



Fox Valley Laborers

Online Remittance Processing Instructions



Fox Valley Laborers

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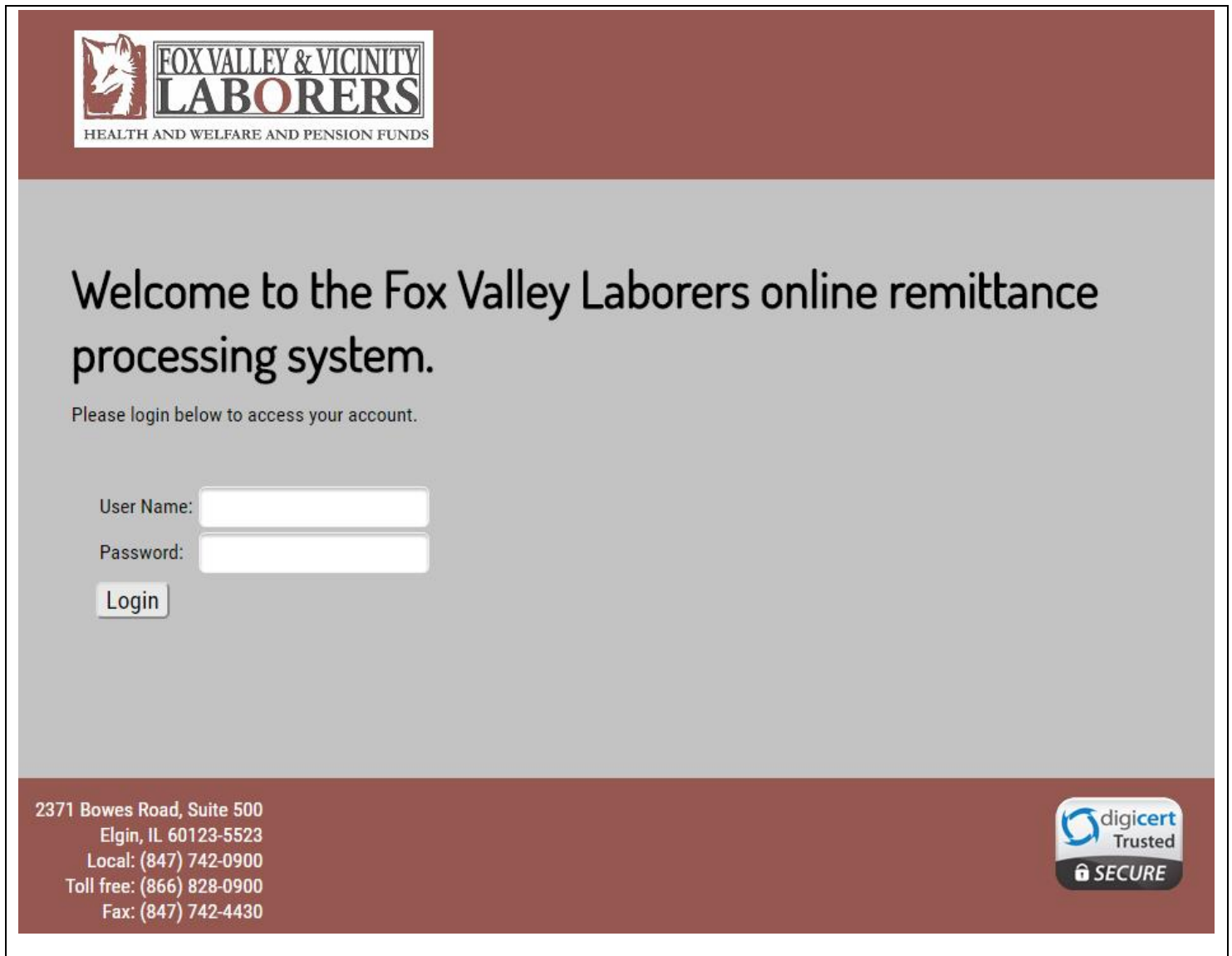
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LOGGING IN

Prior to your first time using the website, you will receive information from the Fund Office containing your username and temporary password. Once you have this information, you may begin to use the website.

To log-in, please type your username and temporary password into the designated fields and click on the *Login* button.



The screenshot shows the login interface for the Fox Valley Laborers online remittance processing system. At the top, there is a header with the organization's logo and name. The main content area features a welcome message and a login form with fields for 'User Name' and 'Password', and a 'Login' button. The footer contains contact information and a security seal.

**FOX VALLEY & VICINITY
LABORERS**
HEALTH AND WELFARE AND PENSION FUNDS

Welcome to the Fox Valley Laborers online remittance processing system.


Please login below to access your account.

User Name:

Password:

Login

2371 Bowes Road, Suite 500
Elgin, IL 60123-5523
Local: (847) 742-0900
Toll free: (866) 828-0900
Fax: (847) 742-4430



Please note: Your user name and password are case sensitive and must be typed in exactly as specified by the Fund Office.

CHANGING YOUR PASSWORD

If this is your first time logging in, you will be required to change your password. You will immediately be directed to the “Change Password” screen. Fill out the required fields and click the *Submit* button.

FOX VALLEY & VICINITY LABORERS
HEALTH AND WELFARE AND PENSION FUNDS

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

Change Password

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

If you forget your password, the Fund Office can provide you with a new one.

NOTE: Your password must be at least eight (8) but no more than twelve (12) characters.
It is case sensitive and must contain at least one (1) letter, one (1) number, and one (1) "special" character (i.e. @ \$ % * +, etc.).

Old Password:

New Password:

Retype Password:

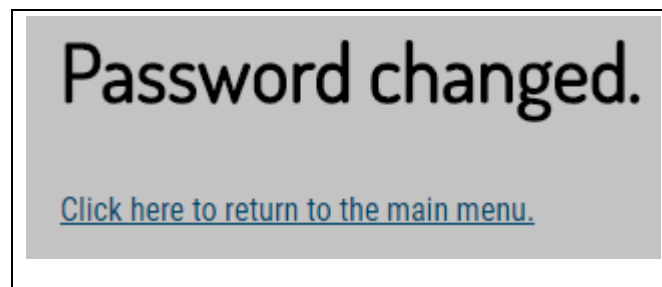
[Click here to return to the main menu.](#)

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Elgin, IL 60123-5523
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Toll free: (866) 828-0900
Fax: (847) 742-4430

digicert Trusted SECURE


Please note: You may change your password at any time by clicking on the “Change Password” option on the Main Menu. You will then be directed to the screen above.

After clicking on the *Submit* button, you will be directed to a new screen that states that your password has been changed. You should now click on the link to return to your home page (i.e. the Main Menu).



MAIN MENU

You will now be directed to the Main Menu.



**FOX VALLEY & VICINITY
LABORERS**
HEALTH AND WELFARE AND PENSION FUNDS

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

What Do You Want To Do?

- Remittance Reporting
- View Report History
- Discrepancies Menu
- Account Details
- Site Guide

Feel free to contact us via phone, or email us at customerservice@fvlab.com.

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Elgin, IL 60123-5523
Local: (847) 742-0900
Toll free: (866) 828-0900
Fax: (847) 742-4430

You have several options to choose from:

- **Remittance Reporting Menu**
 - **Create New Remittance:** Choose this option if you would like to create a new remittance report to send to the Fund Office.
 - **Upload New Remittance:** Choose this option if you would like to upload a file to report your contributions to the Fund Office. Please see page 45 for upload specifications for this site.
 - **Continue an unfiled report:** Choose this option if you have previously started a remittance and saved it to finish at a later time.
 - **Submit a 'No Work' Report:** Choose this option if you need to submit a 'no work' report to the fund office.
- **View report history:** Choose this option if you would like to view a listing of all previously filed and archived reports, which are viewable as PDF documents.
- **Discrepancies Menu**
 - **View Discrepancies** – select this option to view all outstanding balances
 - **View/Pay Discrepancie** – select this option if you would like to view and pay discrepancies

- **View Paid Discrepancies** – choose this option to view all paid discrepancies.
- **Account Details**
 - **Set Banking Information:** Choose this option to enter in banking information to be eligible for ACH payments.
 - **Change password:** Choose this option to change your login password
 - **Update Address:** Select this option if you need to update address information.
- **Contact Us:** Choose this option if you would like to view information on how to contact the Fund Office.

SET BANKING INFORMATION

The website's "Set Banking Information" option provides employers with the opportunity to enroll in ACH payment processing. Choose the "Account Details" menu option and then select "Set Banking Information".

