

WA STATE PLUMBING AND PIPEFITTING

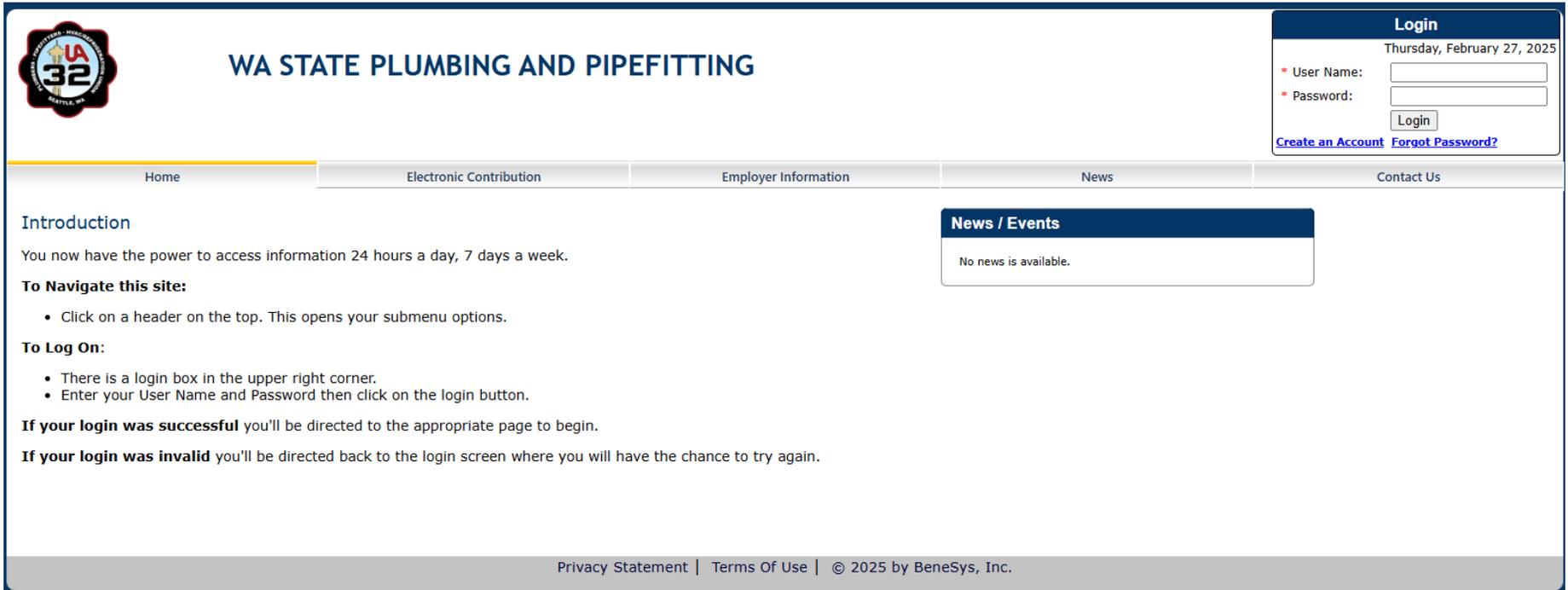
Website

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

Web Address: www.UA-employers-WA.org



The screenshot shows the homepage of the WA State Plumbers and Pipefitters website. At the top left is the UA 32 logo. The main header reads "WA STATE PLUMBING AND PIPEFITTING". A navigation menu includes "Home", "Electronic Contribution", "Employer Information", "News", and "Contact Us". In the top right corner, there is a "Login" section with a date "Thursday, February 27, 2025", fields for "User Name:" and "Password:", a "Login" button, and links for "Create an Account" and "Forgot Password?". Below the navigation menu, the "Introduction" section states: "You now have the power to access information 24 hours a day, 7 days a week." It provides instructions on how to navigate the site and how to log on. A "News / Events" box indicates "No news is available." The footer contains links for "Privacy Statement", "Terms Of Use", and "© 2025 by BeneSys, Inc."

- **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 801-904-4897 or 888-867-9510, where someone will assist you.**

Let's Get Started

Thursday, February 27, 2025

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 27, 2025

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Introduction

You now have the power to access the system 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.

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- Once you have logged in, 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.

