you do not want to enter banking information, [click here to return to your home page](#)

If you are simply using this page to review the bank information you have one file and no updates are needed, you can simply use the *Main Menu* link at the top of the page to return to the main menu:

The image shows a screenshot of the IBEW 292 BENEFITS website. At the top, the logo "IBEW 292 BENEFITS" is displayed in blue. Below the logo, there is a horizontal bar with a yellow and blue gradient. Underneath this bar, the text "Main Menu | You are logged in as Test Employer; Click here to logout." is visible. A large orange arrow points from the left towards the "Main Menu" link.

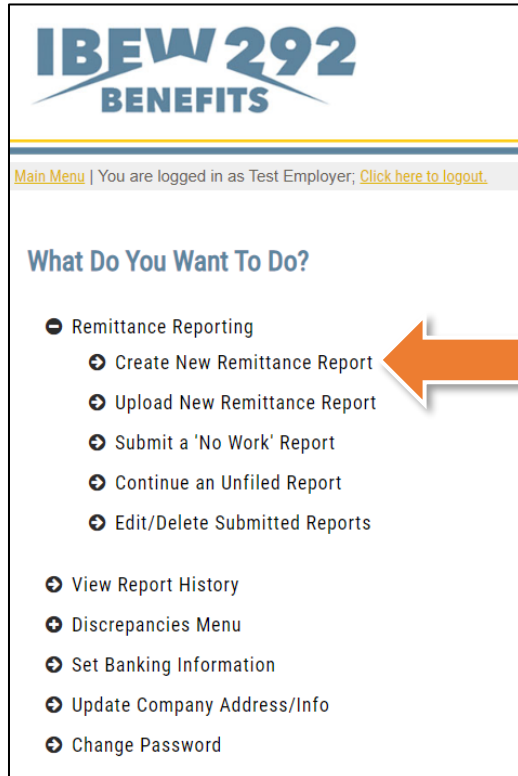
Changing Bank Account Information

If you need to **change your bank account information**, you may do so at any time by updating the existing bank account information displayed on the “Update Banking Information” page. Simply type over each of the fields and use the *Submit* button to submit your banking information update to the Fund Office. Once submitted, the new bank information will be stored, and the old bank information will be deleted.

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Creating a New Remittance Report

To create a new remittance report, click on the “Remittance Reporting” option on the main menu, then select “Create New Remittance Report:”



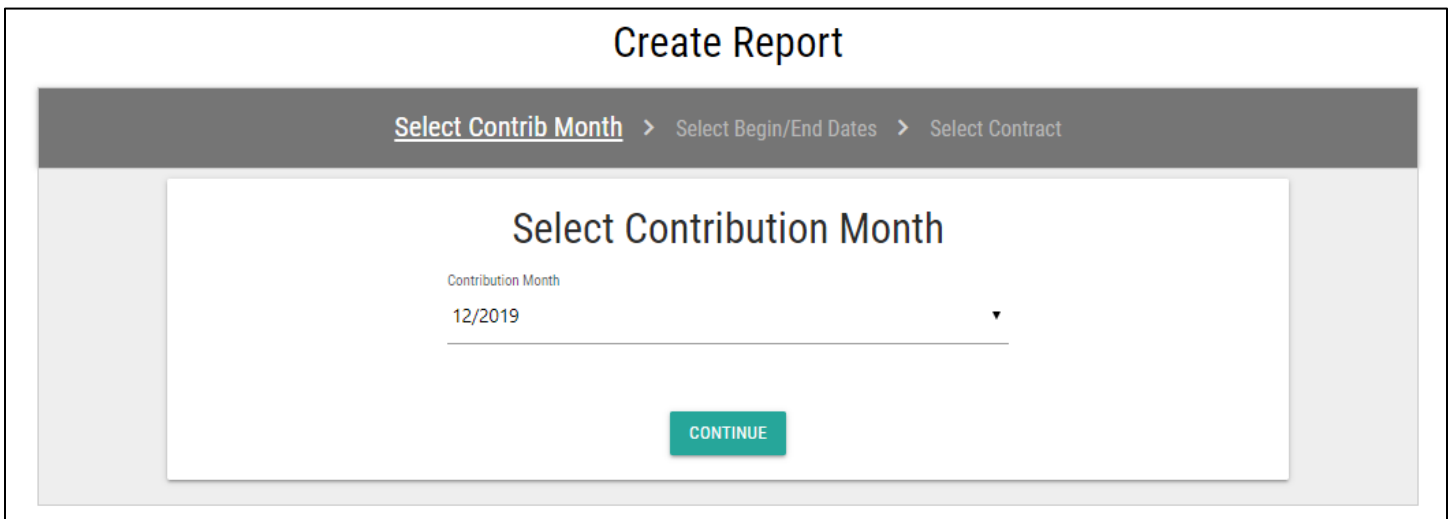
IBEW 292
BENEFITS

[Main Menu](#) | You are logged in as Test Employer; [Click here to logout.](#)

What Do You Want To Do?

- Remittance Reporting
 - ➔ Create New Remittance Report
 - ➔ Upload New Remittance Report
 - ➔ Submit a 'No Work' Report
 - ➔ Continue an Unfiled Report
 - ➔ Edit/Delete Submitted Reports
- ➔ View Report History
- ➔ Discrepancies Menu
- ➔ Set Banking Information
- ➔ Update Company Address/Info
- ➔ Change Password

Select the work month you are making a payment for, then click **Continue**:



Create Report

[Select Contrib Month](#) > [Select Begin/End Dates](#) > [Select Contract](#)

Select Contribution Month

Contribution Month
12/2019 ▼

CONTINUE

Next, select the period start and ending dates. Then click *Continue*.

Create Report

Select Contrib Month > Select Begin/End Dates > Select Contract

Select Period Begin/End Dates

Period Start Date

12/01/2019

Period Ending Date

12/31/2019

CONTINUE

You will then need to select the contract you are reporting for. Once your contract is selected, click *Continue*.

Create Report

Select Contrib Month > Select Begin/End Dates > Select Contract

Select Contract

HEALTH
COMMERCIAL METRO COMMERCIAL METRO
LIMITED ENERGY LIMITED ENERGY

CREATE REPORT

Main Remittance Report Screen

Once you select a work month, period ending, and contract, you will be taken to the main remittance entry screen. The columns that display will be based on the type of contract that you are reporting on.

Note: You may need to scroll horizontally to view more columns on your screen.

Enter remittance report

Test Employer
123 Main Street
Test City, NJ 08054

Contract Type: COMMERCIAL METRO COMMERCIAL METRO
Contribution month: 12/2019
Period starting: 12-1-2019
Period ending: 12-31-2019
Receipt Number: 305

Show entries

Search:

	SSN	Name	Class	NEBF Code	ST Hours	OT Hours	DT Hours	Wage Rate	Wages	401k	Roth	Dues	Total Rate	Reason Code	Reason Date
<input type="checkbox"/>	123-11-1111	TEST I, PERSON	C1 - JRNLY COMMERCIAL	1	0.00	0.00	0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	13.45 ²	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	5	0.00	0.00	0.00	\$19.50	\$0.00	\$0.00	\$0.00	\$0.00	11.45 ²	<input type="text"/>	<input type="text"/>
Total					0.00	0.00	0.00		\$0.00						

Showing 1 to 2 of 2 entries

Previous Next

☐ To contribute to the NECA/AMF fund, please check the box and enter the contribution amount here:

New employees

SSN	First	MI	Last	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>

On the main remittance screen, participants from your last reported work month for your selected contract will pre-populate with the names and SSN's from that report. The Class Level for each employee will default to what the Fund office has on file. For new employees, you are required to use the drop down in the 'Class' field to select the correct option.

Please note: The pre-list will only appear if the Fund Office has accepted this last report to consider it paid. If no participants are pre-listed and you believe they should be, please contact the Fund Office. Otherwise, you may add them manually through the 'New Employees' box. Please refer to the "Adding a New Employee" section on the next page.