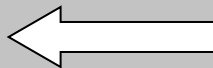
Please note: Your banking information must be set up before ACH payment processing is in effect. If you create any remittances prior to setting up your banking information, it will not go through as an ACH payment and you will need to contact the Fund Office or mail in your check.



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

What Do You Want To Do?

- ⊕ Remittance Reporting
- ⊕ View Report History
- ⊕ Discrepancies Menu
- ⊖ Account Details
 - ⊕ Set Banking Information
 - ⊕ Change Password
 - ⊕ Update Address
- ⊕ Site Guide




Feel free to contact us via phone, or email us at customerservice@fvlab.com.

Once “Set Banking Information” has been selected from the “Main Menu,” you will be taken to the “Update Banking Information” screen:

Update Banking Information

Please provide Bank account information in order to submit payments via ACH processing



Bank Transit Routing Number:

Type without dashes, spaces or alpha values. Your routing number is a nine digit numeric code.

Bank Account Number:

Your bank account number can be found after the routing number on a printed check.

Bank Name:

Please enter the name of your banking institution.

If you do not want to enter banking information, [click here to return to your home page](#)

Next, simply provide the routing number, account number, and bank name in the applicable fields:

Update Banking Information

Please provide Bank account information in order to submit payments via ACH processing

Bob Smith

12345 Anywhere Street

Anywhere, USA 12345

1001

Date

Pay to the Order of

\$

Dollars

Memo

Bob Smith

123456789

123456789

1001

Bank Transit Routing Number

Bank Account Number

Bank Transit Routing Number:

123456780

Type without dashes, spaces or alpha values. Your routing number is a nine digit numeric code.

Bank Account Number:

123456789

Your bank account number can be found after the routing number on a printed check.

Bank Name:

test bank

Please enter the name of your banking institution.

Submit

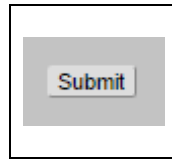
If you do not want to enter banking information, [click here to return to your home page](#)

Please note: The *Bank Name* field should be used to help you identify which bank you provided in the future, if needed. This is because this name and the last four of the bank account will be displayed on this screen once this information has been provided for your reference.

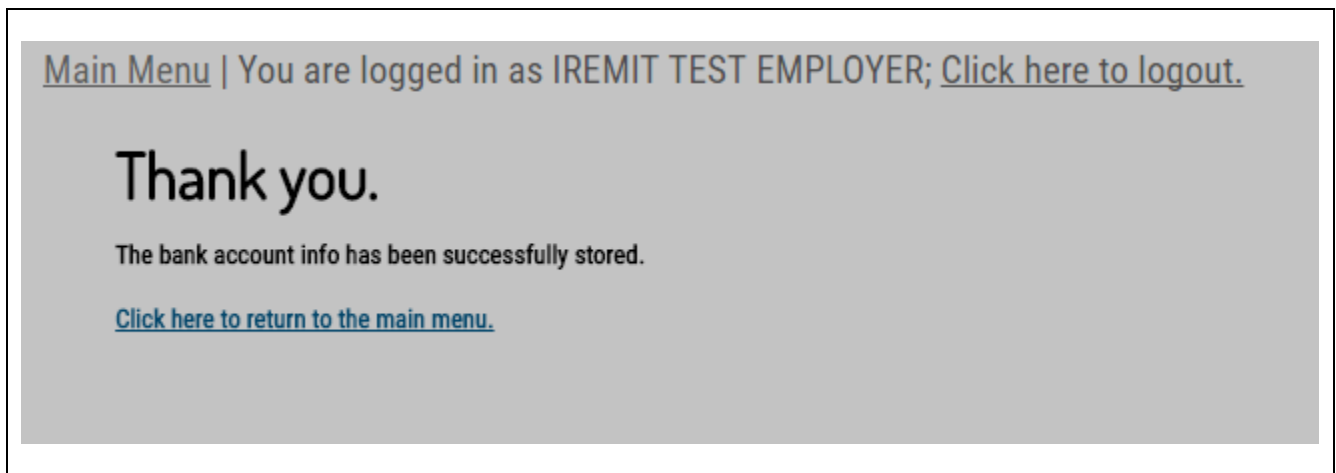
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Fox Valley Laborers | Online Remittance Processing Instructions

Once you have provided the necessary banking information, use the *Submit* button to submit your banking information.



Once submitted, you will then be taken to the following screen, showing that your banking information has been successfully provided:



You may then use the “Click here to return to the main menu.” link to return to the main menu. Please see the following page on how to review banking information that is already on file.

Reviewing your banking information on file:

This “Set Banking Information” menu option can also be used at any time to review the banking information that you have on file:

Update Banking Information

Please provide Bank account information in order to submit payments via ACH processing

Bob Smith
12345 Anywhere Street
Anywhere, USA 12345

1001

Date

Pay to the
Order of

\$

Dollars

Memo

Bob Smith

123456789 123456789 123456789

Bank Transit
Routing Number

Bank Account
Number

Bank Transit Routing Number:

123456780

Type without dashes, spaces or alpha values. Your routing number is a nine digit numeric code.

Bank Account Number:

XXXXX6789

Your bank account number can be found after the routing number on a printed check.

Bank Name:

test bank

Please enter the name of your banking institution.

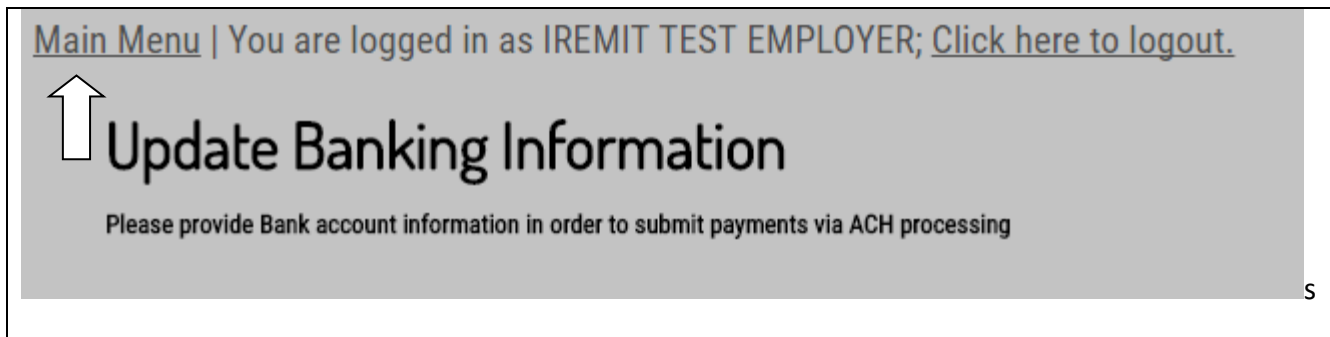
Submit

If you do not want to enter banking information, [click here to return to your home page](#)

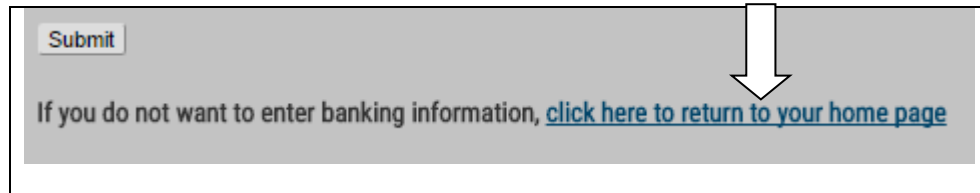
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Fox Valley Laborers | Online Remittance Processing Instructions

If you are simply using this page to review the bank information you have one file and no updates are needed, you can simply use the *Main Menu* link at the top of the page to return to the main menu:



You may also use the or the *click here to return to your home page* link below the *Submit* button on the bottom of the page to return to the main menu:



If you need to update the bank information, please see below.

Updating existing banking information:

If you need to change your bank account information, you may do so at any time by updating the existing bank account information displayed on the "Update Banking Information" page. Simply type over each of the fields and use the *Submit* button to submit your banking information update to the Fund Office. Once submitted, the new bank information will be stored and the old bank information will be deleted.

UPDATE ADDRESS AND CONTACT INFORMATION

To update your company's address, to enter an email for the fund to have on file for your account, please click on the Account Details option in the main menu and select under it the Update Address option.



