

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

iRemit Online Remittance Instructions

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

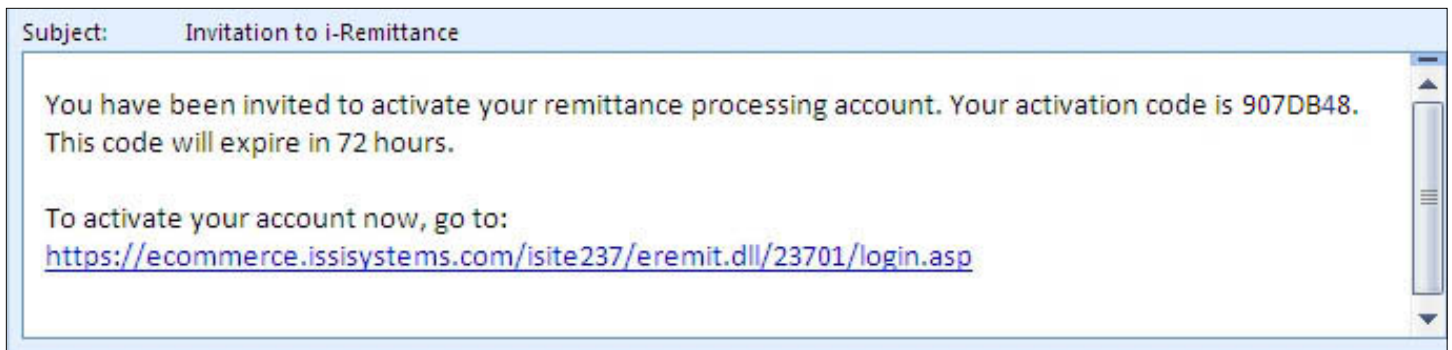
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Email Activation

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.

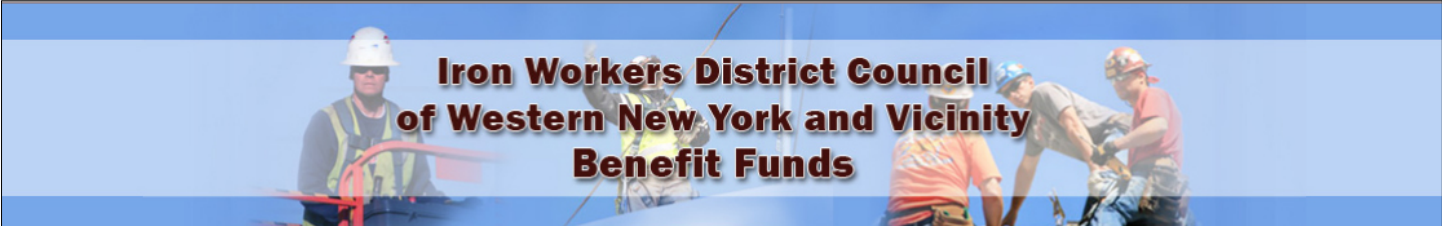
Once the Fund Office has activated you to use the website, you will receive an email invitation to activate your account:



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:



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

Welcome to the IRONWORKERS DISTRICT COUNCIL OF WESTERN NEW YORK AND VICINITY online remittance processing system.
Please login below to access your account.

I would like to create a new account
Create an account to manage your financial obligations on-line. Please contact Sue Garrad at (585) 424-3510 to obtain your activation code.
Activation Code:

I already have an account
User Name:
Password:

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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**.



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:

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.

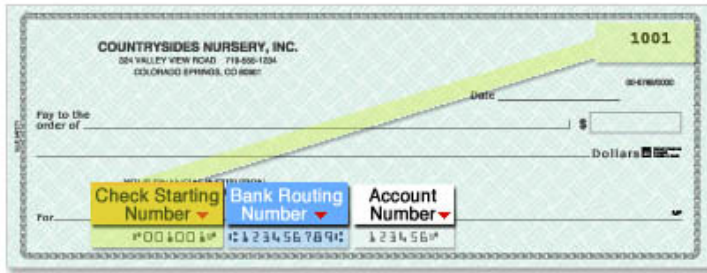
If you forget your user name and/or password, contact The Fund Office.

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.

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 your home page](#)

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.

Change accepted

Your banking information has been updated.

[Click here 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:



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

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

Agree to terms of use

Please read the terms of use carefully and give your assent before continuing.

The Employer subscribes and agrees to become bound by the terms and conditions of the Agreements and Declarations of Trust creating the Iron Workers District Council of Western New York and Vicinity Pension and Welfare Funds, and any Amendments thereof and any Policies adopted thereunder and authorizes, ratifies and accepts the appointment of the Employer Trustees and the successors as full and completely as if made by the Employer and agrees to make the contributions required by the prevailing area bargaining agreement between the union contractors of the area and the Union representing the employers listed herein. The Employer also certifies that none of the persons listed herein is a sole proprietor, partner or self-employed individual.