Mid-Month Class Changes: If you have a participant that needs to be reported at two different Classification levels, you can use the + button on the left side of the table to add the participant twice to the report. After the participant is duplicated, you can select a different Classification and enter the necessary information.

Show 25 entries Search:

SSN	Name	Class	NEBF Code	ST Hours	OT Hours	DT Hours	Wage Rate	Wages	401k	Roth	Dues	Total Rate	Reason Code	Reason Date
123-55-5555	PERSON V, TEST	C1 - JRNY COMMERCIAL	1	120.00	0.00	0.00	\$24.00	\$2,880.00	\$0.00	\$0.00	\$93.60	13.45		
123-11-1111	TEST I, PERSON	C1 - JRNY COMMERCIAL	1	100.00	5.00	0.00	\$25.00	\$2,625.00	\$100.00	\$0.00	\$85.31	13.45		
123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	5	95.00	1.00	1.00	\$19.50	\$1,891.50	\$50.00	\$0.00	\$61.47	11.45		
123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	5	95.00	1.00	1.00	\$19.50	\$1,891.50	\$50.00	\$0.00	\$61.47	11.45		
123-33-3333	TEST, PERSON	C1 - JRNY COMMERCIAL	1	100.00	0.00	0.00	\$20.00	\$2,000.00	\$0.00	\$50.00	\$65.00	13.45		
Total				510.00	7.00	2.00		\$11,288.00						

Showing 1 to 5 of 5 entries

☒ To contribute to the NECA/AMF fund, please check the box and enter the contribution amount here:

New employees

SSN	First	Last	Class	NEBF Code	ST Hours	OT Hours	DT Hours	Wage Rate	Wages	401k	Roth	Dues	Total Rate	Reason Code	Reason Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous 1 Next

Making Contributions to the NECA/AMF fund: If you have contributions to make to the NECA/AMF fund, simply check off the box under the remittance table and enter your amount in the field. Your contribution will be added to the total bill.

123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	6	95.00	1.00	1.00
123-33-3333	TEST, PERSON	C1 - JRNY COMMERCIAL	1	100.00	0.00	0.00
Total				510.00	7.00	2.00

Showing 1 to 5 of 5 entries

☒ To contribute to the NECA/AMF fund, please check the box and enter the contribution amount here:

Need to add a participant? Please refer to the [“Adding Employees to the table”](#) section in this documentation.

Ready to “Calculate and Save” the report? If no further changes are needed, then skip to the [“Calculating the Remittance Report”](#) section of this documentation.

Adding Employees

If you do not see a participant you need to report on, enter *their SSN and the first four letters of their last name* into the New Employees section below the remittance entry table and click the **Add** button:

New employees

SSN	First	MI	Last	Suffix
123-33-3333	PERSON		TEST	

AddClear

If they are already in the system, their name will pre-populate, and you can click on the **Add** button again to add them to the remittance report.

	SSN	Name	Class	NEBF Code	ST Hours	OT Hours	DT Hours	Wage Rate	Wages	401k	Roth	Dues	Total Rate	Reason Code	Reason Date
	123-11-1111	TEST I, PERSON	C1 - JRVY COMMERCIAL	1	0.00	0.00	0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	13.45 ²		
	123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	5	0.00	0.00	0.00	\$19.50	\$0.00	\$0.00	\$0.00	\$0.00	11.45 ²		
	123-33-3333	TEST, PERSON	C1 - JRVY COMMERCIAL	1	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	13.45 ²		
Total					0.00	0.00	0.00		\$0.00						

Showing 1 to 3 of 3 entries

Previous1Next

Please note: the remittance table is automatically sorted alphabetically. The member will therefore be added alphabetically in the table.

If the participant's SSN does not have an active record under your company, the following message will appear.

New employees

SSN	First	MI	Last	Suffix
123-99-9999				

AddClear

Participant does not have active record with your company. Please contact the fund office.

If the participant's SSN is not on file with the Fund Office, a message will appear in red text and if you would like to add the employee to the report, click the link to be taking to [Roster Maintenance](#).

New employees

SSN	First	MI	Last	Suffix
123-55-5555				

AddClear

IMPORTANT: This participant is not on file with the Fund Office. Please verify the social security number and if it is correct [CLICK HERE](#) to add this participant to the Roster Maintenance form. You may then add the participant to the remittance.

Roster Maintenance

If the SSN and last name that you enter does not belong to an existing member, a message will appear in red letters letting you know that this employee is not on file. You can click on the link to open a new “Roster Maintenance” form on a separate browser tab.

New employees

SSN	First	MI	Last	Suffix
123-55-5555				

Add
Clear

IMPORTANT: This participant is not on file with the Fund Office. Please verify the social security number and if it is correct [CLICK HERE](#) to add this participant to the Roster Maintenance form. You may then add the participant to the remittance.

On the Roster Maintenance form fill out the employee’s information and click the submit button. All required fields are marked with an asterisk.

Roster Maintenance

First*

MI

Last*

SSN*
123-55-5555

Date of Birth (mm/dd/yyyy)*

Sex
Please Select

Marital Status
Please Select

Local*

Phone Number

Email Address

Address Information

Street Address*

Line 2

City*

State*
Please Select

Zip*

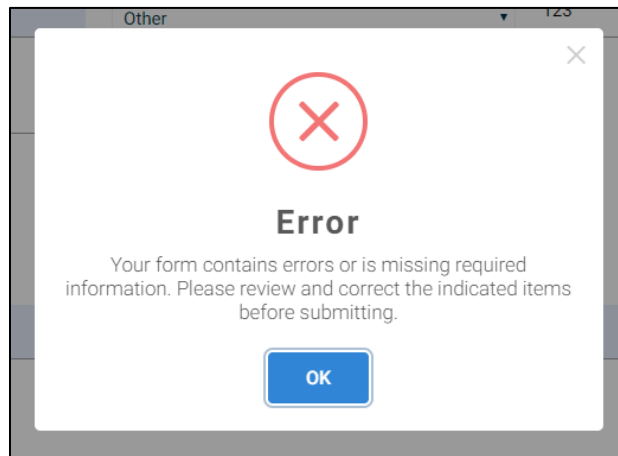
RESTART

SUBMIT ➤

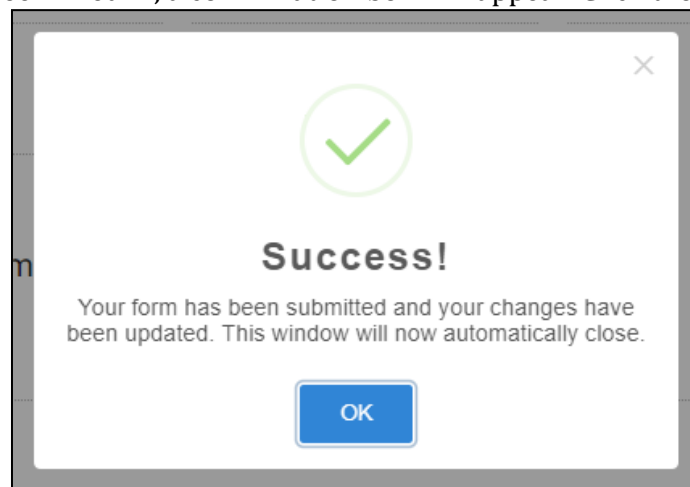
Required Fields:

SSN, First Name, Last Name, Date of Birth, Address & Local

If you have forgotten something that is required, you will see an error message. Simply, click *OK* and correct the items indicated in red.



If all necessary fields have been filled in, a confirmation box will appear. Click the *OK* button to continue.



After selecting *OK* you will return to the main remittance reporting screen, where you will see the SSN and name of the person you added in the 'New Employees' box. Click the *Add* button to add them to the report.

New employees

SSN	First	MI	Last	Suffix
123-55-5555	TEST		PERSON V	

Add
Clear

You will now be able to add contribution hours for the member.

