Plumbers and Steamfitters Local 486 Electronic Contribution Website User Manual

This guide is intended to show you the quick and easy way to enter contributions using your new contributions website. This guide will walk you through the following:

- How to process a new contribution form

- How to process payments via ACH

- How to modify a saved contribution form

- How to upload a file to the electronic contributions site using a CSV File

- How to copy/modify a previous contribution form

- How to view and delete contribution forms

- How to pay multiple saved invoices

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Web Address:
www.abatement207employers.org

Plumbers and Steamfitters Local 486 Combined Funds

Home	Electronic Contribution	Employer Information	News	Contact Us

Introduction

You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

News / Events

No news is available.

- **To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the "Create an Account" option in the top right corner of the website, where you will create a user name and password for your account.**

- **If you have any difficulty when creating your account, please call (248) 641-4907 or (800) 772-0459, where someone will assist you.**

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Let's Get Started

Plumbers and Steamfitters Local 486 Combined Funds

My Profile   Logout

Welcome Democontractor   Last Signed In: Thursday, December 12, 2024

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Introduction

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If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

Saved to this PC

News / Events

No news is available.

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

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Processing Contributions

- **Enter New Contribution** – This allows manual entry of your contribution form

- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form

- **Upload Contribution File** – Allows you to upload a data file exported from your payroll system (.CSV or .TXT format) directly to the website

- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month's submitted contribution form and copy the information to the current month's contribution form

Entering a New Form

1. **Select the <u>Contractor</u>: If you only submit contributions for one contractor, that contractor will show by default and you won't have other contractors to select from. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors you submit for will show, from which you can select the desired contractor.**
2. **Select a <u>Work Start Date</u> and <u>Work End Date</u>. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.**
3. **Select <u>Enter New Contribution</u>.**
4. **The contribution type should always be <u>Regular Contribution</u>.**
5. **Select the appropriate <u>CBA</u> based on the work you are reporting. This will pull the fringe rates for that CBA.**
6. **To report no work, please check the "Report no Hours" box.**
7. **Finally, click <u>Submit</u> to begin entry.**

Enter a New Form - Contribution Entry

Welcome Democontractor

| Home | Electronic Contribution | Contribution Payment | Employer Information | News |

Contribution Entry Form

Contribution Batch

Contractor Name:	████████████		**Contractor Number:**	2515
Batch Number:	CW25-00000005		**Work End Date:**	02/28/2025
CBA:	MWFAA - Master Wage & Fringe Agreement Appendix A			

🖉 Rate Inquiry   ⊕ Add Employee   ⊗ Delete Employee   💾 Save and Complete Later   📄 Calculate Contribution   ⊘ Cancel

*Contact the Benefit Office to add new Work Classifications.
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime Hours	Double Time Hours	NonWorked Hours	Gross Wages	Employee 401K	Vacation	Delete?
2	123456789	APPRENTICE 1ST YEAR	TEST		TEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	☐
3		APPRENTICE 1ST YEAR				0.00	0.00	0.00	0.00	0.00	0.00	0.00	☐

- **This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee's line and click Delete Employee.**

- **Select the Work Class associated with each employee being entered.**

- **Enter the Regular Hours, Overtime Hours, Double Time, NonWorked Hours (vacation and holiday hours), Gross Wages, and 401K amounts in the appropriate fields.**

- **Click Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.**

- **Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:**

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Enter a New Form – Calculate Contributions

Process Contribution

Contribution Batch

Contractor Name:	▓▓▓▓▓▓▓▓▓▓
Batch Number:	CW25-00000005
CBA:	MWFAA - Master Wage & Fringe Agreement Appendix A

Contractor Number:	2515
Work End Date:	02/28/2025

Contractor Contribution Details:

Work Class	Contractor	Regular Hours	Overtime Hours	Double Time Hours	NonWorked Hours	Gross Wages	Employee 401K	Vacation	Amount	
Apprentice 1st Year	EXCEL MECHANICAL CONTRACTORS LLC	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	$1,525.20	View Details
TOTAL		**85.00**	**10.00**	**5.00**	**10.00**	**2,000.00**	**200.00**	**200.00**	**$1,525.20**	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime Hours	Double Time Hours	NonWorked Hours	Gross Wages	Employee 401K	Vacation	Amount	
123456789	Apprentice 1st Year	TEST		TEST	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	$1,525.20	View Details
TOTAL					**85.00**	**10.00**	**5.00**	**10.00**	**$2,000.00**	**200.00**	**200.00**	**$1,525.20**	

[Back] [Finalize Contribution] [Cancel]

