

# Sheet Metal Workers of Northern California District 1 Electronic Contribution Website User Manual

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

- How to process a new contribution form
- How to process payments via ACH
- How to modify a saved contribution form
- How to copy/modify a previous contribution form
- How to view and delete contribution forms
- How to pay multiple saved invoices

# Web Address: <https://www.smwnc104district1.org/>

**SMART**  
Local Union No. 104

**Sheet Metal Workers of  
Northern California District 1**

**Login**  
Monday, September 15, 2025

User Name:   
Password:   
  
[Create an Account](#) [Forgot Password?](#)

Home | Electronic Contribution | Employer Information | News | Contact Us

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

**To Navigate this site:**

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

**To Log On:**

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

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

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

**News / Events**  
No news is available.

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- 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 (925)-208-9999 or (866) 787-0162, where someone will assist you.

# Let's Get Started

**Sheet Metal Workers of Northern California District 1**

Monday, September 15, 2025

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

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit

Process Contribution  
View All Contributions  
Frequently Asked Questions

Select Contractor: Benesys | Test Contractor

Work Start Date: 8/1/2025

Work End Date: 8/31/2025

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: SHEET METAL APP & JRNY

☐ Report no Hours

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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

SHEET METAL | AIR | RAIL | TRANSPORTATION

**SMART**

Local Union No. 104



# Sheet Metal Workers of Northern California District 1

Friday, October 10, 2025

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

Welcome DemocontractorLast Signed In: Friday, October 10, 2025

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## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Benesys | Test Contractor

Work Start Date:

9/1/2025

Process Contribution:

Enter New Contribution

Contribution Type:

Enter New Contribution

CBA:

SubmitCancel

Work End Date:


9/30/2025

☐ 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
- **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



**Sheet Metal Workers of  
Northern California District 1**

Monday, September 15, 2025

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

Welcome Democontractor

Last Signed In: Monday, September 15, 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:

8/1/2025

Process Contribution:

Enter New Contribution

Contribution Type:

Regular Contribution

CBA:

SHEET METAL APP & JRNY

Submit

Cancel

Work End Date:

8/31/2025

☐ Report no Hours

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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

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## Contribution Entry Form

### Contribution Batch

Contractor Name: Test Contractor Contractor Number: Benesys  
Batch Number: CW25-00000010 Work End Date: 08/31/2025  
CBA: 034 - SHEET METAL APP & JRNY JOURNEYPerson 11+ YEARS

[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	Straight Time Hours	Overtime Hours	Double Time Hours	Flat Rate	Delete?
2	741852963	DEFAULT	Adam	V	Luke	5.00	8.00	12.00	0.00	<input type="checkbox"/>
3	852794613	DEFAULT	Steve	T	Maeve	15.00	8.00	0.00	0.00	<input type="checkbox"/>
4	963852741	DEFAULT	Eve		Pietra	9.00	0.00	6.00	0.00	<input type="checkbox"/>
5	987654321	DEFAULT	Jane		Smith	10.00	0.00	10.00	0.00	<input type="checkbox"/>
6	123456788	DEFAULT	John		Smith	10	10	10	0.00	<input type="checkbox"/>
6		DEFAULT				0.00	0.00	0.00	0.00	<input type="checkbox"/>

- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected.
- Entry of new employees is to be handled via file Dispatch or by calling the noted phone numbers.
- Enter the Straight Time Hours, Overtime Hours, Double Time Hours, and Flat Rate 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

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## Process Contribution

### Contribution Batch

**Contractor Name:** Test Contractor      **Contractor Number:** Benesys  
**Batch Number:** CW25-00000010      **Work End Date:** 08/31/2025  
**CBA:** 034 - SHEET METAL APP & JRNY JOURNEYPerson 11+ YEARS

### Contractor Contribution Details:

Work Class	Contractor	Straight Time Hours	Overtime Hours	Double Time Hours	Flat Rate	Amount	
Default	Test Contractor	49.00	26.00	38.00	0.00	\$18,571.43	<a href="#">View Details</a>
<b>TOTAL</b>		<b>49.00</b>	<b>26.00</b>	<b>38.00</b>	<b>0.00</b>	<b>\$18,571.43</b>	

### Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Straight Time Hours	Overtime Hours	Double Time Hours	Flat Rate	Amount	
741852963	Default	Adam	V	Luke	5.00	8.00	12.00	0.00	\$3,918.51	<a href="#">View Details</a>
852794613	Default	Steve	T	Maeve	15.00	8.00	0.00	0.00	\$3,660.89	<a href="#">View Details</a>
963852741	Default	Eve		Petra	9.00	0.00	6.00	0.00	\$3,240.41	<a href="#">View Details</a>
987654321	Default	Jane		Smith	10.00	0.00	10.00	0.00	\$3,567.26	<a href="#">View Details</a>
123456788	Default	John		Smith	10.00	10.00	10.00	0.00	\$4,184.36	<a href="#">View Details</a>
<b>TOTAL</b>					<b>49.00</b>	<b>26.00</b>	<b>38.00</b>	<b>0.00</b>	<b>\$18,571.43</b>	

