



## **Auto Mechanics Local 701**

### **Online Remittance Processing Instructions**



---

# Auto Mechanics Local 701

## Online Remittance Processing Instructions

---


### Contents

Logging In.....	3
Changing Your Password .....	4
Main Menu.....	6
Setting up Optional ACH Payment Information.....	7
Creating a New Remittance Report.....	11
Main Remittance Report Screen – Regular Plan Reports .....	15
Adding a New Employee.....	21
Calculating the Remittance Report.....	24
Main Remittance Report Screen – 401K Reports .....	25
Using Calculate & Save to Complete a Report Later .....	26
Selecting a Payment Method.....	27
Submitting the Report .....	28
PDF Copy of Submitted Report .....	29
Continue Working on an Unfiled Report.....	31
Viewing Previously Submitted Reports.....	33
Logging Out.....	36
Questions and Comments .....	36

## 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.

**Automobile Mechanics' Local 701**  
*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

**WELCOME TO THE AUTO MECHANICS LOCAL 701 BENEFIT FUNDS ONLINE REMITTANCE PROCESSING SYSTEM.**

Please login below to access your account.

User Name:

Password:

Login


The secure server will encrypt your information. You should be using Internet Explorer 6.0 or greater, or Firefox 1.5 or greater.

This web site is maintained by Innovative Software Solutions, Inc.

***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.



### Automobile Mechanics' Local 701

*BENEFIT FUNDS ONLINE REMITTANCE SITE*



361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

## 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 the main menu.](#)

This web site is maintained by Innovative Software Solutions, Inc.


***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).



## Automobile Mechanics' Local 701

*BENEFIT FUNDS ONLINE REMITTANCE SITE*



361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

# PASSWORD CHANGED.

[Click here to return to the main menu.](#)

This web site is maintained by Innovative Software Solutions, Inc.

## Main Menu

You will now be directed to the Main Menu.



The screenshot shows the main menu of the Automobile Mechanics' Local 701 Benefit Funds Online Remittance Site. The header features the Local 701 logo and the site title. Below the header is a navigation bar with the user's login information and a logout link. The main content area is titled "WHAT DO YOU WANT TO DO?" and lists six options with radio buttons: "Create New Remittance Report", "Continue Working on Unfiled Report", "View Report History", "Add Participant", "Set Banking Information", and "Change Password". A "Continue" button is located below the list. The footer contains the website's address and contact information.

**Automobile Mechanics' Local 701**  
*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

**Main Menu** | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

**WHAT DO YOU WANT TO DO?**

- ☒ Create New Remittance Report
- ☐ Continue Working on Unfiled Report
- ☐ View Report History
- ☐ Add Participant
- ☐ Set Banking Information
- ☐ Change Password

This web site is maintained by Innovative Software Solutions, Inc.

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.***



**Automobile Mechanics' Local 701**  
*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

### WHAT DO YOU WANT TO DO?

- ☐ Create New Remittance Report
- ☐ Continue Working on Unfiled Report
- ☐ View Report History
- ☐ Add Participant
- ☒ Set Banking Information
- ☐ Change Password

This web site is maintained by Innovative Software Solutions, Inc.

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.



# Automobile Mechanics' Local 701

BENEFIT FUNDS ONLINE REMITTANCE SITE



361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

## PICK THE COMPANY CODE

- ☒ 32456 - ABC AUTO SALES
- ☐ 32457 - ABC AUTO SALES INC
- ☐ 32458 - ABC AUTO SALES LTD

This web site is maintained by Innovative Software Solutions, Inc.

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.





# Automobile Mechanics' Local 701

*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[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:

Bank Account Number:

Bank Name:

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.](#)

This web site is maintained by Innovative Software Solutions, Inc.

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.

**Automobile Mechanics' Local 701**  
*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

**Main Menu** | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

### WHAT DO YOU WANT TO DO?

- ☒ Create New Remittance Report
- ☐ Continue Working on Unfiled Report
- ☐ View Report History
- ☐ Add Participant
- ☐ Set Banking Information
- ☐ Change Password

This web site is maintained by Innovative Software Solutions, Inc.

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.

**Automobile Mechanics' Local 701**  
*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

Main Menu | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

### SELECT CONTRIBUTION DATE

Select the contribution date you are making a payment for.