- **The <u>View Details</u> link under Contractor Contribution Details will show you a breakdown of all calculated fringes**
  - **See next page**
- **The <u>View Details</u> link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.**
  - **See page after next**
- **Use the <u>Back</u> button to return to the prior screen if you'd like to adjust work details for any employee. *At no time* should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.**
- **When all the information you've entered is correct, click the <u>Finalize Contribution</u> button. Note: once you've clicked <u>Finalize Contribution</u>, you cannot go back and make changes.**

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Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: ████████████████████

Fund Name	Units	Basis	Rates	Amount
H&W	100.00	Hours Worked	5.07000	$507.00
PEN	100.00	Hours Worked	3.90000	$390.00
TRAIN	100.00	Hours Worked	2.14000	$214.00
ITF	100.00	Hours Worked	0.10000	$10.00
IND	100.00	Hours Worked	0.42000	$42.00
SAV	100.00	Hours Worked	0.00000	$0.00
SAA	120.00	Hours Paid	0.00000	$0.00
401K	200.00	Employee 401K	1.00000	$200.00
DUES	120.00	Hours Paid	0.81000	$97.20
JOB	100.00	Hours Worked	0.50000	$50.00
BUILD	100.00	Hours Worked	0.05000	$5.00
IOF	100.00	Hours Worked	0.10000	$10.00
TMH	100.00	Hours Worked	0.00000	$0.00
UA PAC	0.00	Split	0.00000	$0.00
L486 PAC	0.00	Split	0.00000	$0.00
				Total: $1,525.20

[Close]

- **This screen will display the Contractor Details**

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Enter a New Form - Contractor Details

Employee Contribution Details

First Name: TEST   **Last Name:** TEST

Fund	Units	Basis	Rate	Amount
401K	200.00	Employee 401K	1.00000	$200.00
UA PAC	0.00	Split	0.00000	$0.00
L486 PAC	0.00	Split	0.00000	$0.00
H&W	100.00	Hours Worked	5.07000	$507.00
PEN	100.00	Hours Worked	3.90000	$390.00
TRAIN	100.00	Hours Worked	2.14000	$214.00
TMH	100.00	Hours Worked	0.00000	$0.00
ITF	100.00	Hours Worked	0.10000	$10.00
IND	100.00	Hours Worked	0.42000	$42.00
SAV	100.00	Hours Worked	0.00000	$0.00
JOB	100.00	Hours Worked	0.50000	$50.00
BUILD	100.00	Hours Worked	0.05000	$5.00
IOF	100.00	Hours Worked	0.10000	$10.00
SAA	120.00	Hours Paid	0.00000	$0.00
DUES	120.00	Hours Paid	0.81000	$97.20
				Total: $1,525.20

Close

- **This screen will display the individual Employee details**

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Enter a New Form - Finalize Contributions

INVOICE # CW25-00000003

Your Calculated Contributions for work ending 02/28/2025:	$1,525.20
Remittance Amount Due:	$1,525.20
Invoice #:	CW25-00000003 * PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK(S).
Invoice Date:	03/17/2025

[Pay Now] [Print Invoice] [Done]

Amount Due:

Work Class	Fund	Fund Code	Regular Hours	Overtime Hours	Double Time Hours	NonWorked Hours	Gross Wages	Employee 401K	Vacation	Calc Hrs	Basis	Rate	Amount
Apprentice 1st Year	H&W	H&W	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	5.07000	$507.00
Apprentice 1st Year	PEN	PEN	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	3.90000	$390.00
Apprentice 1st Year	TRAIN	TRAIN	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	2.14000	$214.00
Apprentice 1st Year	ITF	ITF	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	0.10000	$10.00
Apprentice 1st Year	IND	IND	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	0.42000	$42.00
Apprentice 1st Year	SAV	SAV	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	0.00000	$0.00
Apprentice 1st Year	SAA	SAA	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	120.00	Hours Paid	0.00000	$0.00
Apprentice 1st Year	401K	401K	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	200.00	Employee 401K	1.00000	$200.00
Apprentice 1st Year	DUES	DUES	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	120.00	Hours Paid	0.81000	$97.20
Apprentice 1st Year	JOB	JTP	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	0.50000	$50.00
Apprentice 1st Year	BUILD	BUILD	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	0.05000	$5.00
Apprentice 1st Year	IOF	IOF	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	0.10000	$10.00
Apprentice 1st Year	TMH	TMH	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	100.00	Hours Worked	0.00000	$0.00
Apprentice 1st Year	UA PAC	UAPAC	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	0.00	Split	0.00000	$0.00
Apprentice 1st Year	L486 PAC	LPAC	85.00	10.00	5.00	10.00	2,000.00	200.00	200.00	0.00	Split	0.00000	$0.00
TOTAL													**$1,525.20**