The remittance table features a bottom row that calculates a running total for that column:

	SSN	Name	Class	NEBF Code	ST Hours	OT Hours	DT Hours	Wage Rate	Wages	40
+ -	123-55-5555	PERSON V, TEST	C1 - JRNY COMMERCIAL	1	120.00	0.00	0.00	\$24.00	\$2,880.00	
+ -	123-11-1111	TEST I, PERSON	C1 - JRNY COMMERCIAL	1	100.00	5.00	0.00	\$25.00	\$2,625.00	
+ -	123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	6	95.00	1.00	1.00	\$19.50	\$1,891.50	
+ -	123-33-3333	TEST, PERSON	C1 - JRNY COMMERCIAL	1	100.00	0.00	0.00	\$20.00	\$2,000.00	
Total					415.00	6.00	1.00		\$9,396.50	

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:

Show 25 entries

Search:

	SSN	Name	Class	NEBF Code	ST Hours	OT Hours	DT Hours	Wage Rate	Wages	401k	Roth	Dues
+ -	123-55-5555	PERSON V, TEST	C1 - JRNY COMMERCIAL	1	120.00	0.00	0.00	\$24.00	\$2,880.00	\$0.00	\$0.00	\$93.60
+ -	123-11-1111	TEST I, PERSON	C1 - JRNY COMMERCIAL	1	100.00	5.00	0.00	\$25.00	\$2,625.00	\$100.00	\$0.00	\$85.31
+ -	123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	6	95.00	1.00	1.00	\$19.50	\$1,891.50	\$0.00	\$0.00	\$61.47
+ -	123-33-3333	TEST, PERSON	C1 - JRNY COMMERCIAL	1	100.00	0.00	0.00	\$20.00	\$2,000.00	\$0.00	\$0.00	\$65.00
Total					415.00	6.00	1.00		\$9,396.50			

Showing 1 to 4 of 4 entries

Previous

1

Next

Total Rate Column/Participant Contribution Popup

The Total Rate column has two features in it – it provides the total hourly rate summing the rates billed against the members hours, with a hover-over feature that provides the break down of the funds and their rates for the classification the member is being reported under. To trigger the hover over, slide the mouse over the question mark in the field:

Fund Desc Rate	
HEALTH	\$11.450
PENSION	13.040%
ANNUITY	12.580%
401K	\$2.000
ROTH	\$0.500
VACATION	12.810%
DUES	3.250%
NEBF	3.000%
JATC	2.360%
TOOL/JD	0.250%
LMCC	0.230%

Total Rate	Re: Da
13.45 ?	
13.45 ?	

There is also a pop-up box that will provide the total contributions owed on the member, broken down by fund. To trigger the pop up, click on the box near the hover over question mark:

Total Rate
13.45 ?
13.45 ?

This will display the total contributions for each member by fund.

Contributions for PERSON TEST I			
	Total Hours	Total Wages	Total Billed
HEALTH	100.00	\$0.00	\$1,202.25
PENSION	0.00	\$2,625.00	\$342.30
ANNUITY	0.00	\$2,625.00	\$330.23
401K	100.00	\$0.00	\$100.00
ROTH	0.00	\$0.00	\$0.00
VACATION	0.00	\$2,625.00	\$336.26
DUES	0.00	\$2,625.00	\$85.31
NEBF	0.00	\$2,625.00	\$78.75
NECA/AMF	0.00	\$0.00	\$0.00
JATC	0.00	\$2,625.00	\$61.95
TOOL/JD	0.00	\$2,625.00	\$6.56
LMCC	0.00	\$2,625.00	\$6.04
Totals:	200.00		\$2,549.65

OK

Export Table as CSV File

Next to the Calculate and Save button, you have the 2 options to download the current report table as a CSV file. To download these files, you must first *Calculate and Save* the report by clicking on the button.

New employees

SSN	First	MI	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate and Save

Export Table and Participant Contributions as CSV File

Export Table as CSV File

Export Table and Participant Contributions as CSV File: This file will contain the information in the current report table along with a breakdown by fund of participant contributions.

Export Table as CSV File: This file will contain only the current report table as a CSV file.

Calculating the Remittance Report

After all relevant information has been entered on the remittance entry table, please click on the **Calculate and Save** button:

Show25entries

Search:

	SSN	Name	Class	NEBF Code	ST Hours	OT Hours	DT Hours	Wage Rate	Wages	401k	Roth	Dues	Total Rate	Reason Code
+ -	123-55-5555	PERSON V, TEST	C1 - JRNY COMMERCIAL	1	120.00	0.00	0.00	\$24.00	\$2,880.00	\$0.00	\$0.00	\$93.60	13.45 ²	
+ -	123-11-1111	TEST I, PERSON	C1 - JRNY COMMERCIAL	1	100.00	5.00	0.00	\$25.00	\$2,625.00	\$100.00	\$0.00	\$85.31	13.45 ²	
+ -	123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	6	95.00	1.00	1.00	\$19.50	\$1,891.50	\$50.00	\$0.00	\$61.47	11.45 ²	
+ -	123-22-2222	TEST II, PERSON	CF - 3RD PERIOD APP	6	95.00	1.00	1.00	\$19.50	\$1,891.50	\$50.00	\$0.00	\$61.47	11.45 ²	
+ -	123-33-3333	TEST, PERSON	C1 - JRNY COMMERCIAL	1	100.00	0.00	0.00	\$20.00	\$2,000.00	\$0.00	\$50.00	\$65.00	13.45 ²	
Total					510.00	7.00	2.00		\$11,288.00					

Showing 1 to 5 of 5 entries

Previous1Next

☐ To contribute to the NECA/AMF fund, please check the box and enter the contribution amount here:

New employees

SSNFirstMILastSuffix

AddClear

Calculate and Save

Export Table and Participant Contributions as CSV File

Export Table as CSV File

The totals will be calculated below the **Calculate and Save** Button:

	Total Hours	Total Wages	Total Billed
HEALTH	510.00	\$0.00	\$5,942.55
PENSION	0.00	\$11,288.00	\$1,471.95
ANNUITY	0.00	\$11,288.00	\$1,420.03
401K	510.00	\$0.00	\$200.00
ROTH	0.00	\$0.00	\$50.00
VACATION	0.00	\$11,288.00	\$1,445.99
DUES	0.00	\$11,288.00	\$366.85
NEBF	0.00	\$11,288.00	\$338.65
NECA/AMF	0.00	\$0.00	\$0.00
JATC	0.00	\$11,288.00	\$266.40
TOOL/JD	0.00	\$11,288.00	\$28.22
LMCC	0.00	\$11,288.00	\$25.96
Totals:	1,020.00		\$11,556.60

	Total Hours	Total Wages	Total Billed
JOURNEYMAN	320.00	\$7,505.00	\$7,043.71
3RD PERIOD APP	190.00	\$3,783.00	\$3,896.04
Totals:	510.00		\$10,939.75

Please review the totals in the table(s). If they are not correct, you can make changes to the details in the remittance table and re-calculate using the "Calculate and Save" button.

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

Comments

Comments go here!

If you agree with the total and are ready to submit your report - please refer to the “[Selecting a Payment Method](#)” section of this documentation for guidance regarding selecting a payment method.