6/27/2015 ▾

- 6/27/2015
- 5/30/2015
- 4/25/2015
- 3/28/2015
- 2/28/2015
- 1/31/2015
- 12/31/2014
- 12/27/2014
- 11/29/2014
- 10/25/2014
- 9/27/2014
- 8/30/2014
- 7/31/2014
- 7/26/2014

This web site is maintained by Innovative Software Solutions, Inc.

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



# Automobile Mechanics' Local 701

BENEFIT FUNDS ONLINE REMITTANCE SITE



361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)


## PICK THE COMPANY CODE

- ☒ 32456 - ABC AUTO SALES
- ☐ 32457 - ABC AUTO SALES INC
- ☐ 32458 - ABC AUTO SALES LTD

This web site is maintained by Innovative Software Solutions, Inc.

***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*.



# Automobile Mechanics' Local 701

*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

## PICK THE PLAN

If you have any questions please call the fund office.

☒ PREMIER PLAN

☐ PREMIER PLUS

☐ 401K

Continue

This web site is maintained by Innovative Software Solutions, Inc.

## 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  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
<input type="checkbox"/>	122-22-2222	ZAPIE, PETE	H&W ONLY	03/01/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	211-11-1111	I'CHOCKE, ART	H&W AND PENSION	03/01/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	333-33-3333	ATO, TOM	H&W AND PENSION	02/27/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	444-44-4444	AROLE, CASS	H&W ONLY	04/02/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	666-66-6666	AMI, SAL	H&W AND PENSION	02/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	788-88-8888	ONIE, PEPPER	H&W AND PENSION	04/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="text"/>	<input type="text"/>
Total						0	0	0	0	0.00		

Showing 1 to 1 of 1 entries Previous  Next

#### 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"/>

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.

Page | 15  
Teamsters Local 731 | Online Remittance Processing Instructions

## 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
+	211-11-1111	I'CHOCKE, ART	H&W AND PENSION	03/01/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00		
+	333-33-3333	ATO, TOM	H&W AND PENSION	02/27/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
+	444-44-4444	AROLE, CASS	H&W ONLY	04/02/2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.00		
+	666-66-6666	AMI, SAL	H&W AND PENSION	02/02/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
+	788-88-8888	ONIE, PEPPER	H&W AND PENSION	04/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00		
Total						4	4	4	3	15.00		

Showing 1 to 1 of 1 entries

### NEW EMPLOYEES

SSN	First	MI	Last	Suffix	Add
					Clear

DEATH  
DISABILITY/NON OCC  
FLMA  
PERSONAL LEAVE  
LAYOFF  
NEW  
PROMOTED TO MANAGEMENT  
QUIT  
RETIRED  
RETURN TO WORK  
TERMINATED  
TRANSFER TO NEW COMPANY  
VACATION  
WORK COMP/OCC

Previous 1 Next

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:

## 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
+	211-11-1111	I'CHOCKE, ART	H&W AND PENSION	03/01/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00		
+	333-33-3333	ATO, TOM	H&W AND PENSION	02/27/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
+	444-44-4444	AROLE, CASS	H&W ONLY	04/02/2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.00	DISABILITY/NON OCC	
+	666-66-6666	AMI, SAL	H&W AND PENSION	02/02/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
+	788-88-8888	ONIE, PEPPER	H&W AND PENSION	04/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00		
Total						4	4	4	3	15.00		

Showing 1 to 1 of 1 entries

### NEW EMPLOYEES

SSN	First	MI	Last	Suffix	Add
					Clear

June 2015						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**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:

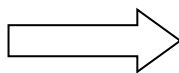
Show 25 entries Search:

	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
<input data-bbox="186 321 207 348" type="button" value="+"/>	122-22-2222	ZAPIE, PETE	H&W ONLY	03/01/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
<input data-bbox="186 352 207 380" type="button" value="+"/>	211-11-1111	I'CHOCKE, ART	H&W AND PENSION	03/01/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00		
<input data-bbox="186 384 207 411" type="button" value="+"/>	333-33-3333	ATO, TOM	H&W AND PENSION	02/27/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
<input data-bbox="186 415 207 443" type="button" value="+"/>	444-44-4444	AROLE, CASS	H&W ONLY	04/02/2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.00	DISABILITY/NON OCC	06/01/2015
<input data-bbox="186 447 207 474" type="button" value="+"/>	666-66-6666	AMI, SAL	H&W AND PENSION	02/02/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00		
<input data-bbox="186 478 207 506" type="button" value="+"/>	788-88-8888	ONIE, PEPPER	H&W AND PENSION H&W ONLY PENSION ONLY	04/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00		
Total						4	4	4	3	15.00		