Processing Contributions

Thursday, February 27, 2025

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 27, 2025

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR

Work Start Date: 1/1/2025 Work End Date: 1/31/2025

Process Contribution: Enter New Contribution

Contribution Type: Enter New Contribution
Modify / Submit Saved Contribution
Upload Contribution File
Copy / Modify Previous Report Form

Report no Hours

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- **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

The screenshot shows the 'WA STATE PLUMBING AND PIPEFITTING' website. The header includes the logo on the left, the date 'Thursday, February 27, 2025' on the right, and a 'My Profile Logout' button. Below the header is a navigation bar with 'Welcome Democontractor' on the left and 'Last Signed In: Thursday, February 27, 2025' on the right. The main navigation menu includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' page is active, displaying the title 'Electronic Contribution' and the instruction 'Select the contractor from the list to submit your contributions'. The form contains the following fields: 'Select Contractor:' with a dropdown menu showing 'BENESYS | TEST CONTRACTOR'; 'Work Start Date:' with a dropdown menu showing '1/1/2025'; 'Work End Date:' with a dropdown menu showing '1/31/2025'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Regular Contribution'; 'CBA:' with a dropdown menu showing 'Commerical Plumbing Servi'; and a checkbox labeled 'Report no Hours'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains links for 'Privacy Statement', 'Terms Of Use', and '© 2025 by BeneSys, Inc.'

1. Select the Contractor: 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 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.
3. Select Enter New Contribution.
4. The contribution type should always be Regular Contribution.
5. Select the appropriate CBA 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 Submit to begin entry.

Enter a New Form - Contribution Entry

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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Contribution Entry Form

Contribution Batch

Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-00000012	Work End Date:	01/31/2025
CBA:	CPSA1 - Commerical Plumbing Service Appendix 1		

[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	Flat Rate	Gross Wages	401k Pre Tax Dollars	401k Post Tax Dollars	Straight Time Hours	Overtime Hours	Double Time Hours	Delete?
1	789456123	JOURNEYMAN	Lukian	T	Danielson	1	100	135	0.00	100	0.00	0.00	<input type="checkbox"/>
2	987654321	APPRENTICE LEVEL 1 PRE 6/1/23	Mickey	D	Witherson	1	100	0.00	120	150	30	0.00	<input type="checkbox"/>
3	741852741	APPRENTICE LEVEL 5 POST 6/1/23	Brandon	V	Moris	1	100	0.00	0.00	90	0.00	10	<input type="checkbox"/>
4	753421895	GENERAL FOREMAN	Jacob		Polloch	0.00	100	120	150	130	20	15	<input type="checkbox"/>
5		APPRENTICE LEVEL 1 POST 6/1/23				0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

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- 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.
- Enter the Hours Worked, Flat Rate, and Gross 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:

Enter a New Form – Calculate Contributions

Home
Electronic Contribution
Contribution Payment
Employer Information
News
Contact Us

Process Contribution

Contribution Batch

Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-00000012	Work End Date:	01/31/2025
CBA:	CPSA1 - Commerical Plumbing Service Appendix 1		

Contractor Contribution Details:

Work Class	Contractor	Flat Rate	Gross Wages	401k Pre Tax Dollars	401k Post Tax Dollars	Straight Time Hours	Overtime Hours	Double Time Hours	Amount	
Apprentice Level 1 Pre 6/1/23	TEST CONTRACTOR	1.00	100.00	0.00	120.00	150.00	30.00	0.00	\$4,053.00	View Details
Apprentice Level 5 Post 6/1/23	TEST CONTRACTOR	1.00	100.00	0.00	0.00	90.00	0.00	10.00	\$4,042.40	View Details
General Foreman	TEST CONTRACTOR	0.00	100.00	120.00	150.00	130.00	20.00	15.00	\$7,626.80	View Details
Journeyman	TEST CONTRACTOR	1.00	100.00	135.00	0.00	100.00	0.00	0.00	\$4,308.00	View Details
TOTAL		3.00	400.00	255.00	270.00	470.00	50.00	25.00	\$20,030.20	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Flat Rate	Gross Wages	401k Pre Tax Dollars	401k Post Tax Dollars	Straight Time Hours	Overtime Hours	Double Time Hours	Amount	
789456123	Journeyman	Luklan	T	Danielson	1.00	100.00	135.00	0.00	100.00	0.00	0.00	\$4,308.00	View Details
741852741	Apprentice Level 5 Post 6/1/23	Brandon	V	Moris	1.00	100.00	0.00	0.00	90.00	0.00	10.00	\$4,042.40	View Details
753421895	General Foreman	Jacob		Polloch	0.00	100.00	120.00	150.00	130.00	20.00	15.00	\$7,626.80	View Details
987654321	Apprentice Level 1 Pre 6/1/23	Mickey	D	Witherson	1.00	100.00	0.00	120.00	150.00	30.00	0.00	\$4,053.00	View Details
TOTAL					3.00	\$400.00	255.00	270.00	470.00	50.00	25.00	\$20,030.20	