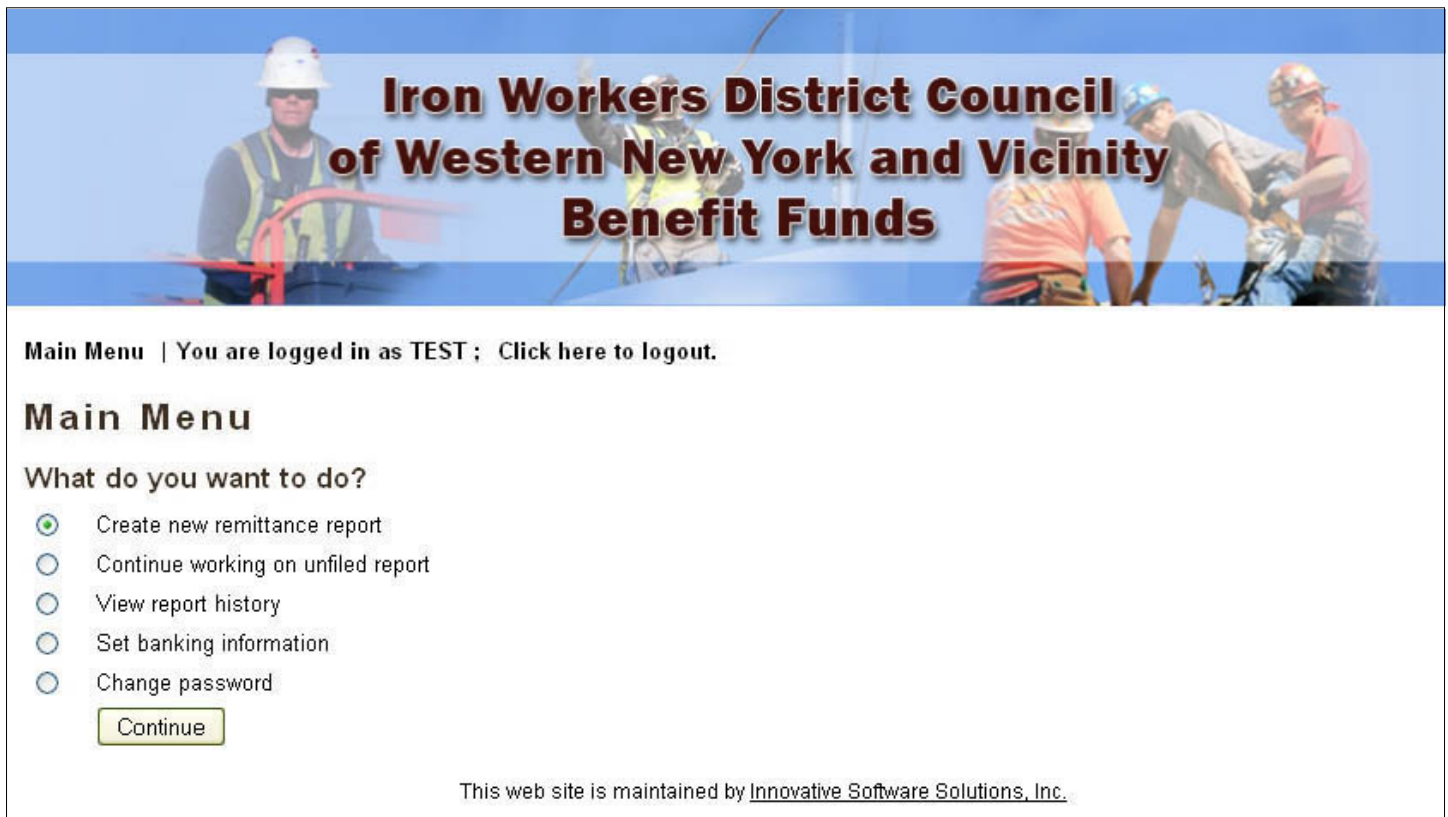
I agree to the terms of use.

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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:



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

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

Main Menu

What do you want to do?


- Create new remittance report
- Continue working on unfiled report
- View report history
- Set banking information
- Change password

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- **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:



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Main Menu

What do you want to do?

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You will next be prompted to select your contribution month:



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Select contribution month

Select the contribution month you are making a payment for.

9 - September ▼ 2010 ▼

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



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Pick the Contract Type

If you have any questions please call the fund office.