Using Calculate & Save to Complete a Report Later

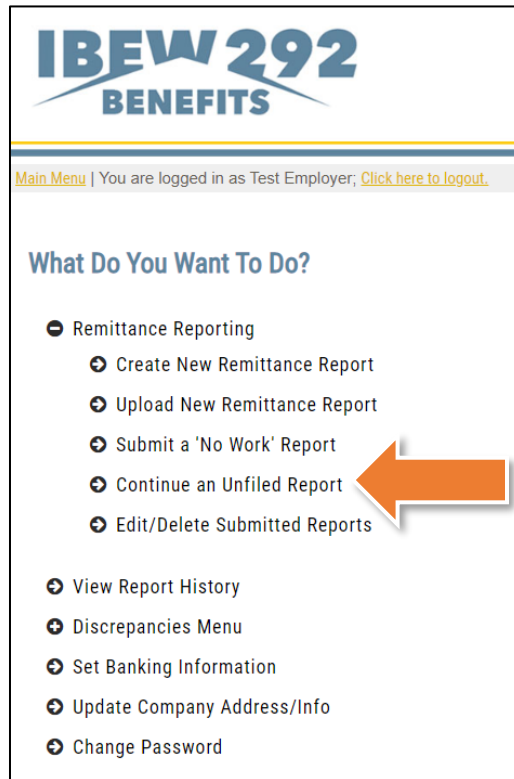
At any point in the process above, if you have started entering a remittance and are unable to finish it during your website session, you may hit the ***Calculate and Save*** button, and it will save your report to be completed later. You can then either return to the Main Menu by clicking on the *Main Menu* link on the top left side of the page, or you can log out by clicking on the *Click here to logout* link:



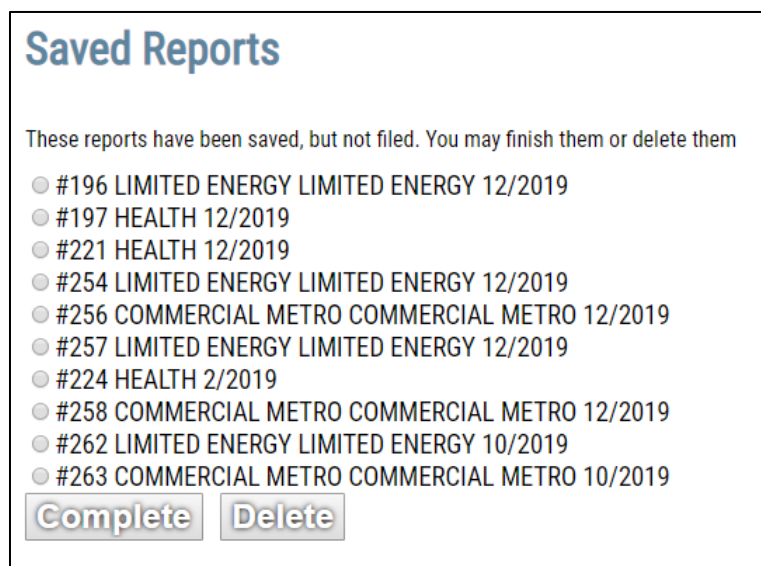
At a later time, you may then select the Main Menu option to “Continue Working on Unfiled Report” to finish your remittance. Please refer to the “[Continue an Unfiled Report](#)” section of this documentation beginning on the next page for more information about working on an unfiled report.

Continue an Unfiled Report

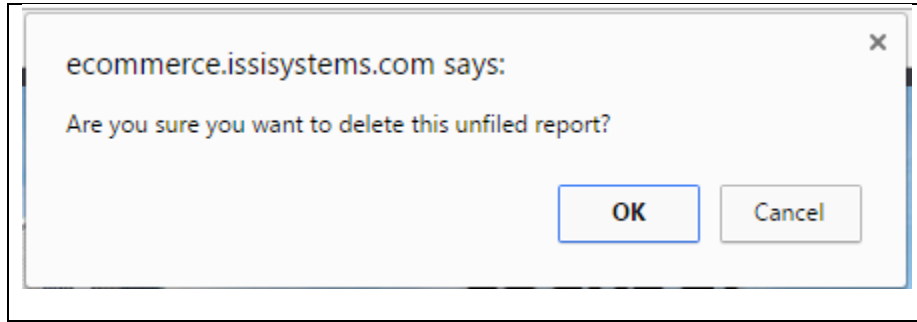
If you decided to calculate and save a prior report and you now need to go back and complete the report, you may do so from the Main Menu. Please select the option to “Continue an Unfiled Report” and click on the *Continue* button:



This main menu option will take you to the “Saved Reports” page, which will list any reports that have been saved by using the *Calculate and Save* button but have not yet been submitted to the Fund Office. From this page you have the option to either: (a) delete the unfiled report, or (b) to go back into the unfiled report. An example page is as follows:



- (a) **Delete a report:** To delete a report, simply select the unfiled report and click on the *Delete* button. You will then be prompted to confirm that you want this unfiled report to be deleted:



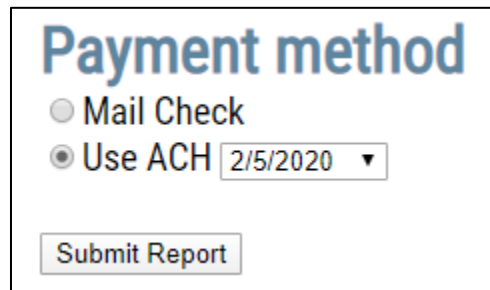
Simply choose *OK* to this prompt to delete the report. This will remove it from the “Saved Reports” listing.

- (b) **Complete a report:** To complete a report, simply select the unfiled report and click on the *Continue* button. You will then be brought to the “Enter remittance report” page to continue this report. You may then complete the report as needed.

Selecting a Payment Method

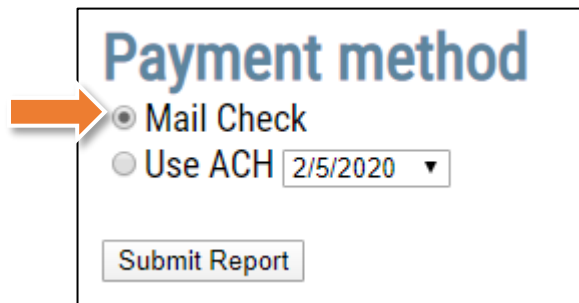
After you have reviewed the entry and are ready to submit the report, choose your preferred payment method – either a check payment for the applicable funds to the Fund Office, or pay via ACH (if you have enrolled your banking information). If you have not enrolled in ACH payment processing yet, you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

If you are paying via **ACH**, the next available bank transfer date will appear below the “Use ACH” selection. This date represents the first available date that funds can be withdrawn from your account on file.



The screenshot shows a form titled "Payment method" in blue text. Below the title are two radio button options: "Mail Check" and "Use ACH". The "Use ACH" option is selected, indicated by a filled radio button. To the right of "Use ACH" is a date field showing "2/5/2020" with a downward arrow. At the bottom of the form is a button labeled "Submit Report".

If you are paying via **check**, select the top button to pay by check:




The screenshot shows the same "Payment method" form. In this instance, the "Mail Check" option is selected, indicated by a filled radio button. An orange arrow points from the left towards the "Mail Check" radio button. The "Use ACH" option is unselected, and the date field still shows "2/5/2020". The "Submit Report" button is at the bottom.

There will be directions on how to pay by check included on your pdf of the report. Please see the [“PDF Copy of Submitted Report”](#) section.

If you are ready to submit your report, please refer to the below the next section of this documentation - [“Submitting the Report.”](#)

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:



Payment method
☐ Mail Check
☒ Use ACH 2/5/2020 ▼
Submit Report

You will then be brought to a screen confirming that your report has been submitted. The confirmation page will display your receipt number for the remittance (located directly below your address). There will also be a link to print out the report in a PDF format. Click on this link to view and/or print a copy of the report. More information regarding this PDF receipt is in the next section of this documentation.

REPORT ACCEPTED

Test Employer
123 Main Street
Test City, NJ 08054

Receipt Number: 306
Contract Type: COMMERCIAL METRO COMMERCIAL METRO
Contribution month: 12/2019
Period starting: 12-1-2019
Period ending: 12-31-2019

	Total Hours	Total Wages	Total Billed
HEALTH	510.00	\$0.00	\$5,942.55
PENSION	0.00	\$11,288.00	\$1,471.95
ANNUITY	0.00	\$11,288.00	\$1,420.03
401K	510.00	\$0.00	\$200.00
ROTH	0.00	\$0.00	\$50.00
VACATION	0.00	\$11,288.00	\$1,445.99
DUES	0.00	\$11,288.00	\$366.85
NEBF	0.00	\$11,288.00	\$338.65
NECA/AMF	0.00	\$0.00	\$0.00
JATC	0.00	\$11,288.00	\$266.40
TOOL/JD	0.00	\$11,288.00	\$28.22
LMCC	0.00	\$11,288.00	\$25.96
Totals:	1,020.00		\$11,556.60

	Total Hours	Total Wages	Total Billed
JOURNEYMAN	320.00	\$7,505.00	\$7,043.71
3RD PERIOD APP	190.00	\$3,783.00	\$3,896.04
Totals:	510.00		\$10,939.75



[Click here to view receipt in PDF format for printing](#)

PDF Copy of Submitted Report

All the information that you previously entered throughout your online remittance processing will be listed on the PDF. You can print a copy of the PDF report by clicking on the *File* button, and then selecting the “Print” option.