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee
- Use the [Back](#) 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 [Finalize Contribution](#) button. Note: once you've clicked [Finalize Contribution](#), you cannot go back and make changes.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: TEST CONTRACTOR

Fund Name	Units	Basis	Rates	Amount
401K PRE	0.00	401k Pre Tax Dollars	1.00000	\$0.00
401KPOST	120.00	401k Post Tax Dollars	1.00000	\$120.00
DB PEN	180.00	Hours Worked	0.00000	\$0.00
DC PEN	180.00	Hours Worked	0.00000	\$0.00
JATC	180.00	Hours Worked	1.78000	\$320.40
INDUSTRY	180.00	Hours Worked	0.50000	\$90.00
MCA DUES	180.00	Hours Worked	0.10000	\$18.00
ASSESS	180.00	Hours Worked	1.30000	\$234.00
NATIONAL	180.00	Hours Worked	0.00000	\$0.00
INT TRAIN	180.00	Hours Worked	0.10000	\$18.00
DRUGTEST	180.00	Hours Worked	0.00000	\$0.00
NDICP	180.00	Hours Worked	0.00000	\$0.00
UALMC	180.00	Hours Worked	0.00000	\$0.00
HEALTH	195.00	Hours Paid	10.46000	\$2,039.70
VACATION	195.00	Hours Paid	5.50000	\$1,072.50
DUES	195.00	Hours Paid	0.72000	\$140.40
				Total: \$4,053.00

Close

Enter a New Form – Employee Details

Employee Contribution Details

First Name: Lukian

Last Name: Danielson

Fund	Units	Basis	Rate	Amount
401K PRE	135.00	401k Pre Tax Dollars	1.00000	\$135.00
401KPOST	0.00	401k Post Tax Dollars	1.00000	\$0.00
DB PEN	100.00	Hours Worked	9.56000	\$956.00
DC PEN	100.00	Hours Worked	8.00000	\$800.00
JATC	100.00	Hours Worked	1.53000	\$153.00
INDUSTRY	100.00	Hours Worked	0.50000	\$50.00
MCA DUES	100.00	Hours Worked	0.10000	\$10.00
ASSESS	100.00	Hours Worked	1.30000	\$130.00
NATIONAL	100.00	Hours Worked	3.23000	\$323.00
INT TRAIN	100.00	Hours Worked	0.10000	\$10.00
DRUGTEST	100.00	Hours Worked	0.00000	\$0.00
NDICP	100.00	Hours Worked	0.00000	\$0.00
UALMC	100.00	Hours Worked	0.00000	\$0.00
HEALTH	100.00	Hours Paid	10.46000	\$1,046.00
VACATION	100.00	Hours Paid	5.50000	\$550.00
DUES	100.00	Hours Paid	1.45000	\$145.00
				Total: \$4,308.00

Close

Enter a New Form - Finalize Contributions

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Batch

Contractor Name: TEST CONTRACTOR Contractor Number: BENESYS
 Batch Number: CW25-0000012 Work End Date: 01/31/2025
 CBA: CPSA1 - Commerical Plumbing Service Appendix 1

INVOICE # CW25-0000010

Your Calculated Contributions for work ending 01/31/2025: **\$20,030.20**
 Remittance Amount Due: **\$20,030.20**
 Invoice #: **CW25-0000010**
 * 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: **02/27/2025**

Amount Due:

Work Class	Fund	Fund Code	Frat Rate	Gross Wages	401k Pre Tax Dollars	401k Post Tax Dollars	Straight Time Hours	Overtime Hours	Double Time Hours	Calc Hrs	Basis	Rate	Amount
Apprentice Level 1 Pre 6/1/23	HEALTH	HW	1.00	100.00	0.00	120.00	150.00	30.00	0.00	195.00	Hours Paid	10.46000	\$2,039.70
Apprentice Level 1 Pre 6/1/23	DB PEN	DB	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.00000	\$0.00
Apprentice Level 1 Pre 6/1/23	DC PEN	ANN	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.00000	\$0.00
Apprentice Level 1 Pre 6/1/23	401K PRE	4KPRE	1.00	100.00	0.00	120.00	150.00	30.00	0.00	0.00	401k Pre Tax Dollars	1.00000	\$0.00
Apprentice Level 1 Pre 6/1/23	401KPOST	4KPST	1.00	100.00	0.00	120.00	150.00	30.00	0.00	120.00	401k Post Tax Dollars	1.00000	\$120.00
Apprentice Level 1 Pre 6/1/23	VACATION	VAC	1.00	100.00	0.00	120.00	150.00	30.00	0.00	195.00	Hours Paid	5.50000	\$1,072.50
Apprentice Level 1 Pre 6/1/23	JATC	JATC	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	1.78000	\$320.40
Apprentice Level 1 Pre 6/1/23	INDUSTRY	IND	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.50000	\$90.00
Apprentice Level 1 Pre 6/1/23	MCA DUES	MCDUE	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.10000	\$18.00
Apprentice Level 1 Pre 6/1/23	ASSESS	ASMT	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	1.30000	\$234.00
Apprentice Level 1 Pre 6/1/23	DUES	DUE	1.00	100.00	0.00	120.00	150.00	30.00	0.00	195.00	Hours Paid	0.72000	\$140.40
Apprentice Level 1 Pre 6/1/23	NATIONAL	NATDB	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.00000	\$0.00
Apprentice Level 1 Pre 6/1/23	INT TRAIN	INTRG	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.10000	\$18.00
Apprentice Level 1 Pre 6/1/23	DRUGTEST	DRTST	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.00000	\$0.00
Apprentice Level 1 Pre 6/1/23	NDICP	NDICP	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.00000	\$0.00
Apprentice Level 1 Pre 6/1/23	UALMC	UALMC	1.00	100.00	0.00	120.00	150.00	30.00	0.00	180.00	Hours Worked	0.00000	\$0.00
Apprentice Level 5 Post 6/1/23	HEALTH	HW	1.00	100.00	0.00	0.00	90.00	0.00	10.00	110.00	Hours Paid	10.46000	\$1,150.60
Apprentice Level 5 Post 6/1/23	DB PEN	DB	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	8.13000	\$813.00
Apprentice Level 5 Post 6/1/23	DC PEN	ANN	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	6.80000	\$680.00
Apprentice Level 5 Post 6/1/23	401K PRE	4KPRE	1.00	100.00	0.00	0.00	90.00	0.00	10.00	0.00	401k Pre Tax Dollars	1.00000	\$0.00
Apprentice Level 5 Post 6/1/23	401KPOST	4KPST	1.00	100.00	0.00	0.00	90.00	0.00	10.00	0.00	401k Post Tax Dollars	1.00000	\$0.00
Apprentice Level 5 Post 6/1/23	VACATION	VAC	1.00	100.00	0.00	0.00	90.00	0.00	10.00	110.00	Hours Paid	5.50000	\$605.00
Apprentice Level 5 Post 6/1/23	JATC	JATC	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	1.78000	\$178.00
Apprentice Level 5 Post 6/1/23	INDUSTRY	IND	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	0.50000	\$50.00
Apprentice Level 5 Post 6/1/23	MCA DUES	MCDUE	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	0.10000	\$10.00
Apprentice Level 5 Post 6/1/23	ASSESS	ASMT	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	1.30000	\$130.00
Apprentice Level 5 Post 6/1/23	DUES	DUE	1.00	100.00	0.00	0.00	90.00	0.00	10.00	110.00	Hours Paid	1.28000	\$140.80
Apprentice Level 5 Post 6/1/23	NATIONAL	NATDB	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	2.75000	\$275.00
Apprentice Level 5 Post 6/1/23	INT TRAIN	INTRG	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	0.10000	\$10.00
Apprentice Level 5 Post 6/1/23	DRUGTEST	DRTST	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	0.00000	\$0.00
Apprentice Level 5 Post 6/1/23	NDICP	NDICP	1.00	100.00	0.00	0.00	90.00	0.00	10.00	100.00	Hours Worked	0.00000	\$0.00