- **Clicking Finalize Contribution will take you to the above screen, which gives the below options.**
  - **Pay Now** – Takes you to the next step so you can remit payment via ACH or Check
  - **Print Invoice** – Use this option to print a copy of the invoice for your records
  - **Done** - Use this option to enter another contribution form before making your payment

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Enter a New Form - Pay Invoice(s)

- **After selecting <u>Pay Now</u>, you will be taken to the Pending Payment page which will show all contribution forms entered on the website that have not yet been paid. Here, you will select the open invoice(s) you would like to remit payment for (via ACH or Check).**
- **Once you check the box(es) to the left of the invoice(s) desired, click the <u>Select Invoice</u> button.**

Enter a New Form - Pay Invoice(s)

- **After clicking Select Invoice, the invoice(s) you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).**

- **If the amount is correct, click Make Payment.**
  - **Use the Edit Selection option if you selected the wrong invoice(s). This will allow you to change your selections.**

Enter a New Form - Pay Invoice(s)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-00000005	11/30/2024	Baltimore Region	BENESYS	$1,732.70
TOTAL				**$1,732.70**

Total Invoice Amount : $1,732.70

Invoice Adjustment Amount: $0.00

Total Amount Due: $1,732.70

Adjustment Reason:

Pay By: ⦿ ACH(Online) ○ Check

[Submit] [Cancel] [Back]

- **Clicking <u>Make Payment</u> takes you to the above screen showing the invoice(s) you've selected and the total amount due.**
- **Option to adjust amount being paid**
  - **Use the <u>Invoice Adjustment Amount</u> field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your <u>Total Amount Due</u>.**
  - **When an adjustment amount is entered, you are required to also enter the reason for the adjustment in the <u>Adjustment Reason</u> box (e.g. Liquidated Damages or Over/Under payment from a prior period).**

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Enter a New Form - Pay Invoice(s)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-00000005	11/30/2024	Baltimore Region	BENESYS	$1,732.70
TOTAL				**$1,732.70**

Total Invoice Amount : $1,732.70

Invoice Adjustment Amount: $0.00

Total Amount Due: $1,732.70

Adjustment Reason:

Pay By: ◉ ACH(Online)   ○ Check

[Submit]   [Cancel]   [Back]

- **Now select your Pay By type**
  - o **If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).**
    - ▪ **First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.**
    - • **This information will be saved for future contributions and only needs to be updated if it has changed.**

Select Contractor: ▮▮▮▮▮ INC

* **Routing Number:**

* **Bank Account Number:**

* **Account Type:**   ◉ Checking   ○ Saving

Bank Name:

W2KFJG

[Get New Image]

* Please enter the characters as shown in the image.

[Submit]   [Cancel]

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Enter a New Form - Pay Invoice(s)

ACH Payment

In accordance with the Collection Procedures, contribution reports and payments are due on the last day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Plumbers and Steamfitters Local 486, all payments received past the due date are subject to liquidated damages and interest assessments ranging from 6% to 20%, depending on the fringe fund, until delinquent contributions are paid in full.

> **Total Amount Due:** $1,732.70
> **Bank Account Number:** (Last 4 digits)
> **Routing Number:** (Last 4 digits)
> **Bank Name:**
> **Account Type:**
> **Settlement Date:** [▼]
>
> [Add Bank Account]   [Cancel]
>
> *Note:Click Edit Account to correct your bank account.

- o **Once on the ACH Payment screen:**
  - ▪ **Input a settlement date for when you would like the funds withdrawn from your account. _Note_: because there is a 2 work day lag between when ACH transactions are submitted and when they are deposited into the fringe fund's bank account, you must submit your payment at least 2 work days prior to when you want it to be considered paid.**
  - ▪ **If you have an ACH block on your bank account, please make sure that you provide your bank the appropriate details in order for the payment to be processed.**
  - ▪ **After selecting <u>Submit</u>, you will be taken to a Payment Confirmation page. This can be printed for your records. This information will also be saved under the Contribution Payments tab of the website.**

**If you select to pay by check****, after you click <u>Submit</u> on the Make a Payment screen, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.**

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Modify A Saved Contribution Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	██████████████████████
Work Start Date:	3/1/2021 ▾
Process Contribution:	Enter New Contribution
	Modify / Submit Saved Contribution
Contribution Type:	Upload Contribution File
	Copy / Modify Previous Report Form
CBA:	01 ▾
	Submit Cancel