Showing 1 to 1 of 1 entries Previous  Next

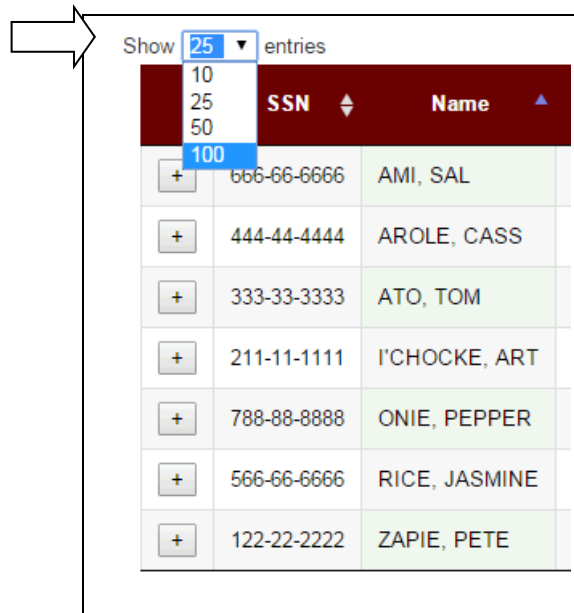
**You have the ability to perform any of the following within the remittance entry table:**

- 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.

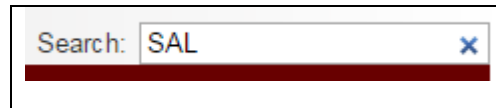


	SSN	Name	Work Type	Hire Date
<input data-bbox="313 1119 350 1146" type="button" value="+"/>	666-66-6666	AMI, SAL	H&W AND PENSION	02/02/2015

- In the upper left hand corner above the table, the Show # Entries controls the number of participant 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:



Show 25 entries											Search: SAL		
	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	
+	666-66-6666	AMI, SAL	H&W AND PENSION	02/02/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00			
Total						6	6	6	5	23.00			
Showing 1 to 1 of 1 entries (filtered from 7 total entries)													
											Previous	1	Next

- 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).

Search:

Status	Status Date
<input type="text"/>	<input type="text"/>
DISABILITY/NON OCC	06/01/2015
<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

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

Week 1 6/6/2015	Week 2 6/13/2015	Week 3 6/20/2015	Week 4 6/27/2015	Total Weeks
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
6	6	6	5	23.00

- 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:

	SSN	Name
+	666-66-6666	AMI, SAL
+	444-44-4444	AROLE, CASS
+	333-33-3333	ATO, TOM
+	211-11-1111	I'CHOCKE, ART
+	788-88-8888	ONIE, PEPPER
+	566-66-6666	RICE, JASMINE
+	122-22-2222	ZAPIE, PETE
Total		

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 first 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.

**NEW EMPLOYEES**

SSN	First	MI	Last	Suffix

AddClear

Calculate and Save

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.

**NEW EMPLOYEES**

SSN	First	MI	Last	Suffix
566-66-6666	JASMINE		RICE	

AddClear

Calculate and Save

If the employee is not an existing member of the Fund Office, 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”.

**NEW EMPLOYEES**

SSN	First	MI	Last	Suffix
633-33-3333				

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.

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 of the Fund Office) 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**

**First Name**  **Middle Name**  **Last Name**

**Date of Birth**

**Gender**  
☐ Male  
☐ Female

**Address**  
**Line 1**  
  
**Line 2**  
  
**City**  
  
**State**  
   
 -   
**Zip Code** **Zip Code Ext.**

**Hire Date**

**Company Code**

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.**  
**Hiredate is required.**  
**Gender is required.**  
**Company Code 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:



**Automobile Mechanics' Local 701**  
*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

**THANK YOU.**

Your changes have been submitted. [Click here to close this window](#)

This web site is maintained by Innovative Software Solutions, Inc.

You can then click on the “Click here to close this window” link to return to your remittance entry table. The new participant’s social, 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.

Calculate and Save

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

	Total Weeks	Total Billed
PENSION	24.00	\$5,520.00
WELFARE	24.00	\$3,816.00
Totals:		\$9,336.00

**COMMENTS**

**PAYMENT METHOD**  

☐ Mail check

☒ Use ACH 

6/10/2015 ▾

Submit Report

This web site is maintained by Innovative Software Solutions, Inc.