- 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

Enter a New Form - Pay Invoice(s)

Thursday, February 27, 2025

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 27, 2025

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Pending Payment

Process Contribution
View All Contributions
Frequently Asked Questions

Select Contractor: BENESYS | TEST CONTRACTOR

* Invoice Begin Date: 1/1/2025

Invoice Number: []

* Invoice End Date: 2/28/2025

Search Clear

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th of the month following the work month and are considered delinquent if not received on said date. Pursuant to the Collection Procedures adopted by the Trustees of the Seattle Area Plumbing and Pipefitting Industry Health Trust and Washington State Plumbing and Pipefitting Industry Pension Plan, all payments received past the delinquency date are subject to liquidated damages of the greater of: (a) twenty percent (20%) of delinquent contributions or (b) \$50.00. In addition, delinquent contributions shall bear interest at a rate of twelve percent (12%), per annum, from the date they were due to be paid.

Pending Invoice:

Select Invoice Cancel

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000010	01/31/2025	CPSA1	Commerical Plumbing Service Appendix 1	BENESYS	\$20,030.20	DemoContractor	02/27/2025
<input type="checkbox"/>	CW25-00000002	01/31/2025	MPL32	Mainline Pipeline UA Local 32	BENESYS	\$131.00	DemoContractor	02/26/2025

Select Invoice Cancel

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- After selecting Pay Now, 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 Select Invoice button.

Enter a New Form - Pay Invoice(s)

Thursday, February 27, 2025

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 27, 2025

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$20,030.20

Make Payment Edit Selection

Select Contractor: BENESYS | TEST CONTRACTOR Invoice Number:

* Invoice Begin Date: 1/1/2025 * Invoice End Date: 2/28/2025

Search Clear

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th of the month following the work month and are considered delinquent if not received on said date. Pursuant to the Collection Procedures adopted by the Trustees of the Seattle Area Plumbing and Pipefitting Industry Health Trust and Washington State Plumbing and Pipefitting Industry Pension Plan, all payments received past the delinquency date are subject to liquidated damages of the greater of: (a) twenty percent (20%) of delinquent contributions or (b) \$50.00. In addition, delinquent contributions shall bear interest at a rate of twelve percent (12%), per annum, from the date they were due to be paid.

Pending Invoice: Select Invoice Cancel

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans Date
<input checked="" type="checkbox"/> CW25-00000010	01/31/2025	CPSA1	Commerical Plumbing Service Appendix 1	BENESYS	\$20,030.20	DemoContractor	02/27/2025
<input type="checkbox"/> CW25-00000002	01/31/2025	MPL32	Mainline Pipeline UA Local 32	BENESYS	\$131.00	DemoContractor	02/26/2025

Select Invoice Cancel

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- 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)

Thursday, February 27, 2025

My Profile Logout

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Last Signed In: Thursday, February 27, 2025

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-00000010	01/31/2025	Commerical Plumbing Service Appendix 1	BENESYS	\$20,030.20
TOTAL				\$20,030.20

Total Invoice Amount : \$20,030.20

Invoice Adjustment Amount:

Total Amount Due: \$20,030.20

Adjustment Reason:

Pay By: ACH(Online) Check

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- Clicking Make Payment 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 Invoice Adjustment Amount 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 Total Amount Due.
 - When an adjustment amount is entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

Enter a New Form - Pay Invoice(s)

Thursday, February 27, 2025

WA STATE PLUMBING AND PIPEFITTING

Welcome Democontractor

Last Signed In: Thursday, February 27, 2025

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-00000010	01/31/2025	Commerical Plumbing Service Appendix 1	BENESYS	\$20,030.20
TOTAL				\$20,030.20

Total Invoice Amount : \$20,030.20
Invoice Adjustment Amount: \$0.00
Total Amount Due: \$20,030.20
Adjustment Reason:

Pay By: ACH(Online) Check

Submit Cancel Back

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- Now select your Pay By type
 - 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: [Redacted] NC

* Routing Number: [Text Input]

* Bank Account Number: [Text Input]

* Account Type: Checking Saving

Bank Name:

WZKFJG

Get New Image

* Please enter the characters as shown in the image.