This will pull up the Update Company Address/Form page, which will allow you to modify address and phone number information for your company:

Update Company Address / Contact Information

Company Address:

Company Name

IREMIT TEST EMPLOYER

Street Address*

123 TEST STREET

Address Line 2

City*

PHILADELPHIA

State*

Pennsylvania

Zip*

11111

Main Telephone*

(215) 666-6666

Fax

Contact Info:



Name



Email

SUBMIT



In addition to updating your company's info, you can add your contact information and provide an email account that can be used in conjunction with your web account.

When you are ready to submit your changes, hit the submit button at the bottom of the screen.

Update Company Address / Contact Information

Company Address:

Company Name

IREMIT TEST EMPLOYER

Street Address*

123 TEST STREET

Address Line 2

City*

PHILADELPHIA

State*

Pennsylvania

Zip*

11111

Main Telephone*

(215) 666-6666

Fax

Contact Info:

Name



Sally Bookkeeper

Email



SallyB@iremittestemployer.com

SUBMIT

At the top of the form the page will let you know that your changes have been submitted, and you can return to the main menu.




Main Menu | You are logged in as IREMIT TEST EMPLOYER; Click here to logout.

Update Company Address / Contact Information

Your changes have been submitted.

CREATING A NEW REMITTANCE REPORT

To create a new remittance report, choose the “Create New Remittance” option under “Remittance Reporting” on the Main Menu.



**FOX VALLEY & VICINITY
LABORERS**
HEALTH AND WELFARE AND PENSION FUNDS

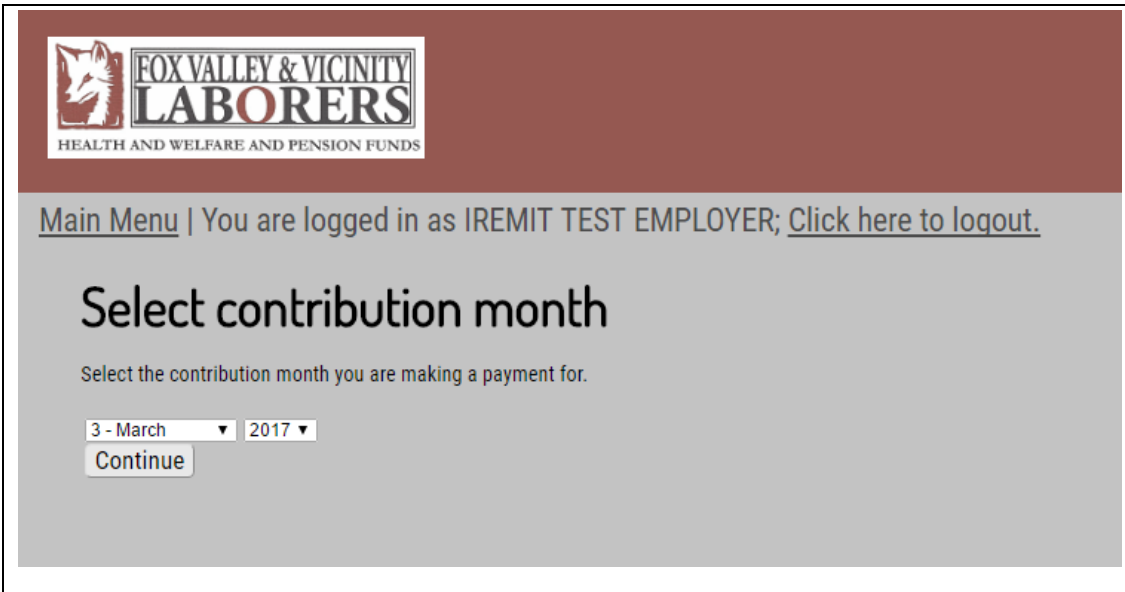
[Main Menu](#) | You are logged in as IREMIT TEST EMPLOYER; [Click here to logout.](#)

What Do You Want To Do?

- Remittance Reporting
 - Create New Remittance ←
 - Upload New Remittance
 - Continue an Unfiled Report
 - Submit a 'No Work' Report
- View Report History
- Discrepancies Menu
- Account Details
- Site Guide

Feel free to contact us via phone, or email us at customerservice@fvlab.com.

You will then be prompted to select the contribution month. You can adjust the date by using the dropdowns provided. Once you have selected the correct contribution month, please click on the *Continue* button.



The screenshot shows a web interface for the Fox Valley & Vicinity Laborers Health and Welfare and Pension Funds. At the top, there is a logo with a fox head and the text "FOX VALLEY & VICINITY LABORERS HEALTH AND WELFARE AND PENSION FUNDS". Below the logo, a navigation bar contains the text "Main Menu | You are logged in as IREMIT TEST EMPLOYER; [Click here to logout.](#)". The main content area has a heading "Select contribution month" and a subtext "Select the contribution month you are making a payment for.". Below this, there are two dropdown menus: the first is set to "3 - March" and the second is set to "2017". A "Continue" button is located below the dropdowns.

FOX VALLEY & VICINITY
LABORERS
HEALTH AND WELFARE AND PENSION FUNDS

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

Select contribution month

Select the contribution month you are making a payment for.

3 - March ▼ 2017 ▼

[Continue](#)

MAIN REMITTANCE REPORT SCREEN

Once you select the contribution month and click on the *Continue* button, you will be directed to the “Enter Remittance Report” screen.

Enter remittance report

IREMIT TEST EMPLOYER
123 TEST STREET
PHILADELPHIA, PA 11111
Contract Type: 8001 - LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40
Contribution month: 3/2017
Receipt Number: 157330

☐ This is my final report.

Show 25 entries Search:

| SSN | Name | Local | Hours Worked | Wages | Total Rate |
|-------------|----------------|-------|-----------------------------------|-----------------------------------|-------------------------------|
| 344-44-4444 | AHKI, TERRY | | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <div>26.40</div> <div>2</div> |
| 122-22-2222 | HAM, TAYLOR | | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <div>26.40</div> <div>2</div> |
| 233-33-3333 | TOMATO, CHERRY | | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <div>26.40</div> <div>2</div> |
| 455-55-5555 | ZAPIE, PETE | | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <div>26.40</div> <div>2</div> |
| Total | | | 0.00 | 0.00 | |

Showing 1 to 4 of 4 entries Previous 1 Next

On the main remittance screen, participants from your last reported work month will pre-populate with the names and SSN’s from that report. **Please note:** the pre-list will only appear if the Fund Office has accepted this last report. If you have no participants pre-listed and believe that you should, you may want to contact the Fund Office. Otherwise, you can add them manually, please refer to the “Adding a New Employee” section.

You can perform any of the following functions within the remittance entry table:

- Underneath the employer information, there is a checkbox to indicate if the remittance report is the final report. Check the box if you are remitting a final report.

☐ **This is my final report.**

- In the upper left hand corner above the table, the Show # Entries controls the number of participants you see listed on the page, display as few as 10 and up to 100 per page:

→ Show 25 ▾ entries

| SSN | ↕ | Name |
|-----|---|------|
|-----|---|------|

- In the upper right hand corner, directly above the table is a search box that filters based on name:

→

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

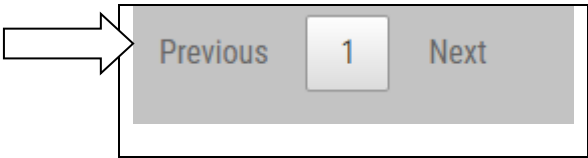
| SSN | ↕ | Name | ↕ | Local | ↕ | Hours Worked | ↕ | Wages | ↕ | Total Rate | ↕ |
|-------------|---|-------------|---|-------|---|--------------|---|----------|---|------------|---|
| 122-22-2222 | | HAM, TAYLOR | | | | 120.00 | | 1,648.00 | | 26.40 | ? |
| Total | | | | | | 545.00 | | 8,035.00 | | | |

Showing 1 to 1 of 1 entries (filtered from 5 total entries) Previous 1 Next

- In the lower left hand corner below the remittance entry table, the table lists how many participants are displaying on the page out of how many participants are on the report:

→ Showing 1 to 1 of 1 entries (filtered from 5 total entries)

- In the lower right hand corner, below the remittance entry table, there is a list indicating the number of pages available within the report. To display the next page of participants, you can either select the next number in the series or hit the *Next* button (if there are more than one pages listed). You may also go to the specific page by clicking on the specific page number (if applicable).