- LOCAL 6 (BUFFALO) JOURNEYMAN & 2ND, 3RD, 4TH YR APPRENTICES
- LOCAL 9 (NIAGARA FALLS) - JOURNEYMAN, APPRENTICE 2, 3, 4
- LOCAL 9 (NIAGARA FALLS) 1ST YEAR APPRENTICE
- LOCAL 12 (ALBANY) - JOURNEYMAN, APPRENTICE 2, 3, 4
- LOCAL 12 (ALBANY) - 1ST YEAR APPRENTICE
- LOCAL 33 (ROCHESTER) - JOURNEYMAN, APPRENTICE 2, 3, 4
- LOCAL 33 (ROCHESTER) - 1ST YEAR APPRENTICE
- LOCAL 60 (SYRACUSE) - JOURNEYMAN, APPRENTICE 2, 3, 4
- LOCAL 60 (SYRACUSE) - 1ST YEAR APPRENTICE

[Continue](#)

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.



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

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

Enter remittance report

TEST CORP.
12345 MAIN STREET
NIAGARA FALLS, NY 14304-2145
Contract Type: LOCAL 6 (BUFFALO) JOURNEYMAN & 2ND, 3RD, 4TH YR APPRENTICES
Contribution month: 9/2010
Voucher number: 71083

SSN	Name	Class	Hours
111-11-1111	BEESLY, PAM	JOURNEYMAN	120.00
222-22-2222	BERNARD, ANDREW	JOURNEYMAN	62.00
333-33-3333	HALPERT, JIM	JOURNEYMAN	187.00
444-44-4444	SCOTT, MICHAEL	JOURNEYMAN	50.00
555-55-5555	SHRUTE, DWIGHT	JOURNEYMAN	110.00
Total			529.00

New employees

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

Please note: If you have previously used iRemit, this listing will be pre-populated with participant data (name and SSN) from your prior report.

If this is your first time using iRemit, you will not see any information pre-populated, and you will need to add participants in the New Employees table. See the section below about adding a new employee.

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:

New employees					
SSN	First	MI	Last	Suffix	
123-45-6789	KAREN		FILIPPELLI		<input type="button" value="Add"/>
					<input type="button" value="Clear"/>

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:

New employees					
SSN	First	MI	Last	Suffix	
999-99-9999					<input type="button" value="Add"/>
					<input type="button" value="Clear"/>

Warning: That number does not match our records. If this is a new employee please continue, otherwise verify the number and re-enter. For a new employee you are required to provide first and last names.

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:

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.

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

Comments

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

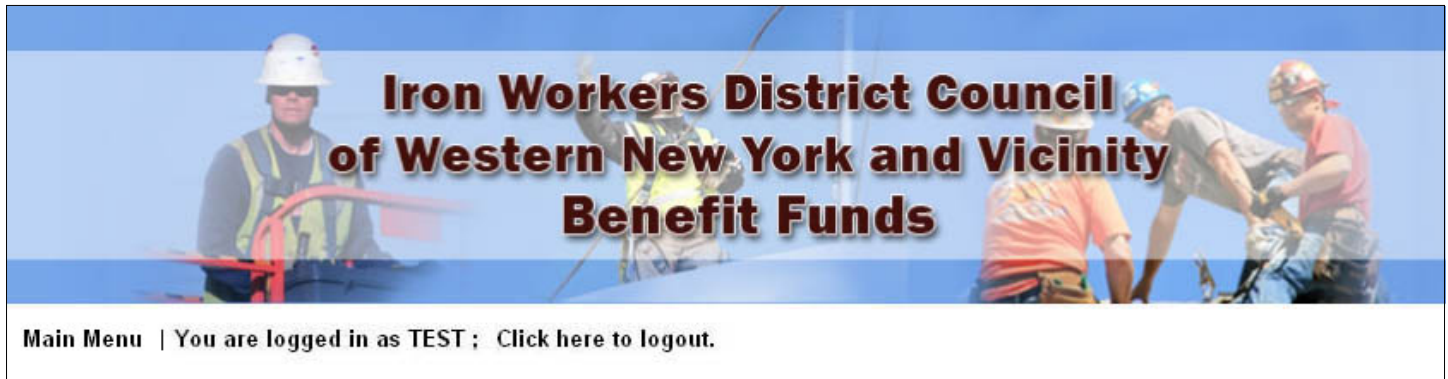
Comments to the fund office

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 , 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.

REPORT ACCEPTED

TEST CORP.
12345 MAIN STREET
NIAGARA FALLS, NY 14304-2145
Voucher number: 71083
Contract Type: LOCAL 6 (BUFFALO) JOURNEYMAN & 2ND, 3RD, 4TH YR APPRENTICES
Contribution month: 9/2010

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

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

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

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
BEESEY, 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.