Below is an example of a report paid by ACH.

Report Confirmation			
Receipt Number 290			
Test Employer(12345) 123 Main Street Test City,NJ 08054			
Submission Date: 1-29-2020 Payment Date: 1-31-2020 Contract Type: COMMERCIAL METRO COMMERCIAL METRO Contribution month: 12/2019 Period starting: 12-1-2019 Period ending: 12-31-2019			
Your payment of \$3,267.45 has been submitted and your receipt number is 290. Thank you for using the IBEW Local 292 online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.			
	Total Hours	Total Wages	Total Billed
HEALTH	150.00	\$0.00	\$1,717.50
PENSION	0.00	\$3,450.00	\$449.88
ANNUITY	0.00	\$2,500.00	\$314.50
401K	300.00	\$0.00	\$0.00
ROTH	0.00	\$0.00	\$0.00
VACATION	0.00	\$3,450.00	\$441.95
DUES	0.00	\$3,450.00	\$112.13
NEBF	0.00	\$3,450.00	\$103.50
NECA/AMF	0.00	\$3,000.00	\$30.00
JATC	0.00	\$3,450.00	\$81.42
TOOL/JD	0.00	\$3,450.00	\$8.63
LMCC	0.00	\$3,450.00	\$7.94
	450.00		Total \$3,267.45

Below is an example of a report paid by check.

Report Confirmation			
Receipt Number 306			
Test Employer(12345) 123 Main Street Test City,NJ 08054			
Submission Date: 2-3-2020 Contract Type: COMMERCIAL METRO COMMERCIAL METRO Contribution month: 12/2019 Period starting: 12-1-2019 Period ending: 12-31-2019			
Your report of \$11,556.60 has been submitted and your receipt number is 306. Thank you for using the IBEW Local 292 online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.			
	Total Hours	Total Wages	Total Billed
HEALTH	510.00	\$0.00	\$5,942.55
PENSION	0.00	\$11,288.00	\$1,471.95
ANNUITY	0.00	\$11,288.00	\$1,420.03
401K	510.00	\$0.00	\$200.00
ROTH	0.00	\$0.00	\$50.00
VACATION	0.00	\$11,288.00	\$1,445.99
DUES	0.00	\$11,288.00	\$366.85
NEBF	0.00	\$11,288.00	\$338.65
NECA/AMF	0.00	\$0.00	\$0.00
JATC	0.00	\$11,288.00	\$266.40
TOOL/JD	0.00	\$11,288.00	\$28.22
LMCC	0.00	\$11,288.00	\$25.96
	1,020.00		Total \$11,556.60
Comments go here!			

The second page of the pdf will have a breakdown by class type.

Report Confirmation			
Test Employer(12345) 123 Main Street Test City,NJ 08054			
Submission Date: 1-29-2020 Contribution month: 12/2019 Period starting: 12-1-2019 Period ending: 12-31-2019			
Thank you for using the IBEW Local 292 online remittance system. Please print this document and mail payment to the appropriate office for each of the funds listed below.			
	Total Hours	Total Wages	Total Billed
JOURNEYMAN	100.00	\$2,500.00	\$2,251.75
OLD COMMERCIAL APP	150.00	\$3,000.00	\$30.00
2ND PERIOD APP	50.00	\$950.00	\$873.57
	300.00		Total \$3,155.32

The third page of the pdf will list the participants that were reported on.

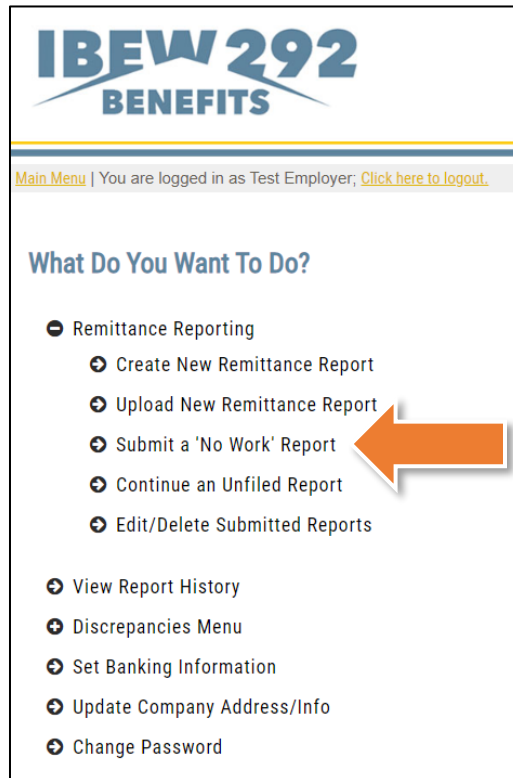
Receipt Number 290												
Test Employer(12345) 123 Main Street Test City,NJ 08054												
Submission Date: 1-29-2020 Payment Date: 1-31-2020 Contract Type: COMMERCIAL METRO COMMERCIAL METRO Contribution month: 12/2019 Period starting: 12-1-2019 Period ending: 12-31-2019												
Employee	Class	NEBF Code	ST Hours	OT Hours	DT Hours	Wage Rate	Wages	401k	Roth	Dues	Reason Code	Reason Date
TEST I, PERSON	C1 - JRNY	1	100.00	0.00	0.00	\$25.00	\$2,500.00	\$0.00	\$0.00	\$81.25		
PERSON 4, TEST	CE - 2ND PERIOD APP	1	50.00	0.00	0.00	\$19.00	\$950.00	\$0.00	\$0.00	\$30.88		
TEST II, PERSON	C6 - OLD COMMERCIAL	1	150.00	0.00	0.00	\$20.00	\$3,000.00	\$0.00	\$0.00	\$0.00		
			300.00	0.00	0.00		\$6,450.00					

If you have any questions or concerns about payments, please contact the Fund Office.

These PDFs are also saved under the “View report history” option from the main menu. The “[Viewing Previously Submitted Reports](#)” section of this documentation also shows how to access this PDF receipt (or the PDF receipts of all reports submitted via this website) at any time.

Submit a 'No Work' Report

If you have no participants to report for a contribution period, you must submit a “No Work” report to stay current. To do so simply choose the option on the Main Menu, “Submit “No Work” Report:”



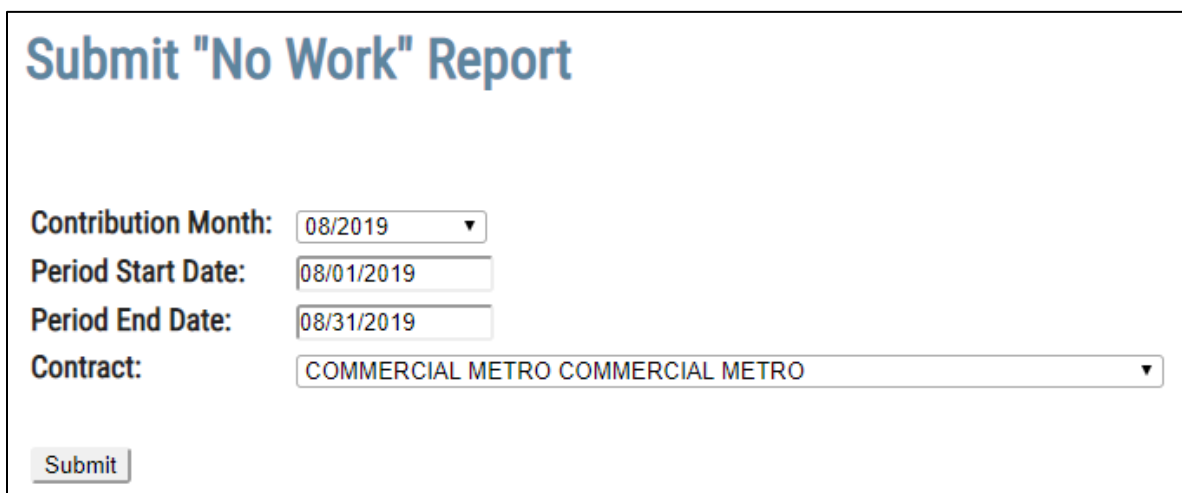
IBEW 292
BENEFITS

[Main Menu](#) | You are logged in as Test Employer; [Click here to logout.](#)

What Do You Want To Do?