- The remittance table features a row on the bottom of the table that calculates a running total for each column that features hours and wages:

| | | |
|-------|--------|----------|
| Total | 545.00 | 8,035.00 |
|-------|--------|----------|

- Each column header can be sorted A-Z, Z-A by simply selecting it. By default, the table will sort A-Z by name. The arrow next to the header title will indicate whether the table is being sorted A-Z, in which the arrow will darken purple and point upwards; or Z-A, in which the arrow will darken purple and point downwards:

| | | | | | | | |
|-----|---|------|---|-------|---|--------------|---|
| SSN | ▲ | Name | ▲ | Local | ▲ | Hours Worked | ▲ |
|-----|---|------|---|-------|---|--------------|---|

If you do not see a new participant you need to report on, you may add them to the remittance table. Please refer to the “Adding a New Employee” section beginning on the next page for more information regarding adding a participant to the remittance table.

ADDING A NEW EMPLOYEE

If you have a new employee to remit for, enter their SSN in the “New employees” section underneath the main table.

New employees

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

If the employee is an existing member on record with the Fund Office then their name will be populated automatically in the name fields, at which point you may click on the *Add* button, and they will be added to the main remittance table above.

New employees

| SSN | First | MI | Last | Suffix |
|-------------|--------|----------------------|--------|----------------------|
| 233-33-3333 | CHERRY | <input type="text"/> | TOMATO | <input type="text"/> |

If the employee is not an existing member on record with the Fund Office, then a warning notice will display.

New employees

| SSN | First | MI | Last | Suffix |
|-------------|----------------------|----------------------|----------------------|----------------------|
| 123-45-6789 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

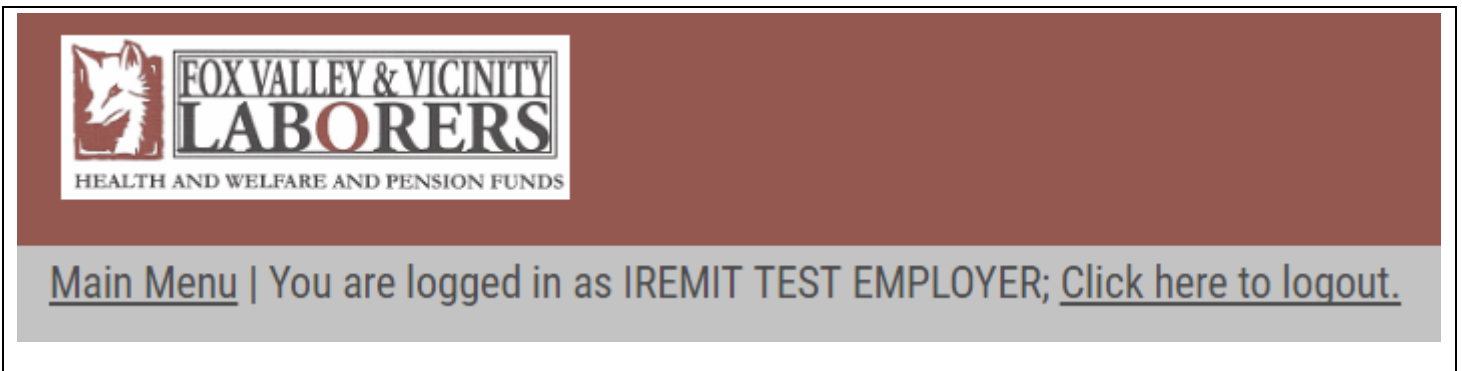
Warning: That number does not match our records. If this is a new employee please continue, otherwise verify the number and re-enter. For a new employee you are required to provide first and last names.

If the SSN entered is correct, enter the first and last name of the participant. Once completed, you will be able to report hours for this participant.

USING CALCULATE & SAVE TO COMPLETE A REPORT LATER

After all relevant information has been entered into the remittance entry table, please click on the *Calculate and Save* button.

At any point, you may click on the *Calculate and Save* button if you have started entering a remittance and are unable to finish it during your website session. The website will then not only calculate the fund contribution totals, but also save your report so that you have the option of completing it at a later time. If you decide that you would like to complete the remittance report later, you may click on the *Main Menu* link on the top left side of the page, or you can log out by clicking on the *Click here to logout* link.



If you decided that you would like to complete the report later, you may select the “Continue Unfiled Reports” option to finish your remittance report. Please see page 31 for more information on completing an unfiled report.

CALCULATING THE REMITTANCE REPORT

In addition to saving your remittance report, clicking on the *Calculate and Save* button will also calculate the fund contribution totals. The table will summarize the *Total Hours*, *Rate* and *Total Billed* per fund.

Calculate and Save

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

| | Total Hours Worked | Rate | Total Billed |
|----------|--------------------|-------|--------------|
| WELFARE | 545.00 | 13.52 | \$7,368.40 |
| PENSION | 545.00 | 8.48 | \$4,621.60 |
| RESERVE | 545.00 | 3.80 | \$2,071.00 |
| TRAINING | 545.00 | 0.50 | \$272.50 |
| SAFETY | 545.00 | 0.01 | \$5.45 |
| IND ADV | 545.00 | 0.08 | \$43.60 |
| CISCO | 545.00 | 0.01 | \$5.45 |
| Totals: | | | \$14,388.00 |

Please enter any Job Location information you have here, as well as any Comments for the Fund Office

Payment method

☐ Mail Check

☒ Use ACH 4/28/2017 ▼

Submit Report

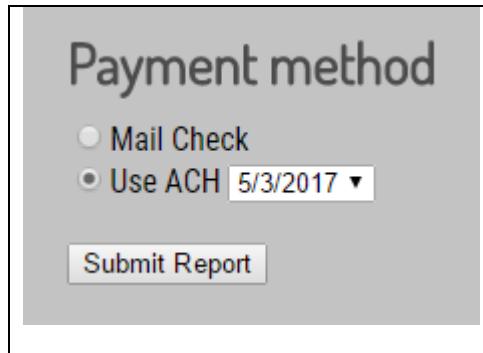
If you notice errors after reviewing the data, simply scroll back up to the main remittance entry table and correct any entry errors. You can then click on the *Calculate and Save* button again to re-total the remittance totals.

You may also add comments as well as Job Location to the “Comments” field, and they will be submitted to the Fund Office in your report.

Please enter any Job Location information you have here, as well as any Comments for the Fund Office

SELECTING A PAYMENT METHOD

After you have reviewed the entry and are ready to submit the report, choose your preferred payment method. You will see a 'Mail Check' option and a 'Use ACH' option (if you have provided your online banking information).



Payment method

☐ Mail Check

☒ Use ACH 5/3/2017 ▼

Submit Report

To mail a check when selecting the 'Mail Check' option, you will need to print the PDF created on the 'Report Accepted' screen shown after clicking *Submit Report*, and mail this in along with your check for the applicable funds to the Fund Office.

To pay via ACH (if you have enrolled your banking information) you will simply choose the 'Use ACH' option, choose the date you wish to have the funds deducted from your bank account, and click *Submit Report*. The full total of your report will be paid by using this option. If you have not enrolled in ACH payment processing yet, you will see a message to submit check payment(s) to the Fund Office.

Please Note: The ONLY available ACH date will always be the next available business date from today.

SUBMITTING THE REPORT

After you have reviewed the fund contribution totals and selected your preferred method of payment, please click the *Submit Report* button to send the report to the Fund Office. You will then be directed to a screen confirming that your report has been submitted to the Fund Office. The confirmation page will display your receipt number for the remittance report (located directly below your address).

Report Submitted

IREMIT TEST EMPLOYER
123 TEST STREET
PHILADELPHIA, PA 11111
Receipt Number: 157330
Contract Type: 8001 - LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40
Contribution month: 3/2017

| | Total Hours Worked | Rate | Total Billed |
|----------|--------------------|-------|--------------|
| WELFARE | 545.00 | 13.52 | \$7,368.40 |
| PENSION | 545.00 | 8.48 | \$4,621.60 |
| RESERVE | 545.00 | 3.80 | \$2,071.00 |
| TRAINING | 545.00 | 0.50 | \$272.50 |
| SAFETY | 545.00 | 0.01 | \$5.45 |
| IND ADV | 545.00 | 0.08 | \$43.60 |
| CISCO | 545.00 | 0.01 | \$5.45 |
| Totals: | | | \$14,388.00 |

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

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

On the “Report Submitted” page, you will see a link to print out the report in a PDF format. Click on this link in order to view and/or print out a copy of the report.

