Iron Workers District Council of Western New York and Vicinity Benefit Funds

iRemit Online Remittance Instructions

Updated: April 4, 2012

Iron Workers District Council of Western New York and Vicinity Benefit Funds iRemit Online Remittance Processing Instructions
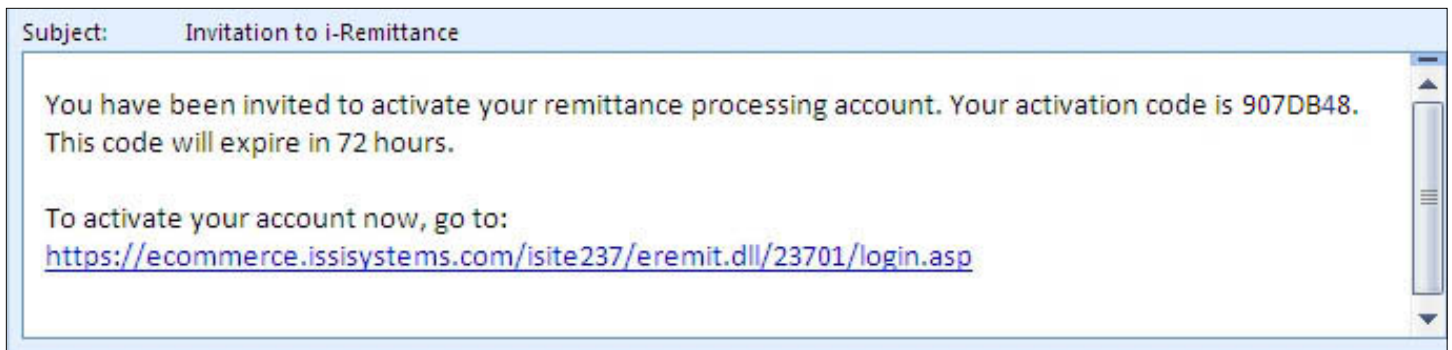
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Email Activation

To use the iRemit website for the first time, you must be activated by the Fund Office. Please contact Tina Schaffer at (585) 424-3510 to obtain your activation code.
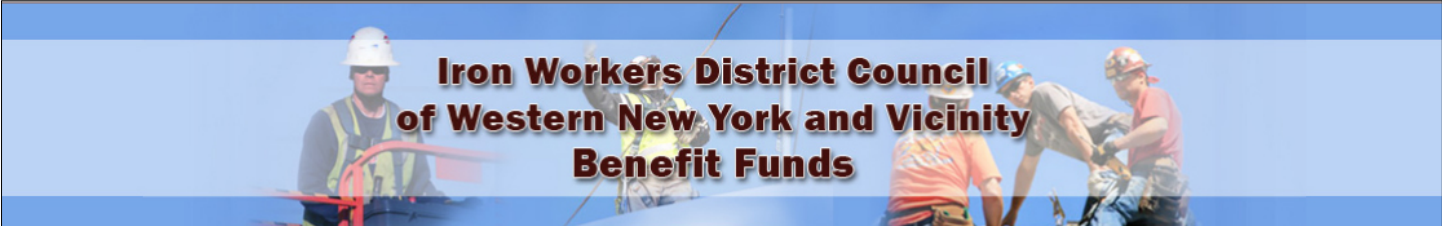
Once the Fund Office has activated you to use the website, you will receive an email invitation to activate your account:

Subject:	Invitation to i-Remittance

You have been invited to activate your remittance processing account. Your activation code is 907DB48. This code will expire in 72 hours.

To activate your account now, go to:
https://ecommerce.issisystems.com/isite237/eremit.dll/23701/login.asp

Click the link in the invitation to navigate to the iRemit login page.

Logging In

Once you reach the iRemit homepage, you will see the screen below. Choose the first option - *I would like to create a new account* - type your activation code exactly as provided in the email, and click the gray Login button:

On the following screen, you will be prompted to create your Login ID (User Name) and Password. Please note that your User Name and Password are *case sensitive.*

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PASSWORDS CANNOT BE RECOVERED
Please write down your user name and password and keep them in a safe place. We cannot recover your password for you. If you lose your password, we will need to create a new account and reactivate with the fund.

Create a new account

Login ID: [ ]
Password: [ ]
Retype Password: [ ]
Email: [ ]
[Submit]

Please note: on subsequent visits to the site, you will no longer need your original activation code. Simply choose the second option on the login page, *I already have an account*, enter the username and password you created, and click the Login button.

If you forget your user name and/or password, contact The Fund Office.