[Text Input]

Submit Cancel

Enter a New Form - Pay Invoice(s)

○ 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 Submit, 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 Submit 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.

Modify A Saved Contribution Form

The screenshot shows the website interface for WA State Plumbing and Pipefitting. At the top left is the logo for the International Union of Plumbers and Pipefitters (IUPUI) with the number 32. The main header reads "WA STATE PLUMBING AND PIPEFITTING". On the top right, the date "Thursday, February 27, 2025" is displayed, along with "My Profile" and "Logout" buttons. Below the header is a navigation bar with "Welcome Democontractor" on the left and "Last Signed In: Thursday, February 27, 2025" on the right. The navigation bar contains several tabs: "Home", "Electronic Contribution" (which is highlighted), "Contribution Payment", "Employer Information", "News", and "Contact Us".

The "Electronic Contribution" section is active, showing the heading "Electronic Contribution" and the instruction "Select the contractor from the list to submit your contributions". Below this is a form with the following fields:

- Select Contractor:** A dropdown menu showing "BENESYS | TEST CONTRACTOR".
- Work Start Date:** A date picker set to "1/1/2025".
- Work End Date:** A date picker set to "1/31/2025".
- Process Contribution:** A dropdown menu with "Enter New Contribution" selected.
- Contribution Type:** A dropdown menu with "Enter New Contribution", "Modify / Submit Saved Contribution" (highlighted), "Upload Contribution File", and "Copy / Modify Previous Report Form" as options.
- CBA:** A checkbox labeled "Report no Hours" which is currently unchecked.

At the bottom of the page, there is a footer with links for "Privacy Statement", "Terms Of Use", and "© 2025 by BeneSys, Inc."

- If you select Modify / Submit Saved Contribution 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.

Modify A Saved Contribution Form

Thursday, February 27, 2025

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 27, 2025

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR

Process Contribution: Modify / Submit Saved Contribution

*Batch Number:

Batch Number	CBA	Work Start Date	Work End Date
CW25-00000011	(CPSA1) Commerical P	01/01/2025	01/31/2025
CW25-00000010	(CPSA1) Commerical P	01/01/2025	01/31/2025
CW25-00000009	(CPSA1) Commerical P	01/01/2025	01/31/2025
CW25-00000008	(CPSA1) Commerical P	01/09/2025	01/31/2025
CW25-00000005	(CPSA1) Commerical P	01/01/2025	01/31/2025
CW25-00000004	(CPSA1) Commerical P	01/01/2025	01/31/2025

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

Upload a Contribution File

Thursday, February 27, 2025

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 27, 2025

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR

Work Start Date: 1/1/2025 Work End Date: 1/31/2025

Process Contribution: Enter New Contribution

Contribution Type: Enter New Contribution, Modify / Submit Saved Contribution, **Upload Contribution File**, Copy / Modify Previous Report Form

CBA: Report no Hours

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- 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 Choose File 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.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SSN	Work Class	Last Name	First Name	Middle Initial	Flat Rate	Gross Wages	401k Pre Tax	401k Post Tax	Straight Time Hours	Overtime Hours	Double Tim Hours
2	123456788	FRMN	Connors	Sarah	G	1	100	100	0	120	10	0
3	987654321	HLPR	Michaelson	Luke	V	1	100	0	150	100	0	0
4	753869421	SP1	Petrov	David		1	150	125	130	130	20	10
5												

Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund’s work classes are shown below.