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

PDF COPY OF SUBMITTED REPORT

All the information that you previously entered throughout your online remittance processing will be listed on the PDF. You can print a copy of the PDF report by clicking on the *File* button, and then selecting the "Print" option. All pages of the PDF report are displayed below:

Report Confirmation

Receipt Number 157330

IREMIT TEST EMPLOYER(12345)
123 TEST STREET
PHILADELPHIA,PA 11111

Submission Date: 5-1-2017

Payment Date: 5-3-2017

Contract Type: 8001 - LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40

Contribution month: 3/2017

Your report and payment of \$14,388.00 has been submitted and your receipt number is 157330. Thank you for using the Fox Valley Laboers online remittance system.

Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.

| | Total Hours Worked | Rate | Total Billed |
|----------|--------------------|-------|-------------------|
| WELFARE | 545.00 | 13.52 | \$7,368.40 |
| PENSION | 545.00 | 8.48 | \$4,621.60 |
| RESERVE | 545.00 | 3.80 | \$2,071.00 |
| TRAINING | 545.00 | 0.50 | \$272.50 |
| SAFETY | 545.00 | 0.01 | \$5.45 |
| IND ADV | 545.00 | 0.08 | \$43.60 |
| CISCO | 545.00 | 0.01 | \$5.45 |
| | | | Total \$14,388.00 |

Receipt Number 157330

IREMIT TEST EMPLOYER(12345)
123 TEST STREET
PHILADELPHIA,PA 11111

Submission Date: 5-1-2017

Payment Date: 5-3-2017

Contract Type: 8001 - LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40

Contribution month: 3/2017

| SSN | Employee | Local | Hours Worked | Wages | Total Rate |
|-------------|----------------|-------|--------------|------------|------------|
| 344-44-4444 | AHKI, TERRY | | 125.00 | \$1,850.00 | 26.40 |
| 233-33-3333 | TOMATO, CHERRY | | 110.00 | \$1,742.00 | 26.40 |
| 122-22-2222 | HAM, TAYLOR | | 120.00 | \$1,648.00 | 26.40 |
| 455-55-5555 | ZAPIE, PETE | | 90.00 | \$1,240.00 | 26.40 |
| 123-45-6789 | NYE, BILL | | 100.00 | \$1,555.00 | 26.40 |
| | | | 545.00 | \$8,035.00 | |

UPLOAD NEW REMITTANCE REPORT

If you would like to have the functionality to upload your payroll file into the website, you must comply with the “Fox Valley Laborers Upload Specifications” section of this instruction manual beginning on page 45.

Once your file is properly formatted and meets the specifications of the site, you will be able to upload it to the remittance processing site. For regular remittance reports, please select the “Upload New Remittance Report” to continue.



The screenshot displays the Fox Valley Laborers website interface. At the top left is the logo for Fox Valley & Vicinity Laborers, Health and Welfare and Pension Funds. Below the logo, a navigation bar indicates the user is logged in as 'IREMIT TEST EMPLOYER' and provides a link to 'Click here to logout.' The main heading is 'What Do You Want To Do?'. A list of options is presented, with 'Upload New Remittance' highlighted in a dark grey box and pointed to by a white arrow. Other options include 'Remittance Reporting', 'Create New Remittance', 'Continue an Unfiled Report', 'Submit a 'No Work' Report', 'View Report History', 'Discrepancies Menu', 'Account Details', and 'Site Guide'. At the bottom, a footer text encourages contact via phone or email at customerservice@fvlab.com.

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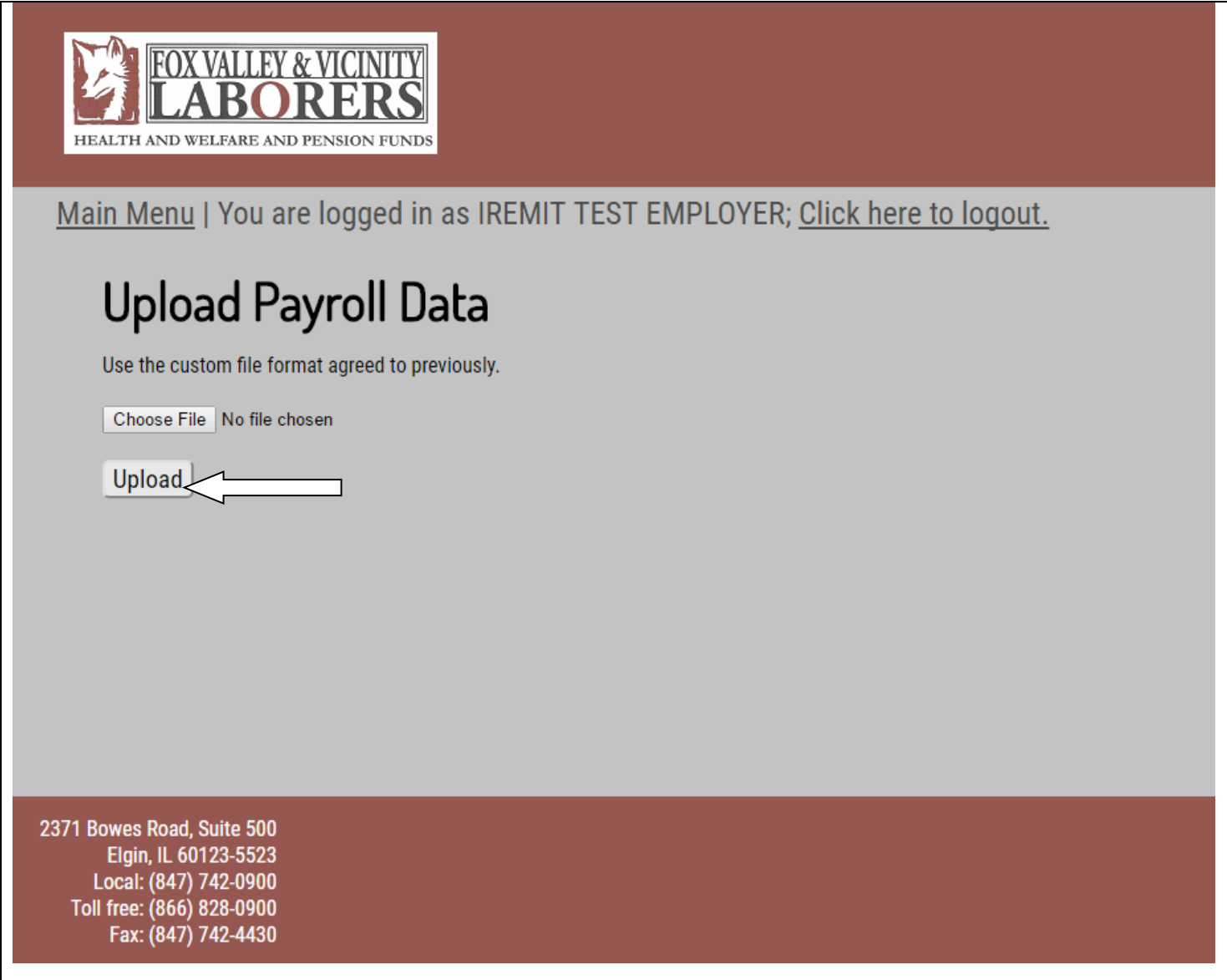
[Main Menu](#) | You are logged in as IREMIT TEST EMPLOYER; [Click here to logout.](#)

What Do You Want To Do?

- ➔ Remittance Reporting
 - ➔ Create New Remittance
 - ➔ **Upload New Remittance**
 - ➔ Continue an Unfiled Report
 - ➔ Submit a 'No Work' Report
- ➔ View Report History
- ➔ Discrepancies Menu
- ➔ Account Details
- ➔ Site Guide

Feel free to contact us via phone, or email us at customerservice@fvlab.com.

After clicking “Upload New Remittance Report”, you will be directed to the “Select Contribution Month” screen to select the work period of the report and then the “Pick the Contract Type” screen to select the contract you are reporting. Once you have determined the work date and contract, you will be brought to the “Upload Payroll Data” screen. Please click on the *Browse* button to find the .csv or .txt file stored on your PC. After double clicking on the appropriate file, please click on the *Upload* button.