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.

**COMMENTS**

Test Comment #1


Test Comment #2

Test Comment #3



## Main Remittance Report Screen – 401K Reports

If you are entering a 401K contributions 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.



### Automobile Mechanics' Local 701

BENEFIT FUNDS ONLINE REMITTANCE SITE

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

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: 401K  
For period ending 4-25-2015  
Receipt Number: 439508

Show  entries Search:

	SSN	Name	401K %	Gross Wages	401K AMT	YTD Gross
<input type="button" value="+"/>	444-44-4444	AROLE, CASS	3.00	0.00	0.00	0.00
<input type="button" value="+"/>	333-33-3333	ATO, TOM	3.00	0.00	0.00	0.00
<input type="button" value="+"/>	211-11-1111	I'CHOCKE, ART	3.00	0.00	0.00	0.00
<input type="button" value="+"/>	122-22-2222	ZAPIE, PETE	3.00	0.00	0.00	0.00
Total				0.00	0.00	0.00

Showing 1 to 4 of 4 entries Previous  Next

### NEW EMPLOYEES

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

Participants under your employment who have enrolled for 401K will pre-populate with name and SSN. The 401K percent deferral they elected will populate. The other fields include Gross Wages, 401K amount, and YTD Gross. Once Gross wages is 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.

## ENTER REMITTANCE REPORT

ABC AUTO SALES  
100 TEST LANE  
JOLIET, IL 60640

Plan: 401K  
For period ending 5-30-2015  
Receipt Number: 439654

Show 25 entries

Search:

SSN	Name	401K %	Gross Wages	401K AMT	YTD Gross
444-44-4444	AROLE, CASS	3.00	1,880.00	56.40	14,000.00
333-33-3333	ATO, TOM	3.00	1,890.00	56.70	14,550.00
211-11-1111	I'CHOCKE, ART	3.00	1,750.00	52.50	15,360.00
122-22-2222	ZAPIE, PETE	3.00	1,940.00	58.20	16,500.00
Total			7,460.00	223.80	60,410.00

Showing 1 to 4 of 4 entries

Previous **1** Next

### 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="button" value="Clear"/>

## 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.



## Automobile Mechanics' Local 701

*BENEFIT FUNDS ONLINE REMITTANCE SITE*



361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

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 31 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 to the Fund Office.

Payment must be made by separate checks written out to each fund and mailed to Automobile Mechanics L701 by or before the 10th of the month.

### PAYMENT METHOD

- ☒ Mail check  
☐ Use ACH 7/29/2015 ▼

Submit Report

If you are reporting for the current contribution period, the default ACH date can be changed to up to the 9<sup>th</sup> of the current month for non 401K reports, the 14<sup>th</sup> for 401K reporting. 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.

If you select any day after the 9th of the month your payment will not be debited until after the 10th and your report will be assessed Charges.


### PAYMENT METHOD

- ☐ Mail check  
☒ Use ACH 7/29/2015 ▼

Submit 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. You will then be brought to a screen confirming that your report has been accepted. The confirmation page will display your voucher number for the remittance (located directly below your address).



### Automobile Mechanics' Local 701

*BENEFIT FUNDS ONLINE REMITTANCE SITE*



361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

## REPORT ACCEPTED

ABC AUTO SALES  
100 TEST LANE  
JOLIET, IL 60640

Receipt Number: 439680  
Plan: PREMIER PLUS  
For period ending 6-27-2015

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

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

[Click here to return to the main menu.](#)

This web site is maintained by Innovative Software Solutions, Inc.

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 33 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

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

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 Participant 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	AML, 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.



### Automobile Mechanics' Local 701

*BENEFIT FUNDS ONLINE REMITTANCE SITE*



361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

**Main Menu** | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

## WHAT DO YOU WANT TO DO?

- ☐ Create New Remittance Report
- ☒ Continue Working on Unfiled Report
- ☐ View Report History
- ☐ Add Participant
- ☐ Set Banking Information
- ☐ Change Password


This web site is maintained by Innovative Software Solutions, Inc.

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.