Code	Description	Code	Description
APPR70	Apprentice 70%	LV1	Level 1
APPR75	Apprentice 75%	LV2	Level 2
APPR8	Apprentice 8	LV3	Level 3A
APPR80	Apprentice 80%	MEC1	MEC Level 1
APPR85	Apprentice 85%	MEC2	MEC Level 2
APPR9	Apprentice 9	MEC3	MEC Level 3
APPR90	Apprentice 90%	MES1	MES Level 1
APPR95	Apprentice 95%	MES2	MES Level 2
AWF85	Acetylene Welder 85	MES3	MES Level 3
AWF95	Acet Weld Fore 95	MGH	Mainline Graded Helper
BM	Business Manager	MH	Mainline Helper
CMPTR	Comptroller	MJ	Mainline Journeyman
COLL	Collection	MS	Mainline Steward
DFLT	Default Work Classification	MT	Maintenance Tech
FE	Facilities Engineer	MWF	Mainline Welder Foreman
FLP75	Fuel line Pipe 75	MWJ	Mainline Welder Journeyman
FORE	Foreman	MWS	Mainline Welder Steward
FRMN	Foreman	NWJ	NonWelder Journeyman
FU85	Fuser Forman 85	PIC1	PIC Level 1
FUS75	Fuser 75	PIC2	PIC Level 2
FUW	Fabshop Utility Worker	PIC3	PIC Level 3
GFOR	General Foreman	PIC4	PIC Level 4
GFRM	General Foreman	RAP1	Residential Apprentice 1
GSPRV	General Supervisor	RAP2	Residential Apprentice 2
HLPR	Helper	RAP3	Residential Apprentice 3
HVARCU	HVARC Utility	RAP4	Residential Apprentice 4
JRNY	JOURNEYMAN	RAP5	Residential Apprentice 5
LCJRNY	Light Commerical JRNY	RAP6	Residential Apprentice 6
LFE	Lead Facilities Engineer	RAP7	Residential Apprentice 7
LFRM	Lead Foreman	RAP8	Residential Apprentice 8
		RAP9	Residential Apprentice 9
		RFRMN	Residential Foreman
		RGFRMN	Residential General Foreman
		RHLPR	Residential Helper
		RJRNY	Residential Journeyman
		SP1	Service Plumbers Lv 1
		SP2	Service Plumbers Lv 2
		SP3	Service Plumbers Lv 3
		SRV50	Serviceman 50%
		SRV55	Serviceman 55%
		SRV60	Serviceman 60%
		SRV65	Serviceman 65%
		SRV70	Serviceman 70%
		SRV75	Serviceman 75%
		SRV80	Serviceman 80%
		SRV85	Serviceman 85%
		SRV90	Serviceman 90%
		SRVN	Serviceman
		SS15R	Special Shift 1.5 Rate
		SS2R	Special Shift 2 Rate
		SSJRNY	Special Shift Journeyman
		SUPRV	Supervisor
		TRDMN	Tradesman
		TRNE	Trainee
		US	Union Square
		UW	Utility Worker
		WH65	Weld Helper 65

Upload a Contribution File

Contribution Entry Form

Contribution Batch			
Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-0000019	Work End Date:	01/31/2025
CBA:	CPSA1 - Commerical Plumbing Service Appendix 1		

[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	Flat Rate	Gross Wages	401k Pre Tax Dollars	401k Post Tax Dollars	Straight Time Hours	Overtime Hours	Double Time Hours	Delete?
1	123456788	FOREMAN	Sarah	G	Connors	1.00	100.00	100.00	0.00	120.00	10.00	0.00	<input type="checkbox"/>
2	987654321	HELPER	Luke	V	Michaelson	1.00	100.00	0.00	150.00	100.00	0.00	0.00	<input type="checkbox"/>
3	753869421	SERVICE PLUMBERS LV 1	David		Petrov	1.00	150.00	125.00	130.00	130.00	20.00	10.00	<input type="checkbox"/>
4		APPRENTICE LEVEL 1 POST 6/1/23				0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

- Upon clicking **Submit**, 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).

Copy/Modify Previous Report Form

The screenshot shows the 'WA STATE PLUMBING AND PIPEFITTING' website interface. At the top right, the date is 'Thursday, February 27, 2025' and there are links for 'My Profile' and 'Logout'. A navigation bar includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, with the instruction 'Select the contractor from the list to submit your contributions'. The 'Select Contractor' dropdown is set to 'BENESYS | TEST CONTRACTOR'. The 'Work Start Date' is '1/1/2025' and the 'Work End Date' is '1/31/2025'. The 'Process Contribution' dropdown menu is open, showing options: 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form'. Below the dropdown, there is a checkbox labeled '* Invoice Number:' and a link that says 'Check here to zero out hours and amounts from previous report'. At the bottom of the form area, there are 'Submit' and 'Cancel' buttons. The footer contains 'Privacy Statement | Terms Of Use | © 2025 by BeneSys, Inc.'