The screenshot shows a web application interface for Fox Valley & Vicinity Laborers. At the top left is the organization's logo, which includes a stylized fox head and the text "FOX VALLEY & VICINITY LABORERS" and "HEALTH AND WELFARE AND PENSION FUNDS". Below the logo, a navigation bar indicates the user is logged in as "IREMIT TEST EMPLOYER" and provides links for "Main Menu" and "Click here to logout". The main heading is "Upload Payroll Data". Below this heading, a message states "Use the custom file format agreed to previously." There are two buttons: "Choose File" and "No file chosen". Below these is an "Upload" button, which is highlighted by a large white arrow pointing to it from the right. At the bottom of the page, contact information is listed: "2371 Bowes Road, Suite 500", "Elgin, IL 60123-5523", "Local: (847) 742-0900", "Toll free: (866) 828-0900", and "Fax: (847) 742-4430".

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

Upload Payroll Data

Use the custom file format agreed to previously.

No file chosen

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Once you choose the “Upload” option, the system checks the file format. If the file is accepted, you will automatically be taken to the Remittance Entry screen.

The remittance page will display all uploaded member data. You may then edit or add data into the remittance entry table if needed.

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

Enter remittance report

IREMIT TEST EMPLOYER
 123 TEST STREET
 PHILADELPHIA, PA 11111
 Contract Type: 8001 - LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40
 Contribution month: 4/2017
 Receipt Number: 157385

For questions or concerns, contact us via phone, or email us at customerservice@fvlab.com

☐ This is my final report.

Show 25 entries Search:

| SSN | Name | Local | Hours Worked | Wages | Total Rate |
|-------------|-------------|-------|-------------------------------------|---------------------------------------|-------------------------------|
| 344-44-4444 | AHKI, TERRY | 585 | <input type="text" value="167.75"/> | <input type="text" value="2,563.00"/> | <div>26.40</div> <div>2</div> |
| 122-22-2222 | ATO, TOM | 1 | <input type="text" value="175.50"/> | <input type="text" value="3,253.00"/> | <div>26.40</div> <div>2</div> |
| 233-33-3333 | HAM, TAYLOR | 1 | <input type="text" value="188.00"/> | <input type="text" value="3,500.00"/> | <div>26.40</div> <div>2</div> |
| 655-55-5555 | NEW, GUY | 00000 | <input type="text" value="175.00"/> | <input type="text" value="4,532.00"/> | <div>26.40</div> <div>2</div> |
| Total | | | 706.25 | 13,848.00 | |

Showing 1 to 4 of 4 entries Previous 1 Next

Simply complete any needed information in the remittance table. If you need more information regarding the remittance entry page, error checking and calculating a remittance report, please refer to the following applicable documentation sections:

- “Main Remittance Report Screen – Benefit Reports,” beginning on page 18.
- “Calculating the Remittance Report,” beginning on page 23.

CONTINUING UNFILED REPORTS

If you decided to calculate and save a prior report and you now need to go back and complete the report, you may do so from the Main Menu. Please select the option “Continue Unfiled Reports” and click on the *Continue* button.




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

What Do You Want To Do?

- ➔ Remittance Reporting
 - ➔ Create New Remittance
 - ➔ Upload New Remittance
 - ➔ Continue an Unfiled Report
 - ➔ Submit a 'No Work' Report
- ➔ View Report History
- ➔ Discrepancies Menu
- ➔ Account Details
- ➔ Site Guide

Feel free to contact us via phone, or email us at customerservice@fvlab.com.

After selecting *Continue an Unfiled Report*, a list of reports will be displayed that have been saved but have not yet been submitted. On this page, you have the option of either completing a report or deleting a report. If you select a saved report and click on the *Delete* button, a dialogue box will appear confirming whether you would like to delete the report. Click the *OK* button to confirm the deletion of the report. If you select a saved report and click on the *Complete* button, you will be directed to the “ENTER REMITTANCE REPORT” screen to continue your report.



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

Saved Reports


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

- #155332 LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40 1/2017
- #155333 LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40 2/2017
- #155334 LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40 1/2017

CompleteDelete

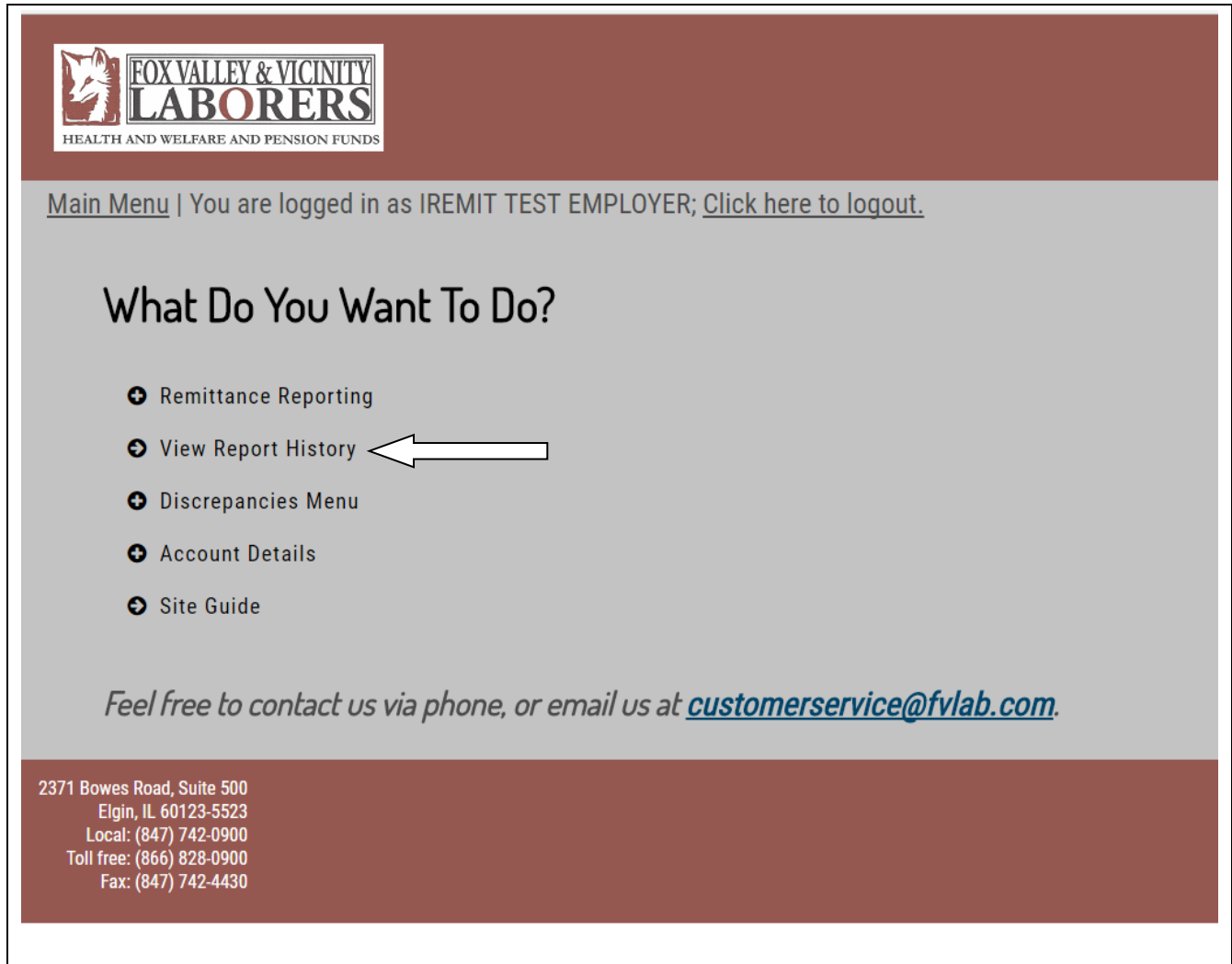
[Click here to return to the main menu.](#)

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VIEWING PREVIOUSLY SUBMITTED REPORTS

From the Main Menu, you can view the report history of your previously submitted reports. To do this, select “View report history”.



The screenshot shows the main menu of the Fox Valley & Vicinity Laborers' website. At the top left is the logo for Fox Valley & Vicinity Laborers, which includes a fox head icon and the text "FOX VALLEY & VICINITY LABORERS" and "HEALTH AND WELFARE AND PENSION FUNDS". Below the logo, the text "Main Menu | You are logged in as IREMIT TEST EMPLOYER; [Click here to logout.](#)" is displayed. The main heading is "What Do You Want To Do?". Below this heading is a list of five menu items, each preceded by a circular icon with a plus sign: "Remittance Reporting", "View Report History", "Discrepancies Menu", "Account Details", and "Site Guide". A white arrow points to the "View Report History" option. Below the list, the text "Feel free to contact us via phone, or email us at customerservice@fvlab.com." is displayed. At the bottom left, the address and contact information are listed: "2371 Bowes Road, Suite 500", "Elgin, IL 60123-5523", "Local: (847) 742-0900", "Toll free: (866) 828-0900", and "Fax: (847) 742-4430".