Setting Up Optional ACH Payment Information

On the following page, you will be given the option to enter your bank account information. If you do not wish to enroll in ACH payment processing, enter nothing and follow the link to return to your home page. If you do wish to enroll in ACH, please enter the requested information, and click Submit.
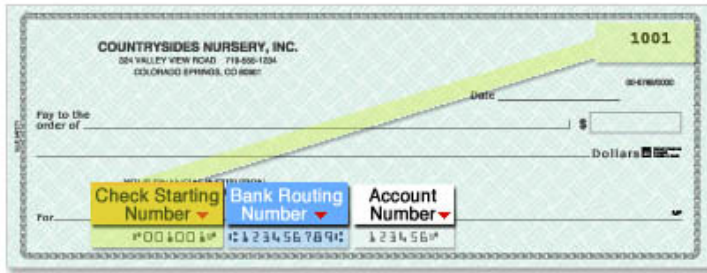
Please note: your banking information must be set up before ACH payment processing is in effect. If you create any remittances prior to setting up your banking information, it will not go through as an ACH payment and you will need to contact the Fund Office or mail in your check.

Once you have successfully added your banking information, you will receive a confirmation screen and a prompt to return to your home page.

Terms of Use Agreement

Once you submit ACH information (or choose not to), you will be prompted to read and agree to the Terms of Use. Check the box to agree to the terms, and click Continue:

Please note: Agreement is mandatory. You will be prompted to agree to terms of use each time you log into the system. You must select *I agree to the terms of use* before selecting the Continue button.

Main Menu

On the main menu, you will see several options:

- ○ **Create new remittance report**: Select this option to create a new remittance report to send to the Fund Office.

- ○ **Continue working on unfiled report**: Select this option if you have previously started and saved a remittance that you wish to finish and file.

- ○ **View report history**: Select this option to view a list of all previously filed and archived reports, which are viewable as PDF documents.

- ○ **Set banking information**: If after your initial iRemit activation you would like to enroll in ACH payment processing, or if you need to change existing banking information, select this option.

- ○ **Change password**: Select this option to change your login password.

Create New Remittance Report

To create a new remittance report, choose the first option on the main menu and click Continue:

You will next be prompted to select your contribution month:

After you click the continue button, you will see the Contracts screen, where you will pick the particular contract you are remitting for:

Main Remittance Report Screen

Once you select a contract and click the Continue button, you will be taken to the main remittance entry screen. Depending on the contract you select, the applicable columns (savings, wages, hours, etc.) will appear. You may then enter the necessary data for each participant. You may also modify the participant's class category by using the drop down menu. A running total of each column will be displayed at the bottom of the table.

Adding a New Employee

If a participant does not appear on the main remittance table but has hours to be reported, you will need to enter their SSN in the New Employees section underneath the main table:

If the Employee is an existing member of the Fund Office, their name will be populated automatically in the name fields, at which point you may click the Add button, and the participant will appear on the main remittance listing above.

If the Employee is not an existing member of the Fund Office, you will be shown a warning notice:

Check to be sure that the social security number has been entered correctly. Type in the first name, middle initial and last name of the employee and click the Add button. The employee will be added to the main table, and you may enter their hours.

Once all hours have been entered for the report, click the Calculate and Save button.

Calculating the Remittance Report

iRemit will then generate Totals boxes, where you can see remittance totals for each Fund:

	Hours	Billed Amount
I.A.P. (INDUSTRY ADV. PROGRAM)	529.00	$37.03
		Total: $37.03

Please note: this is a sample only and the fund totals that appear may vary depending on which contract is selected. If you have any questions about your funds or contracts, contact the Fund Office.

If you notice an error in the calculation, you may go back to the main remittance table and make any necessary modifications.

You also have the option of adding comments in the Comments field, such as the address of a new participant, which will be included along with your report to the Fund Office:

Comments

Comments to the fund office

Comments #2

Comments #3

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 this iRemit session, you may hit the Calculate and Save button [Calculate and Save], and it will save your report to be completed later. You can then either return to your home page by using the Main Menu link at the top of the page, or you can log out by clicking the log out link:
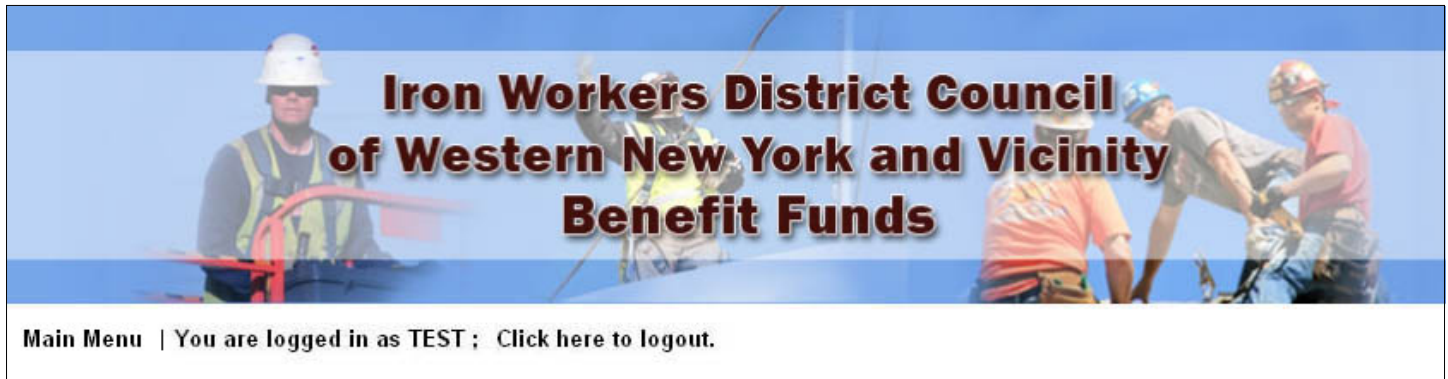
At a later time, you may select the option on the main menu to "Continue working on unfiled report" to finish your remittance. (See page 17 for more information about working on an unfiled report.)

Selecting a Payment Method

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

Submitting the Report

Once you have confirmed the hours and the totals, you may click the Submit Report button to send the report to the Fund Office. ***Once you have submitted the report, you will need to contact the Fund Office if you notice any errors or need to make any changes.***

On the following screen, you will see confirmation of the submission. This confirmation page will display your voucher number for this remittance, located under your address, and will also display the same fund totals from the previous screen.

To view or print your report in PDF format, click the first link.

PDF Copy of Submitted Report

The PDF will have Fund Contribution totals broken out, as well as a listing of the participants and any comments that may have been included on the main remittance page. You have the ability to save a copy of this PDF report, and may also print copies to mail along with your remittance to the Fund Office.

iRemit Report Confirmation

Receipt# 71083

TEST CORP.
12345 MAIN STREET
NIAGARA FALLS,NY 14304-2145

Submission Date: 11-4-2010
Contract Type: LOCAL 6 (BUFFALO) JOURNEYMAN & 2ND, 3RD, 4TH YR APPRENTICES
Contribution month: 9/2010

Your report of $37.03 has been submitted and your receipt number is 71083. Thank you for using the IRONWORKERS DISTRICT COUNCIL OF WESTERN NEW YORK AND VICINITY iRemit system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this iRemit.

	Hours	Billed Amount
I.A.P. (INDUSTRY ADV. PROGRAM)	529.00	$37.03
		Total $37.03

Receipt# 71083

TEST CORP.
12345 MAIN STREET
NIAGARA FALLS,NY 14304-2145

Submission Date: 11-4-2010
Contract Type: LOCAL 6 (BUFFALO) JOURNEYMAN & 2ND, 3RD, 4TH YR APPRENTICES
Contribution month: 9/2010

Employee	Class	Hours
BEESLY, PAM	JOURNEYMAN	120.00
BERNARD, ANDREW	JOURNEYMAN	62.00
HALPERT, JIM	JOURNEYMAN	187.00
SCOTT, MICHAEL	JOURNEYMAN	50.00
SHRUTE, DWIGHT	JOURNEYMAN	110.00
		529.00

Continue an Unfiled Report

If you decided to calculate and save a previous report and now need to go back and complete that report, you may do so from the main menu. Select the option Continue working on unfiled report and click the continue button.
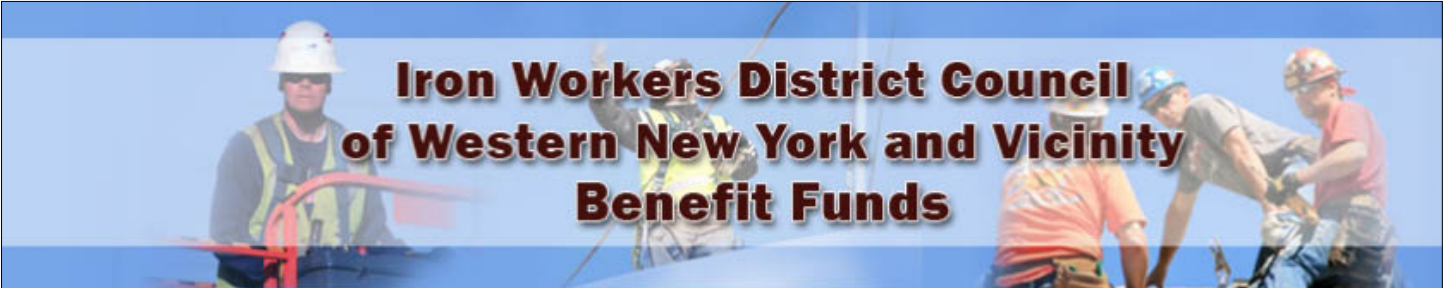
On the next screen, you will see a list of reports that have been saved but have not yet been submitted. On this page, you have the option of either deleting a particular report or completing and submitting the report. If you select the delete button, you will be taken to a screen confirming that your report has been deleted. If you click the Continue button, you will be brought to the main remittance screen to continue your report.