## Automobile Mechanics' Local 701

BENEFIT FUNDS ONLINE REMITTANCE SITE



361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

Main Menu | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

### SAVED REPORTS

These reports have been saved, but not filed. You may finish them or delete them

- ☐ #439639 PREMIER PLAN 6-27-2015 Company Code # 32457
- ☐ #439653 PREMIER PLUS 6-27-2015 Company Code # 32456
- ☐ #439654 401K 5-30-2015 Company Code # 32458
- ☐ #439646 PREMIER PLUS 6-27-2015 Company Code # 32456


[Click here to return to the main menu.](#)

This web site is maintained by Innovative Software Solutions, Inc.



## 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.



The screenshot shows the main menu of the Automobile Mechanics' Local 701 Benefit Funds Online Remittance Site. The header features the union's logo and a city skyline. Below the header, the user is logged in as 'ABC AUTO SALES' and can click to logout. The main heading is 'WHAT DO YOU WANT TO DO?' followed by a list of options: 'Create New Remittance Report', 'Continue Working on Unfiled Report', 'View Report History' (which is selected), 'Add Participant', 'Set Banking Information', and 'Change Password'. A 'Continue' button is located below the list. The footer states that the website is maintained by Innovative Software Solutions, Inc.

**Automobile Mechanics' Local 701**  
*BENEFIT FUNDS ONLINE REMITTANCE SITE*

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194


[Main Menu](#) | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

### WHAT DO YOU WANT TO DO?

- ☐ Create New Remittance Report
- ☐ Continue Working on Unfiled Report
- ☒ View Report History
- ☐ Add Participant
- ☐ Set Banking Information
- ☐ Change Password

This web site is maintained by Innovative Software Solutions, Inc.

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.



## Automobile Mechanics' Local 701

BENEFIT FUNDS ONLINE REMITTANCE SITE

361 S. Frontage Road Suite 100 | Burr Ridge, IL 60527 | Telephone: (708)-482-0110 | Fax: (708)-482-9194

**Main Menu** | You are logged in as ABC AUTO SALES; [Click here to logout.](#)

### RECENT ACTIVITY

Start Date:  End Date:

Show  entries

Search:

Date Filed	Period Ending	#	Employer	Report Type	Receipt Number	Amount	Voided	UID
2015-07-15 16:35:32	2015-05-30	32456	32456 - ABC AUTO SALES	PREMIER PLUS	439651	\$5091.00		32456
2015-07-15 16:26:50	2015-06-27	32456	32456 - ABC AUTO SALES	PREMIER PLUS	439648	\$2033.00		32456
2015-07-14 08:46:20	2015-06-27	32456	32456 - ABC AUTO SALES	PREMIER PLUS	439642	\$4384.00		32456
2015-07-10 15:41:43	2015-06-27	32456	32456 - ABC AUTO SALES	PREMIER PLUS	439640	\$5304.00		32456
2015-06-16 09:56:58	2015-05-30	32457	32457 - ABC AUTO SALES INC	PREMIER PLUS	439561	\$5835.00		32456
2015-06-16 09:56:29	2015-05-30	32456	32456 - ABC AUTO SALES	401K	439560	\$240.00		32456
2015-06-16 09:55:47	2015-05-30	32458	32458 - ABC AUTO SALES LTD	401K	439559	\$330.00		32456
2015-06-16 09:54:50	2015-04-25	32457	32457 - ABC AUTO SALES INC	HRA ONLY	439558	\$153.76		32456
2015-06-16 09:54:25	2015-04-25	32456	32456 - ABC AUTO SALES	PREMIER PLAN	439557	\$6552.00		32456
2015-06-11 11:23:57	2015-05-30	32456	32456 - ABC AUTO SALES	PREMIER PLUS	439529	\$9725.00		32456

Showing 1 to 10 of 15 entries

Previous 1 2 Next

This web site is maintained by Innovative Software Solutions, Inc.

*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
---------------------	------------	-------	------------------------	--------------	--------	-----------	--	-------

Showing 1 to 10 of 15 entries

Previous 1 2 Next

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.

Date Filed	Period Ending	#	Employer	Report Type	Receipt Number	Amount	Voided	UID
------------	---------------	---	----------	-------------	----------------	--------	--------	-----



- 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.

## RECENT ACTIVITY

Start Date: 
End Date:



- 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.

## RECENT ACTIVITY

Start Date: 
End Date:

Show  entries

Date Filed
Period Ending
#
Employer
Report Type
Receipt Number
Amount
Voided
UID

Search:



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

## RECENT ACTIVITY

Start Date: 
End Date:

Show  entries

Date Filed
Period Ending
#
Employer
Report Type
Receipt Number
Amount
Voided
UID

Search:



- 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**.