- Remittance Reporting
 - Create New Remittance Report
 - Upload New Remittance Report
 - Submit a 'No Work' Report
 - Continue an Unfiled Report
 - Edit/Delete Submitted Reports
- View Report History
- Discrepancies Menu
- Set Banking Information
- Update Company Address/Info
- Change Password

You will then be brought to the “Submit “No Work” Report” page. You will need to select the contribution month and period start and end dates. Then select the contract for which you wish to submit a “No Work” report:



Submit "No Work" Report

Contribution Month: 08/2019 ▼

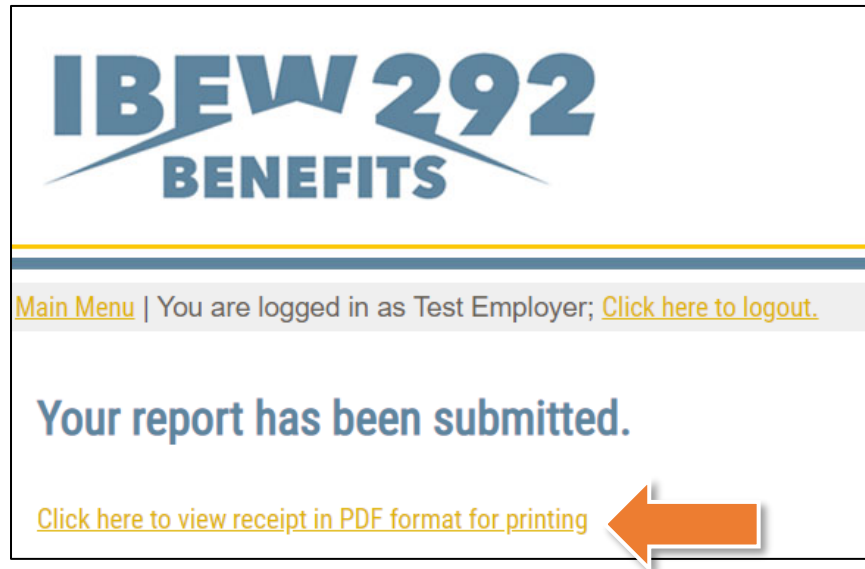
Period Start Date: 08/01/2019

Period End Date: 08/31/2019

Contract: COMMERCIAL METRO COMMERCIAL METRO ▼

Once you have reviewed the details, hit the “Submit” button to submit your “No work” report to the Fund Office.

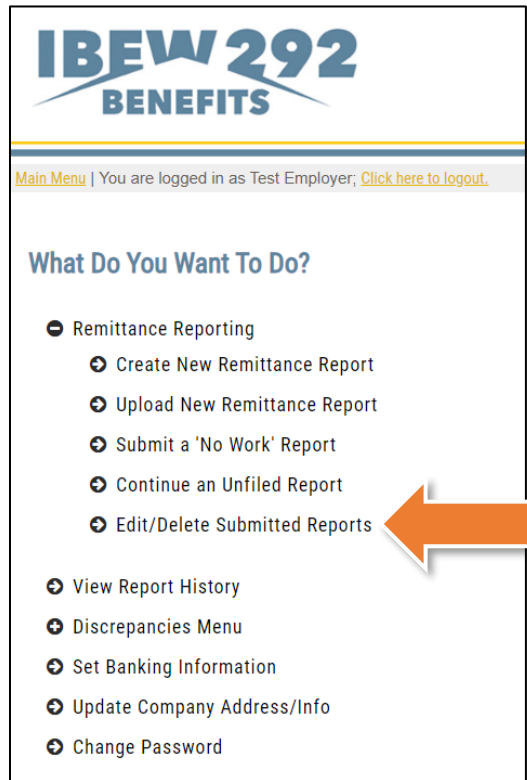
The page will then indicate that your report has been successfully submitted. This page will also provide a link to the PDF receipt for this report:



This PDF receipt can also be accessed at any time via the “View Report History” main menu option. The “[Viewing Previously Submitted Reports](#)” section of this documentation also shows how to access this PDF receipt (or the PDF receipts of all reports submitted via this website) at any time.

Edit or Delete Submitted Reports

From the Main Menu, you have the ability to edit or delete previously submitted reports. To do this, select “Edit or Delete Submitted Reports” and click on the *Continue* button.

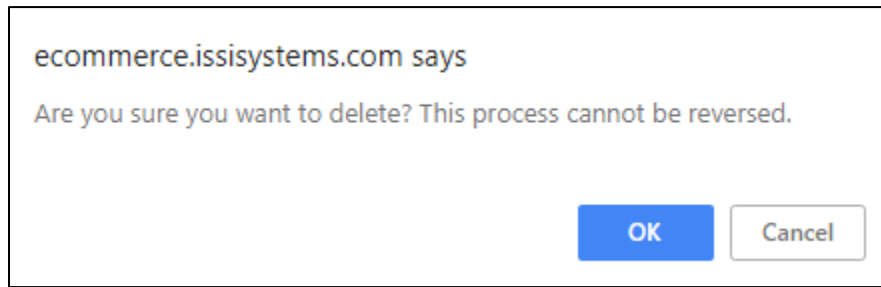


After clicking on the *Continue* button, you will see a table containing all submitted reports yet to be accepted by the fund office. The information included will show: Date Filed, Period Ending, Report Type, Receipt Number, and Amount.

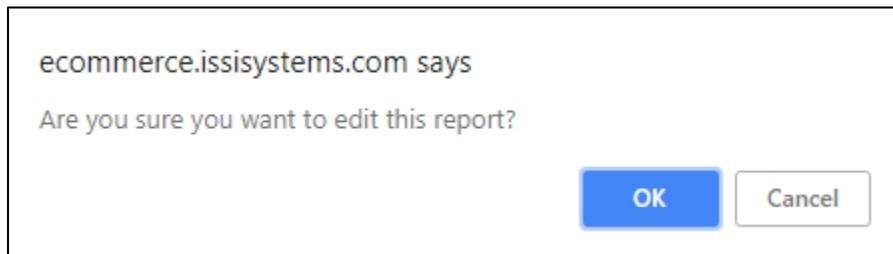
Please note: If payment has been received, you cannot edit or delete the report.

Edit or Delete Reports					
Show	25	▼	entries	Search:	<input type="text"/>
Date Filed	Contribution Month	Report Type	Receipt Nbr	Amount	
01/13/2020	12/2019	HEALTH	198	\$1,291.95	Edit / Delete
01/10/2020	11/2019	LIMITED ENERGY LIMITED ENERGY	191	\$599.28	Edit / Delete
01/10/2020	12/2019	LIMITED ENERGY LIMITED ENERGY	193	\$1,479.28	Edit / Delete
Showing 1 to 3 of 3 entries				Previous	1 Next

On the “Edit or Delete Reports” page, you have the option to edit or delete a submitted report. If you want to delete the submitted report, click on the *Delete* button. A dialogue box will appear confirming your selection. Click the *OK* button to confirm the deletion of the report.