After clicking on the *Continue* button, you will see a table of all of the report activity that has been filed. The information included will show: Date Filed, Period Ending, Employer #, Employer Name, Receipt Number, Amount, Voided, and UID. ***Please note: If a report has been voided by the fund office, the term “void” will be displayed in the “Voided” column.***

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

Recent Activity

Start Date: End Date:

Show entries

Search:

| Date Filed | Period Ending | # | Employer | Report Type | Receipt Number | Amount | Voided | UID |
|---------------------|---------------|-------|----------------------|---|----------------|---------|--------|-------|
| 2017-03-30 08:57:25 | 2017-01-00 | 12345 | IREMIT TEST EMPLOYER | LABORERS/BUILDING CONTRACT - JOURNEYMAN - \$26.40 | 155338 | \$8,052 | | 12345 |
| 2017-03-30 08:56:38 | 2017-01-00 | 12345 | IREMIT TEST EMPLOYER | NON BARGAINING - FAMILY - \$722.00 | 155337 | \$6,888 | | 12345 |
| 2017-03-30 08:56:01 | 2017-01-00 | 12345 | IREMIT TEST EMPLOYER | NON BARGAINING - SINGLE - \$615.00 | 155336 | \$2,460 | | 12345 |

Showing 1 to 3 of 3 entries

Previous Next

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Fax: (847) 742-4430



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


Please note: If the "Next" link appears underneath the table of reports, that means that there are additional reports that you can view by clicking on the link.

The Report History table has several functions available to speed up sorting and/or filtering search results for previously submitted online remittance reports. Please see below for a list of functions available:

- User can click on the headers on the table (such as Date Filed or Period Ending) to sort report history by highest-to-lowest, lowest-to-highest, alphabetically, or reverse alphabetically depending on the field selected.
- User can enter text into the blank field below the header for a search. User can click on the symbol next to the field to adjust the search to look for results that either contains, equals, or begins with the text in the field.
- The *Start Date* and *End Date* fields above the table can be used to search for remittance reports (by Date Filed only) during a specific range of dates. After selecting the *Start Date* and *End Date*, the user should click on the *Search* button. The table will update and only include reports filed within the range of the user's search.

VIEW DISCREPANCIES

If you have any outstanding balances owed on your account, you may view them through ISSi-Remit. From the Main Menu, you can view your current Discrepancies, which includes unpaid reports. To do this, select the “Discrepancies Menu” and click on “View Discrepancies” to continue.



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

What Do You Want To Do?

- + Remittance Reporting
- ➡ View Report History
- Discrepancies Menu
 - ➡ View Discrepancies
 - ➡ View/Pay Discrepancies
 - ➡ View Paid Discrepancies
- + Account Details
- ➡ Site Guide

Feel free to contact us via phone, or email us at customerservice@fvlab.com.

On the “View Your Discrepancies” screen, a table of all outstanding balances will be displayed. Please see below for the information included in the table:

- Invoice Number
- Receipt type
- Contribution Month
- Receipt Date
- Group #
- Billed Amount
- Receipt Amount
- Balance Due


| View Your Outstanding Balances | | | | | | | |
|--------------------------------|------------------|--------------------|--------------|---------|---------------|----------------|-------------|
| Show 10 entries | | Search: | | | | | |
| Number | Type | Contribution Month | Receipt Date | Group # | Billed Amount | Receipt Amount | Balance Due |
| 22149 | Discrepancy (DS) | 04/2017 | 05/02/2017 | 0800100 | \$336.00 | \$0.00 | \$336.00 |
| 22150 | Discrepancy (DS) | 03/2017 | 05/02/2017 | 0800100 | \$71.72 | \$0.00 | \$71.72 |
| 22151 | Discrepancy (DS) | 02/2017 | 05/02/2017 | 0800100 | \$20.18 | \$0.00 | \$20.18 |
| Showing 1 to 3 of 3 entries | | | | | | Previous | 1 Next |

Similar to the Report History table and Remittance Entry Table, the Discrepancy pages’ tables are sort able A-Z, Z-A by column, have search functionality for items within the table, and can be controlled in how many entries list per page of the table.

To pay off any discrepancies you see here, please refer to the next section, *Pay Your Discrepancies*.

PAY DISCREPANCIES

If you are enrolled as an ACH employer you can pay off your current Discrepancies, or other outstanding balances. To do this, select the “Discrepancies Menu” option Menu and click “View/Pay Your Discrepancies” to continue.



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

What Do You Want To Do?

- + Remittance Reporting
- ➡ View Report History
- Discrepancies Menu
 - ➡ View Discrepancies
 - ➡ View/Pay Discrepancies ←
 - ➡ View Paid Discrepancies
- + Account Details
- ➡ Site Guide

Feel free to contact us via phone, or email us at customerservice@fvlab.com.

On the “View/Pay Discrepancies” screen, a table of all outstanding balances will be displayed. Please see below for the information included in the table:

- “Click to Pay” column with selectable boxes will allow you to check off payment for specific discrepancies.
- Invoice number
- Receipt type
- Contribution Month
- Receipt Date
- Billed Amount
- Receipt Amount
- Balance Due
- Amount Paid

Pay Your Outstanding Balances

Voucher Number: 157340

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show 10 entries Search:

| Click to Pay | Invoice Number | Receipt Type | Contribution Month | Receipt Date | Billed Amount | Receipt Amount | Balance Due | Amount Paid |
|--------------------------|----------------|------------------|--------------------|--------------|---------------|----------------|-------------|-------------|
| <input type="checkbox"/> | 22149 | Discrepancy (DS) | 04/2017 | 05/02/2017 | \$336.00 | \$0.00 | \$336.00 | |
| <input type="checkbox"/> | 22150 | Discrepancy (DS) | 03/2017 | 05/02/2017 | \$71.72 | \$0.00 | \$71.72 | |
| <input type="checkbox"/> | 22151 | Discrepancy (DS) | 02/2017 | 05/02/2017 | \$20.18 | \$0.00 | \$20.18 | |

Total of all Discrepancies: \$0.00

Showing 1 to 3 of 3 entries Previous 1 Next

Pick payment date

05/05/2017

Submit Payment

A voucher # will be generated for internal purposes only:

Pay Your Outstanding Balances

Voucher Number: 157341

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

A warning will display above the discrepancy table to let you know that no partial payments are accepted; therefore, payments must be made in full.

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Similar to the Report History table and Remittance Entry Table, the Discrepancy page tables are sortable A-Z, Z-A by column, have search functionality for items within the table, and can be controlled by how many entries list per page of the table.

Voucher Number: 157341

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show 10 entries Search:

| Click to Pay | Invoice Number | Receipt Type | Contribution Month | Receipt Date | Billed Amount | Receipt Amount | Balance Due | Amount Paid |
|--------------|----------------|--------------|--------------------|--------------|---------------|----------------|-------------|-------------|
|--------------|----------------|--------------|--------------------|--------------|---------------|----------------|-------------|-------------|

If the “Next” link appears underneath the table of reports, this means that there are additional reports that you can view. You may advance to these pages by clicking on the specific page number. You may also advance chronologically through all pages by selecting the “Next” link.

\$0.00

Previous 1 Next

You may select multiple receipts to pay off at once as the system will automatically tie a unique receipt to each discrepancy or interest charge. The entire transaction will go into the system with the voucher number provided above the table. As you check off the boxes of the discrepancies you would like to pay, the “Amount Paid” column will automatically fill with the paid amount for each receipt and the total amount to be paid in the “Total of all Discrepancies” field.