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

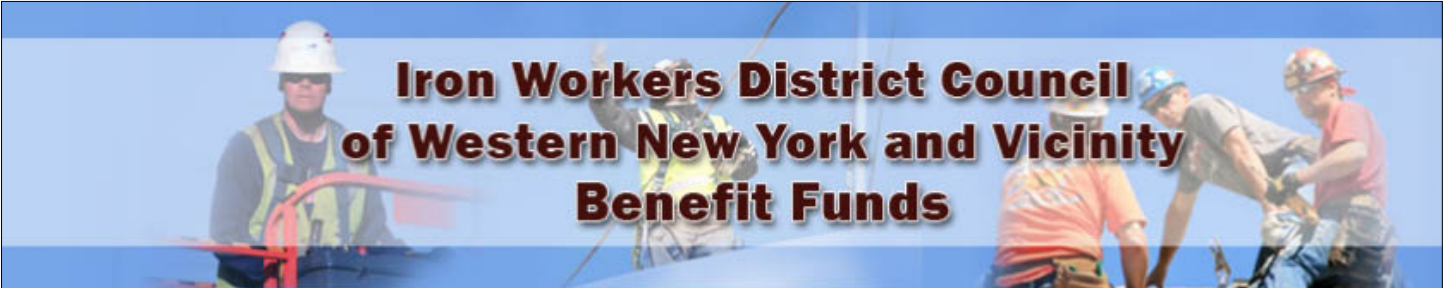
Main Menu

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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.



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

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Saved Reports

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


- #72657 LOCAL 6 (BUFFALO) JOURNEYMAN & 2ND, 3RD, 4TH YR APPRENTICES 9/2010
- #72658 LOCAL 9 (NIAGARA FALLS) - JOURNEYMAN, APPRENTICE 2, 3, 4 8/2010
- #72659 LOCAL 9 (NIAGARA FALLS) 1ST YEAR APPRENTICE 8/2010
- #72660 LOCAL 33 (ROCHESTER) - JOURNEYMAN, APPRENTICE 2, 3, 4 10/2010
- #71090 LOCAL 33 (ROCHESTER) - 1ST YEAR APPRENTICE 9/2010

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

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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.



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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.



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

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

Recent Activity


Below are the most recent reports filed by you. You can also [click here to used advanced search](#)

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."



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Below are the most recent reports filed by you. You can also [click here to use advanced search](#)

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	

Input the date range and click the submit button.



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

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Advanced Search


Search for employer reports based on dates and employer.

From:

To:

Change Your Password

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



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

Change Password

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

Old Password:

New Password:

Retype Password:

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.

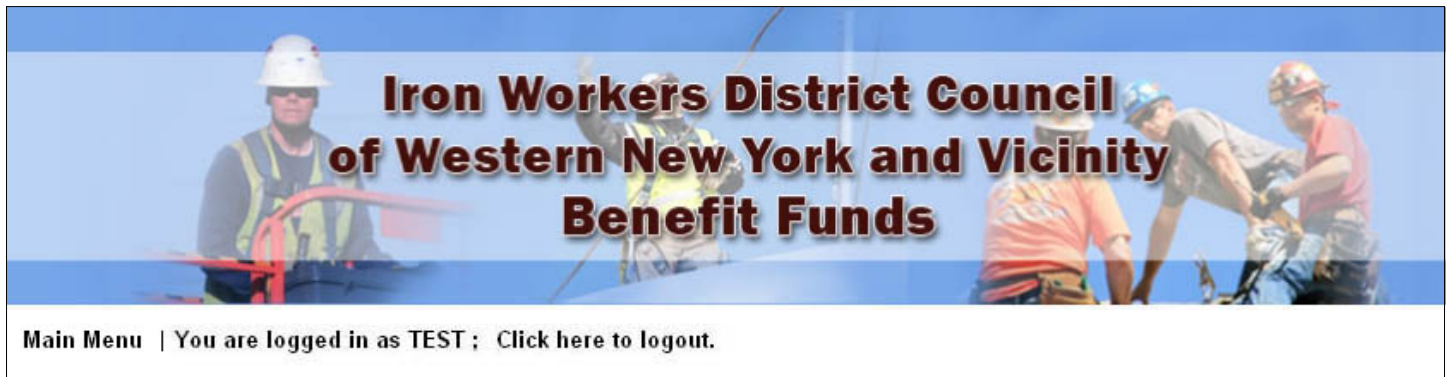
Password Changed

Your password has been changed.

[Click here 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**.