Viewing Previously Submitted Reports

From the main menu, you are able to view your report history of previously submitted reports. From the main menu, select **View Report History** and click the continue button.

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

Date Filed	Contribution Month	Report Type	Receipt	Amount	Voided
11-4-2010 16:28:50	10-1-2010	LOCAL 33 (ROCHESTER) - 1ST YEAR APPRENTICE	71085	4,463.29	
11-4-2010 10:32:10	9-1-2010	LOCAL 6 (BUFFALO) JOURNEYMAN & 2ND, 3RD, 4TH YR APPRENTICES	71083	37.03	
10-29-2010 08:17:35	9-1-2010	LOCAL 12 (ALBANY) - JOURNEYMAN, APPRENTICE 2, 3, 4	71078	8,015.65	
9-29-2010 16:53:47	8-1-2010	LOCAL 12 (ALBANY) - JOURNEYMAN, APPRENTICE 2, 3, 4	71068	422.22	
9-28-2010 14:52:03	8-1-2010	LOCAL 440 (UTICA) - JOURNEYMAN, APPRENTICE 2, 3, 4	71067	7,061.98	
9-28-2010 13:57:11	8-1-2010	LOCAL 440 (UTICA) - 1ST YEAR APPRENTICE	71062	3,281.64	

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

You also have the option of an advanced search to search within a specific date range.

Select "click here to use advanced search."

Input the date range and click the submit button.

Change Your Password

To change your password, choose the "Change password" option from the Main Menu:

You will be asked to enter your old password, then you must choose a new password and enter it twice to verify.

Once you have typed in your new password, click the Submit button. On the next screen you will receive confirmation that your password has been changed. You may click on the link at the bottom of the page to return to your home page.
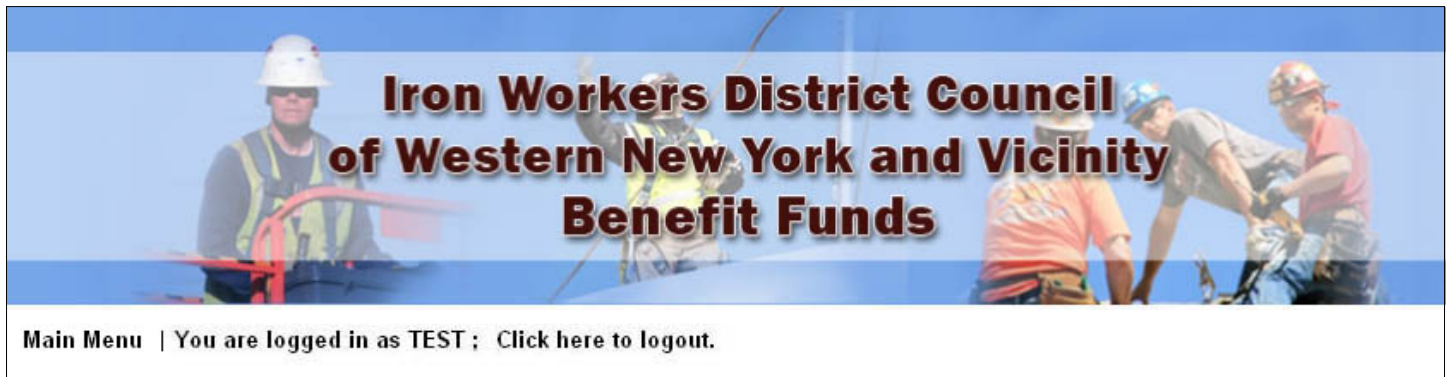

Logging Out

When you have completed all processing on the iRemit website, it is important to remember to log out. Do this by clicking the logout link on the horizontal bar above the main screen:

Questions and Comments

Should you have any questions or comments about processing online remittances using iRemit, please contact the Fund Office at **585-424-3510.**