Show 10 entries Search:

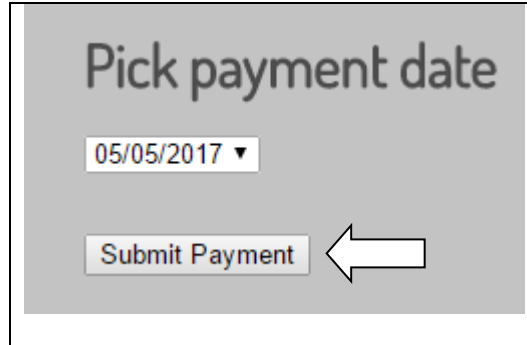
| Click to Pay | Invoice Number | Receipt Type | Contribution Month | Receipt Date | Billed Amount | Receipt Amount | Balance Due | Amount Paid |
|-------------------------------------|----------------|------------------|--------------------|--------------|---------------|----------------|-------------|-------------|
| <input checked="" type="checkbox"/> | 22149 | Discrepancy (DS) | 04/2017 | 05/02/2017 | \$336.00 | \$0.00 | \$336.00 | \$336.00 |
| <input checked="" type="checkbox"/> | 22150 | Discrepancy (DS) | 03/2017 | 05/02/2017 | \$71.72 | \$0.00 | \$71.72 | \$71.72 |
| <input checked="" type="checkbox"/> | 22151 | Discrepancy (DS) | 02/2017 | 05/02/2017 | \$20.18 | \$0.00 | \$20.18 | \$20.18 |

Total of all Discrepancies: \$427.90

Showing 1 to 3 of 3 entries

Previous 1 Next

Once you are ready to submit payment, scroll down to the bottom of the table, where you will see the total paid amount. You will then select the ACH payment date. The only date available for selection is two days from today's date. When you are ready to submit payment, you may click on the *Submit Payment* button.

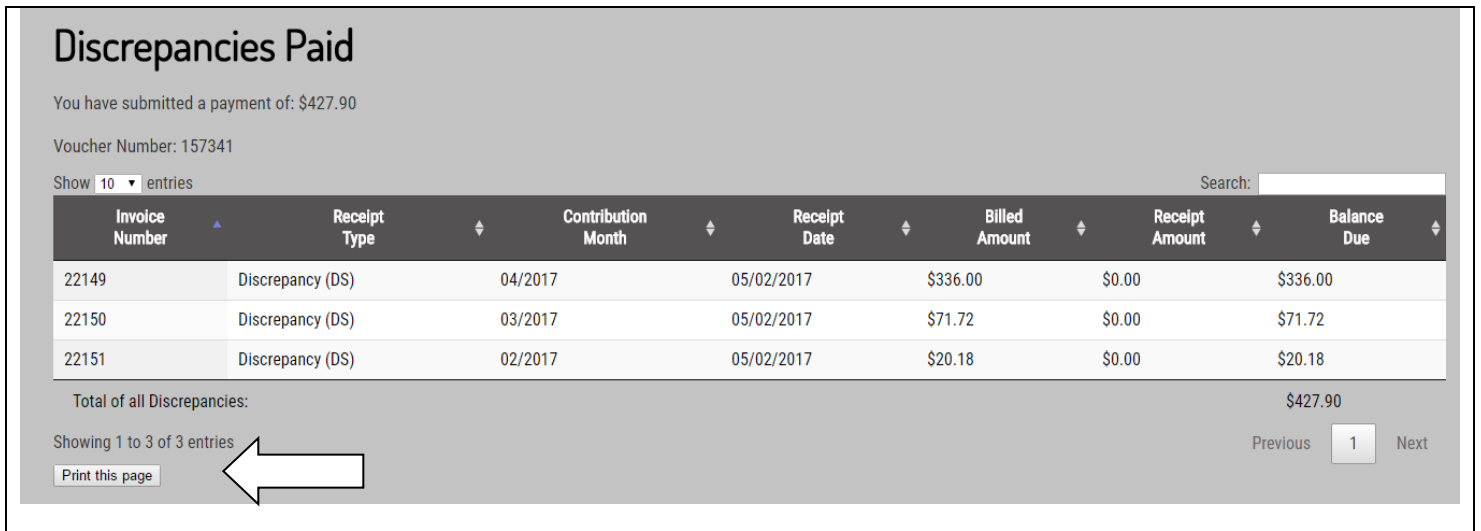


Pick payment date

05/05/2017 ▼

Submit Payment

After clicking on the *Submit Payment* button, you will be directed to the “Discrepancies Paid” screen. This screen will display a table summarizing all of the discrepancies paid, as well as the reference number. To keep a record of this transaction, you may click on the *Print this page* button underneath the table.



Discrepancies Paid

You have submitted a payment of: \$427.90

Voucher Number: 157341

Show 10 ▼ entries

Search:

| Invoice Number | Receipt Type | Contribution Month | Receipt Date | Billed Amount | Receipt Amount | Balance Due |
|----------------|------------------|--------------------|--------------|---------------|----------------|-------------|
| 22149 | Discrepancy (DS) | 04/2017 | 05/02/2017 | \$336.00 | \$0.00 | \$336.00 |
| 22150 | Discrepancy (DS) | 03/2017 | 05/02/2017 | \$71.72 | \$0.00 | \$71.72 |
| 22151 | Discrepancy (DS) | 02/2017 | 05/02/2017 | \$20.18 | \$0.00 | \$20.18 |

Total of all Discrepancies: \$427.90


Showing 1 to 3 of 3 entries

Print this page

Previous 1 Next

VIEW PAID DISCREPANCIES

If you are enrolled as an ACH employer you can view paid discrepancies. Select the “Discrepancies Menu” option, and click on “View Paid Discrepancies” to proceed.



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

What Do You Want To Do?

- + Remittance Reporting
- ➡ View Report History
- Discrepancies Menu
 - ➡ View Discrepancies
 - ➡ View/Pay Discrepancies
 - ➡ View Paid Discrepancies
- + Account Details
- ➡ Site Guide


Feel free to contact us via phone, or email us at customerservice@fvlab.com.

On the “View Your Paid Discrepancies” screen, a table of all paid outstanding balances will display. Every discrepancy listed has either been paid or is a pending payment. If the payment is pending, the paid date column will list “PENDING” for the receipt. Once the discrepancy has been paid (or the ACH file has been sent to the bank), the paid date will then display. The number in the receipt column references an internal receipt that contains the amount received to pay off the specific discrepancy, while the voucher number is the same voucher number the overall transaction went into the system under.

| View Your Paid Outstanding Balances | | | | | | |
|-------------------------------------|------------------|--------------------|--------------|----------|----------|-----------|
| Show 10 entries | | Search: | | | | |
| Invoice Number | Receipt Type | Contribution Month | Receipt Date | Paid | Voucher | Paid Date |
| 22149 | Discrepancy (DS) | 04/2017 | 05/02/2017 | \$336.00 | 157341 | PENDING |
| 22150 | Discrepancy (DS) | 03/2017 | 05/02/2017 | \$71.72 | 157341 | PENDING |
| 22151 | Discrepancy (DS) | 02/2017 | 05/02/2017 | \$20.18 | 157341 | PENDING |
| Showing 1 to 3 of 3 entries | | | | | Previous | 1 Next |


LOGGING OUT

When you have completed all processing on the website, it is important to remember to log out. To do this, please click on the “Click here to logout” link above the Main Menu.



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




What Do You Want To Do?

- Remittance Reporting
- View Report History
- Discrepancies Menu
- Account Details
- Site Guide

Feel free to contact us via phone, or email us at customerservice@fvlab.com.

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Fax: (847) 742-4430



QUESTIONS AND COMMENTS

If you have any questions or comments about processing online remittances using the website, please contact the Fund Office either via Phone or email, both accessible from the site.



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

What Do You Want To Do?

- ➕ Remittance Reporting
- ➔ View Report History
- ➕ Discrepancies Menu
- ➕ Account Details
- ➔ Site Guide

Feel free to contact us via phone, or email us at customerservice@fvlab.com.

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FOX VALLEY LABORERS FILE SPECIFICATIONS

File Formats

- The upload file must be in a Comma-Separated Values or Text format. This means .csv and .txt are the only file format extension the site can accept.
- Files with an extension of .pdf or .xls / .xlsx cannot be accepted. If your payroll software is only capable of importing data into a Microsoft Excel file (.xls or .xlsx), then you will need to open the document in Microsoft Excel and then resave the file in a **.csv** format prior to uploading the file.
- The file does not require Header rows.

Fields

- We do not require any leading or trailing zeros for any field.
- SSN must be entered without dashes.
- If any field contains a comma, dollar sign, or quotation marks, then you must include quotation marks around the entire field. If you prefer, you can include quotation marks around every field in the file.
- The data fields must be in the order outlined below.
- The following fields are required for each reported employee:

| Field/Column Sequence | Field/Column Data |
|-----------------------|-------------------|
| Field 1 | Member SSN |
| Field 2 | Member Name |
| Field 3 | Hours Worked |
| Field 4 | Wages |

Field Requirements and Restrictions

- The site will not accept negative numbers.