- If you select Copy / Modify Previous Report Form 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 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. From the Invoice Number 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 Submit 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

The screenshot displays the user interface for the WA State Plumbing and Pipefitting portal. At the top left is the logo for the International Union of Plumbers and Pipefitters (IA 32). The main header reads "WA STATE PLUMBING AND PIPEFITTING". On the top right, the date "Thursday, February 27, 2025" and user options "My Profile" and "Logout" are visible. Below the header is a navigation bar with tabs: "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" tab is active. Under this tab, there are three links: "Process Contribution", "View All Contributions", and "Frequently Asked Questions". The "View All Contributions" link is highlighted with a red box. Below the navigation bar, there is a "View All Contributions" link. Further down, there is a "Select Contractor:" dropdown menu with "Select Contractor" as the selected option. To the right of this are "Begin Date:" and "End Date:" dropdown menus, both set to "1/27/2025" and "2/27/2025" respectively. A "Search" button is located below the "Select Contractor" dropdown. A red "Special Note" is displayed below the search area. At the bottom of the page, there is a footer with "Privacy Statement | Terms Of Use | © 2025 by BeneSys, Inc."

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

How to View Past Contribution Forms

The screenshot shows the 'WA STATE PLUMBING AND PIPEFITTING' website. The top navigation bar includes 'Home', 'Electronic Contribution' (highlighted), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, displaying 'View All Contributions'. Below this, there is a search form with the following fields: 'Select Contractor:' with a dropdown menu showing 'BENESYS | TEST CONTRACTOR', 'Begin Date:' with a date picker set to '1/27/2025', and 'End Date:' with a date picker set to '2/27/2025'. A 'Search' button is located below the contractor dropdown. A red 'Special Note' is displayed below the search fields, stating: 'Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.' The footer contains 'Privacy Statement | Terms Of Use | © 2025 by BeneSys, Inc.'

- 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



WA STATE PLUMBING AND PIPEFITTING

Thursday, February 27, 2025

[My Profile](#) [Logout](#)

Welcome Democontractor
Last Signed In: Thursday, February 27, 2025

Home
Electronic Contribution
Contribution Payment
Employer Information
News
Contact Us

View All Contributions

Select Contractor: BENESYS | TEST CONTRACTOR

Begin Date: 1/27/2025

End Date: 2/27/2025

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW25-00000010	01/31/2025	CPSA1	Commerical Plumbing Service Appendix 1	4	BENESYS	TEST CONTRACTOR	\$20,030.20	Pending			DemoContractor	02/27/2025	<input type="checkbox"/>
CW25-00000002	01/31/2025	MPL32	Mainline Pipeline UA Local 32	3	BENESYS	TEST CONTRACTOR	\$131.00	Pending			DemoContractor	02/26/2025	<input type="checkbox"/>
CW25-00000001	01/31/2025	CPSA1	Commerical Plumbing Service Appendix 1	2	BENESYS	TEST CONTRACTOR	\$11.00	Pending	ACH	02/27/2025	DemoContractor	02/25/2025	<input type="checkbox"/>

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- 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

Thursday, February 27, 2025

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 27, 2025

Home Electronic Contribution Contribution Payment 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.

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- 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

Home
Electronic Contribution
Contribution Payment
Employer Information
News
Contact Us

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$20,030.20

Select Contractor: BENESYS | TEST CONTRACTOR **Invoice Number:**

*** Invoice Begin Date:** 1/1/2025 *** Invoice End Date:** 2/28/2025

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th of the month following the work month and are considered delinquent if not received on said date. Pursuant to the Collection Procedures adopted by the Trustees of the Seattle Area Plumbing and Pipefitting Industry Health Trust and Washington State Plumbing and Pipefitting Industry Pension Plan, all payments received past the delinquency date are subject to liquidated damages of the greater of: (a) twenty percent (20%) of delinquent contributions or (b) \$50.00. In addition, delinquent contributions shall bear interest at a rate of twelve percent (12%), per annum, from the date they were due to be paid.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000010	01/31/2025	CPSA1	Commerical Plumbing Service Appendix 1	BENESYS	\$20,030.20	DemoContractor	02/27/2025
<input type="checkbox"/>	CW25-00000002	01/31/2025	MPL32	Mainline Pipeline UA Local 32	BENESYS	\$131.00	DemoContractor	02/26/2025

- 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 Invoice Begin and Invoice End 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 Select Invoice 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).

Questions

For questions, enrollment, or training, please call 206-694-1374 or 888-406-3246 and ask to speak with someone from our Contributions Team.