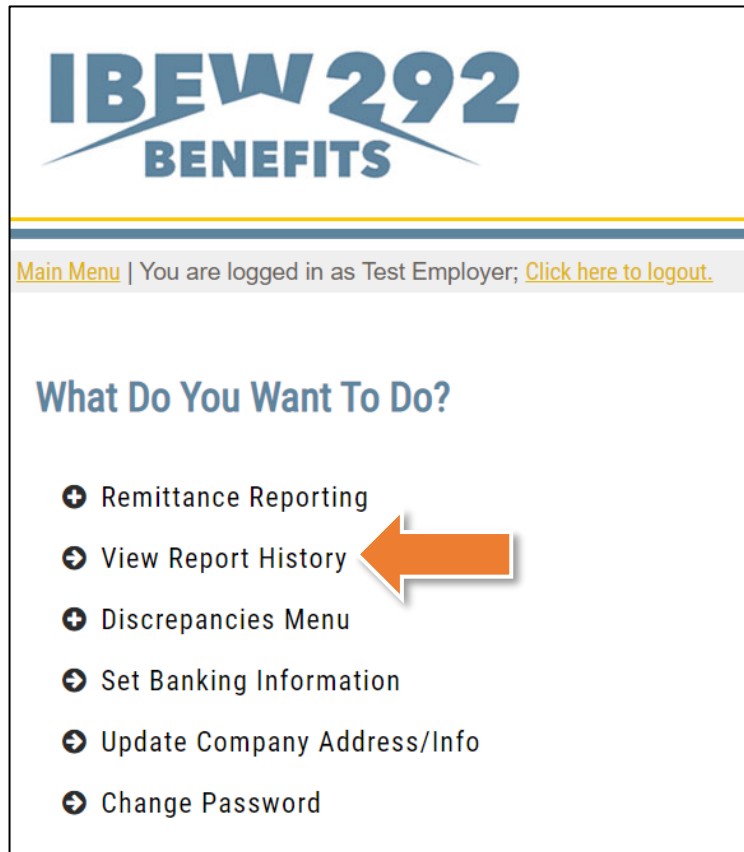


If you want to edit a submitted report, click on the *Edit* button. A dialogue box will appear asking “Are you sure you want to edit this report?” Click *OK*, which will direct you to the “Enter Remittance Report” screen to edit your report.



Viewing Previously Submitted Reports

You can view a history of your previously submitted reports. From the Main Menu, select “View Report History:



On the next screen, you will see a list of all report activity. This table can be sorted by column, just as in the Remittance Entry table. Click on a row to open the corresponding PDF receipt:

Recent Activity

Start Date:
End Date:

Search by:
Check/ACH:

Show entries

Search:

Date Filed	Period Ending	#	Employer	Report Type	Receipt Number	Amount	Voided	UID
2020-01-08 10:03:04	2019-11-00	55555	TEST EMPLOYER	SERVICE RATES WESTCHESTER, PUT	9829	\$13,185.30		TESTEMP
2019-12-19 08:58:15	2019-07-00	55555	TEST EMPLOYER	INDIAN POINT ZONE 1	9855	\$7,302.74		TESTEMP
2019-12-19 08:57:09	2019-07-00	55555	TEST EMPLOYER	100% RATE ZONE 1	9854	\$11,448.18		TESTEMP
2019-12-19 08:55:52	2019-07-00	55555	TEST EMPLOYER	SERVICE RATES WESTCHESTER, PUT	9853	\$13,505.70		TESTEMP
2019-12-13 16:47:07	2019-07-00	55555	TEST EMPLOYER	100% RATE ZONE 1	9852	\$8,912.92		TESTEMP
2019-12-13 16:39:02	2019-07-00	55555	TEST EMPLOYER	100% RATE ZONE 1	9851	\$7,147.03		TESTEMP

Showing 1 to 6 of 6 entries

Previous

1

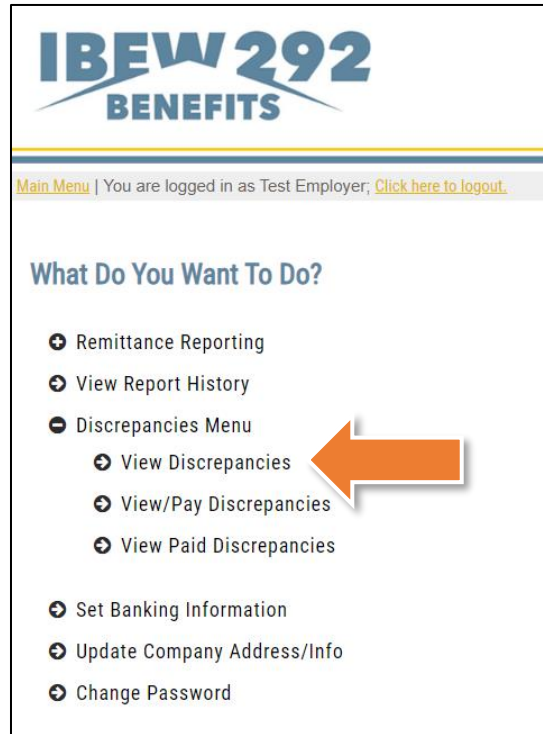
Next

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

Discrepancies

View Discrepancies

If you have any outstanding balances owed on your account, you may view them through ISSi-Remit. From the Main Menu, you can view your current discrepancies, which includes unpaid reports. To do this, select the Discrepancies Menu and click on View Discrepancies to continue.



On the *View Your Discrepancies* screen, a table of all outstanding balances will be displayed. The following information is included in the table:

- Invoice Number
- Receipt type
- Contribution Month
- Receipt Date
- Group Number
- Billed Amount
- Receipt Amount
- Balance Due

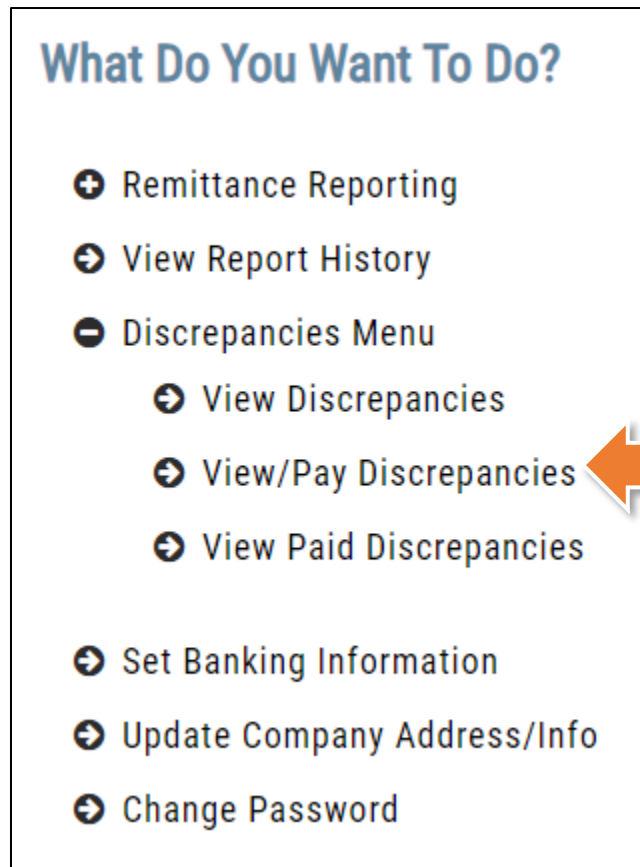
View Your Discrepancies										
Show	10	▼	entries	Search: <input type="text"/>						
Number	Type	Period Ending Date	Receipt Date	Billed Amount	Receipt Amount	Balance Due				
108	DS	12/00/2019	01/17/2020	\$480.00	\$0.00	\$480.00				
109	DS	01/00/2020	02/04/2020	\$282.35	\$0.00	\$282.35				
110	DS	09/00/2019	02/04/2020	\$228.24	\$0.00	\$228.24				
Showing 1 to 3 of 3 entries						Previous	1	Next		

Much like the *Report History Table* and *Remittance Entry Table*, the *Discrepancy Table* is sorted alphabetically or numerically by column, have search functionality for items within the table, and can be controlled in how many entries list per page of the table. Click on the heading you wish to sort by in order to view in either alphabetical or numerical and ascending or descending order.

To pay off any discrepancies you see here, please refer to the next section, *Pay Discrepancies*.