Work End Date: 3/31/2021 ▾

☐ **Report no Hours**

- **If you select <u>Modify / Submit Saved Contribution</u> from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.**

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Modify A Saved Contribution Form

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: ██████████ INDUSTRIAL ▾

Process Contribution: Modify / Submit Saved Contribution ▾

*Batch Number: Batch Number | CBA | Work StartDate | Work EndDate

Batch Number	CBA	Work Start Date	Work End Date
CW21-00000009	(051) 051	03/01/2021	03/31/2021
CW21-00000004	(01) 01	03/01/2021	03/31/2021

1. **Select a saved batch by selecting its batch number from the Batch Number drop down list.**
2. **Click the <u>Submit</u> button.**
3. **The rest of the process is the same as entering a new contribution form (refer to instructions above).**

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Upload a Contribution File

- **If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.**
    1. **Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.**
    2. **Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.**
    3. **Click the Browse button to find the .CSV or .TXT file you want to use.**

Upload a Contribution File

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

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. A header line should _not_ be used in your file (i.e. employee contribution information should begin in row 1). If a header line is included, it will cause errors when uploading.

The Work Class column will be left blank. Work classes will have to be selected from the drop down on the website.

SSN	Work Class	First Name	Middle Initial	Last Name	Regular Hours	Overtime Hours	Double Time Hours	NonWorked Hours	Gross Wages	401K	Vacation
A	B	C	D	E	F	G	H	I	J	K	L
123456789	Journeyman	TEST		TEST	85	10	5	10	2000	200	200

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Upload a Contribution File

Contribution Entry Form

Contribution Batch

Contractor Name:	████████████
Batch Number:	CW25-00000006
CBA:	MWFAA - Master Wage & Fringe Agreement Appendix A

Contractor Number:	2515
Work End Date:	02/28/2025

🖉 Rate Inquiry   ⊕ Add Employee   ⊗ Delete Employee   💾 Save and Complete Later   📑 Calculate Contribution   ⊘ Cancel

*Contact the Benefit Office to add new Work Classifications.
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime Hours	Double Time Hours	NonWorked Hours	Gross Wages	Employee 401K	Vacation	Delete?
1	123456789	APPRENTICE 1ST YEAR	TEST		TEST	85.00	10.00	5.00	10.00	2000.00	200.00	200.00	☐
2		APPRENTICE 1ST YEAR				0.00	0.00	0.00	0.00	0.00	0.00	0.00	☐

- **Upon clicking <u>Submit</u>, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.**
- **Once the file has been successfully uploaded, you can proceed as if you were entering a new contribution form (refer to instructions above).**

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Copy/Modify Previous Report Form

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

How to View Past Contribution Forms

- **You can view all your previously submitted contributions by selecting the <u>View All Contributions</u> link as shown above.**

How to View Past Contribution Forms

- **Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their account is setup).**
- **Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).**

How to View Past Contribution Forms

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

How to Make Payments on Multiple Saved Forms

- **If you have entered and saved multiple invoices and have not yet processed a payment for them, you can process one payment for multiple invoices, whether by ACH or Check.**
- **From the Contribution Payment dropdown menu choose Make a Payment (see above).**

How to Make Payments on Multiple Saved Forms

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Pending Payment

Select Contractor: BENESYS | TEST CONTRACTOR ▾   Invoice Number: [   ]
* Invoice Begin Date: [■■■■■■■]   * Invoice End Date: 12/31/2024 ▾

[Search] [Clear]

In accordance with the Collection Procedures, contribution reports and payments are due on the last day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Plumbers and Steamfitters Local 486, all payments received past the due date are subject to liquidated damages and interest assessments ranging from 6% to 20%, depending on the fringe fund, until delinquent contributions are paid in full.

Pending Invoice:

[Select Invoice] [Cancel]

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☐	CW24-00000005	11/30/2024	BAL	Baltimore Region	BENESYS	$1,732.70	DemoContractor	12/12/2024
☐	CW24-00000003	11/30/2024	BAL	Baltimore Region	BENESYS	$5,000.70	DemoContractor	12/12/2024

[Select Invoice] [Cancel]

- **Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.**
- **If you would like to filter the unpaid invoices, you can enter an <u>Invoice Begin</u> and <u>Invoice End</u> date to narrow or widen your search results.**
- **To pay invoice(s), check the box to the left of the Invoice Numbers you would like to pay, then click the <u>Select Invoice</u> button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).**

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Questions

For questions, enrollment, or training, please call (248) 641-4907 or (800) 772-0459 and ask to speak with someone from our Contributions Team.

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