Pay Discrepancies

If you are enrolled as an ACH employer you can pay off your current Discrepancies, or other outstanding balances. To do this, select the “Discrepancies Menu” option Menu and click “View/Pay Discrepancies” to continue.



On the “View/Pay Discrepancies” screen, a table of all outstanding balances will be displayed. Please see the next page for the information included in the table:

Pay Your Outstanding A/R Balances

Voucher Number: 320

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show entries

Search:

Click to Pay	Invoice Number	Receipt Type	Period End Date	Receipt Date	Billed Amount	Receipt Amount	Balance Due	Amount Paid
<input type="checkbox"/>	108	Discrepancy (DS)	20191200	01/17/2020	\$480.00	\$0.00	\$480.00	
<input type="checkbox"/>	109	Discrepancy (DS)	20200100	02/04/2020	\$282.35	\$0.00	\$282.35	
<input type="checkbox"/>	110	Discrepancy (DS)	20190900	02/04/2020	\$228.24	\$0.00	\$228.24	

Total of all Discrepancies:

\$0.00

Showing 1 to 3 of 3 entries

Previous Next

Payment Date: 02/06/2020

- “Click to Pay” column with selectable boxes will allow you to check off payment for specific discrepancies.
- Invoice number
- Receipt type
- Contribution Month
- Receipt Date
- Billed Amount
- Receipt Amount
- Balance Due
- Amount Paid

A voucher # will be generated for tracking purposes of the payment, and a warning will display above the discrepancy table to let you know that no partial payments are accepted; therefore, payments must be made in full.

You may select multiple receipts to pay off at once as the system will automatically tie a unique receipt to each discrepancy or interest charge. The entire transaction will go into the system with the voucher number provided above the table. As you check of the boxes of the discrepancies you would like to pay, the “Amount Paid” column will automatically fill with the paid amount for each receipt and the total amount to be paid in the “Total of all Discrepancies” field.

Pay Your Outstanding A/R Balances

Voucher Number: 320

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show entries Search:

Click to Pay	Invoice Number	Receipt Type	Period End Date	Receipt Date	Billed Amount	Receipt Amount	Balance Due	Amount Paid
<input checked="" type="checkbox"/>	108	Discrepancy (DS)	20191200	01/17/2020	\$480.00	\$0.00	\$480.00	\$480.00
<input type="checkbox"/>	109	Discrepancy (DS)	20200100	02/04/2020	\$282.35	\$0.00	\$282.35	
<input checked="" type="checkbox"/>	110	Discrepancy (DS)	20190900	02/04/2020	\$228.24	\$0.00	\$228.24	\$228.24

Total of all Discrepancies: \$708.24

Showing 1 to 3 of 3 entries Previous Next

Payment Date: 02/06/2020

Once you are ready to submit payment, scroll down to the bottom of the table, where you will see the payment date. **The ACH payment date will always be two business days (excluding Holidays) from the submission date due to bank rules and regulations.** When you are ready to submit payment, you may click on the Submit Payment button. After clicking on the Submit Payment button, you will be directed to the “Discrepancies Paid” screen. This screen will display a table summarizing all of the discrepancies paid, as well as the voucher number. To keep a record of this transaction, you may click on the “Print this page” button underneath the table.

Discrepancies Paid

You have submitted a payment of: \$708.24

Voucher Number: 320

Show entries Search:

Invoice Number	Receipt Type	Period End Date	Receipt Date	Billed Amount	Receipt Amount	Balance Due
108	Discrepancy (DS)	20191200	01/17/2020	\$480.00	\$0.00	\$480.00
110	Discrepancy (DS)	20190900	02/04/2020	\$228.24	\$0.00	\$228.24

Total of all Discrepancies: \$708.24

Showing 1 to 2 of 2 entries Previous Next

View Paid Discrepancies

If you are enrolled as an ACH employer, you can view paid discrepancies. Select the “Discrepancies Menu” option and click on “View Paid Discrepancies” to proceed.



On the “View Your Paid Discrepancies” screen, a table of all paid outstanding balances will display. Every discrepancy listed has either been paid or is a pending payment. If the payment is pending, the paid date column will list “PENDING” for the receipt. Once the discrepancy has been paid (or the ACH file has been sent to the bank), the paid date will then display. The number in the receipt column references an internal receipt that contains the amount received to pay off the specific discrepancy, while the voucher number is the same voucher number the overall transaction went into the system under.

View Your Paid Discrepancies							
Show	10	entries	Search: <input type="text"/>				
Number	Type	Period Ending Date	Receipt Date	Paid	Voucher	Paid Date	
108	DS	12/00/2019	01/17/2020	\$480.00	320	PENDING	
110	DS	09/00/2019	02/04/2020	\$228.24	320	PENDING	
Showing 1 to 2 of 2 entries						Previous	1 Next

Update Company Address/Info

The “Update Employer Address” option allows you to review and change your company’s address and contact information.



On the following screen any information the fund office has on file will be populated. You can change the information provided by clicking on the field and typing your new information in.

Please Note: In order to use the “Forgot Password” link, you must have an email address on file with the fund office.

Update Company Address / Contact Information

Company Address:

Company Name
Test Employer

Street Address*
123 Main Street

Address Line 2

City*
Test City

State*
New Jersey

Zip*
08054

Main Telephone*
(123) 456-7890

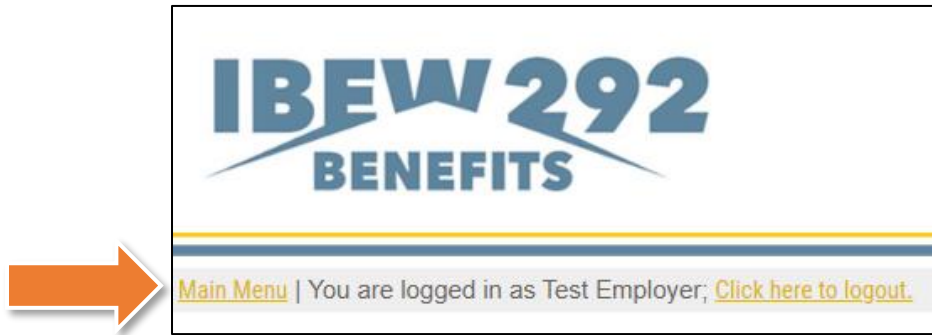
Fax

My Contact Info: + ADD NEW CONTACT

Type	Primary	Description	Email
Email	Yes	Test Contact	test@email.com

SUBMIT

To navigate away from this screen or return to the main menu, please use the link for main menu at the top of the screen.



Upload File Specifications

In order to upload a file to the ISSi-Remit website, you will need to adhere to standardized file specifications. If you do not meet the requirements, you may be unable to upload your file.

File Formats

- The upload file must be in a Comma-Separated Values or Text format. This means .csv and .txt are the only file format extension the site can accept.
- Files with an extension of .pdf or .xls / .xlsx cannot be accepted. If your payroll software is only capable of importing data into a Microsoft Excel file (.xls or .xlsx), then you will need to open the document in Microsoft Excel and then resave the file in a **.csv** format prior to uploading the file.
- The file does not require Header rows.

Fields

- We do not require any leading or trailing zeros for any field.
- If any field contains a comma, dollar sign, or quotation marks, then you must include quotation marks around the entire field. If you prefer, you can include quotation marks around every field in the file.
- The data fields must be in the order outlined below.
- The following fields are required for each reported employee:

Field/Column Sequence	Field/Column Data
Field 1	Member SSN
Field 2	Last Name, First Name, Middle Initial
Field 3	NECA Job Class
Field 4	Rate Per Hour
Field 5	Total Wages
Field 6	Total Hours
Field 7	401k
Field 8	Working Dues
Field 9	International Dues
Field 10	Roth 401k

Logging Out

When you have completed all processing on the ISSi-Remit website, it is important to remember to log out. Do this by clicking the logout link on the horizontal bar above the main screen. The logout link is also available at the top of all other screens:



Questions and Comments

Should you have any questions or comments about processing online remittances using ISSi-Remit, please contact the Fund Office.