- 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
HEALTH CARE	142.00	Health Capped Minimum	16.03000	\$11,381.30
PENSION	113.00	Hours Worked	24.60000	\$2,779.80
NATIONAL PEN	113.00	Hours Worked	0.00000	\$0.00
INTL BENEFIT	113.00	Hours Worked	0.00000	\$0.00
SMO HIT	113.00	Hours Worked	0.00000	\$0.00
VACATION	164.00	Hours Paid	10.50000	\$1,722.00
PAC	0.00	Split	0.05000	\$0.00
APPR TRAIN 1	113.00	Hours Worked	0.00000	\$0.00
INT TRN INST	113.00	Hours Worked	0.00000	\$0.00
APPR TRN MON	113.00	Hours Worked	0.00000	\$0.00
S TRN NEMI	113.00	Hours Worked	0.00000	\$0.00
SCHOLAR TF	113.00	Hours Worked	0.05000	\$5.65
IP SMACNA602	113.00	Hours Worked	0.00000	\$0.00
IP SCVCA	113.00	Hours Worked	0.00000	\$0.00
IP MBA 602	113.00	Hours Worked	0.00000	\$0.00
PSP	113.00	Hours Worked	12.30000	\$1,389.90
SUB SHC	113.00	Hours Worked	0.62000	\$70.06
DUES 1	113.00	Hours Worked	5.79000	\$654.27
BTC CKOFF UN	113.00	Hours Worked	0.05000	\$5.65
SASMI REG	113.00	Hours Worked	0.00000	\$0.00
401K	164.00	Hours Paid	0.00000	\$0.00
HEALTH 2	142.00	Health Capped Minimum	0.40000	\$284.00
HRA	164.00	Hours Paid	1.70000	\$278.80
PAL	0.00	Split	0.00000	\$0.00
NONACCURAL	0.00	Split	4.00000	\$0.00
				<b>Total: \$18,571.43</b>

Close



# Enter a New Form - Contractor Details

## Employee Contribution Details

**First Name:** Adam

**Last Name:** Luke

Fund	Units	Basis	Rate	Amount
HEALTH CARE	142.00	Health Capped Minimum	16.03000	\$2,276.26
PENSION	25.00	Hours Worked	24.60000	\$615.00
NATIONAL PEN	25.00	Hours Worked	0.00000	\$0.00
INTL BENEFIT	25.00	Hours Worked	0.00000	\$0.00
SMOHIT	25.00	Hours Worked	0.00000	\$0.00
VACATION	41.00	Hours Paid	10.50000	\$430.50
PAC	0.00	Split	0.05000	\$0.00
APPR TRAIN 1	25.00	Hours Worked	0.00000	\$0.00
INT TRN INST	25.00	Hours Worked	0.00000	\$0.00
APPR TRN MON	25.00	Hours Worked	0.00000	\$0.00
S TRN NEMI	25.00	Hours Worked	0.00000	\$0.00
SCHOLAR TF	25.00	Hours Worked	0.05000	\$1.25
IP SMACNA602	25.00	Hours Worked	0.00000	\$0.00
IP SCVCA	25.00	Hours Worked	0.00000	\$0.00
IP MBA 602	25.00	Hours Worked	0.00000	\$0.00
PSP	25.00	Hours Worked	12.30000	\$307.50
SUB SHC	25.00	Hours Worked	0.62000	\$15.50
DUES 1	25.00	Hours Worked	5.79000	\$144.75
BTC CKOFF UN	25.00	Hours Worked	0.05000	\$1.25
SASMI REG	25.00	Hours Worked	0.00000	\$0.00
401K	41.00	Hours Paid	0.00000	\$0.00
HEALTH 2	142.00	Health Capped Minimum	0.40000	\$56.80
HRA	41.00	Hours Paid	1.70000	\$69.70
PAL	0.00	Split	0.00000	\$0.00
NONACCURAL	0.00	Split	4.00000	\$0.00
				<b>Total: \$3,918.51</b>

Close

# Enter a New Form - Finalize Contributions

Contribution Batch			
Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW25-00000010	Work End Date:	08/31/2025
CBA:	034 - SHEET METAL APP & JRNY JOURNEYPERSON 11+ YEARS		

INVOICE # CW25-00000012

Your Calculated Contributions for work ending 08/31/2025:	<b>\$18,571.43</b>
Remittance Amount Due:	<b>\$18,571.43</b>
Invoice #:	CW25-00000012 * 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:	09/15/2025

Amount Due:

Work Class	Fund	Fund Code	Straight Time Hours	Overtime Hours	Double Time Hours	Flat Rate	Calc Hrs	Basis	Rate	Amount
efault Work Classification	HEALTH CARE	HW	49.00	26.00	38.00	0.00	142.00	Health Capped Minimum	16.03000	\$11,381.30
efault Work Classification	PENSION	DB	49.00	26.00	38.00	0.00	113.00	Hours Worked	24.60000	\$2,779.80
efault Work Classification	NATIONAL PEN	NDB	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	INTL BENEFIT	INBN	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	SMOHT	SMH	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	VACATION	VAC	49.00	26.00	38.00	0.00	164.00	Hours Paid	10.50000	\$1,722.00
efault Work Classification	PAC	PAC	49.00	26.00	38.00	0.00	0.00	Split	0.05000	\$0.00
efault Work Classification	APPR TRAIN 1	APP	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	INT TRN INST	ITI	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	APPR TRN MON	APTM	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	S TRN NEMI	STN	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	SCHOLAR TF	ST	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.05000	\$5.65
efault Work Classification	IP SMACNA602	IPSM6	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	IP SCVCA	IPSC2	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	IP MBA 602	IPMB6	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	PSP	PSP	49.00	26.00	38.00	0.00	113.00	Hours Worked	12.30000	\$1,389.90
efault Work Classification	SUB SHC	SUBSH	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.62000	\$70.06
efault Work Classification	DUES 1	DUE1	49.00	26.00	38.00	0.00	113.00	Hours Worked	5.79000	\$654.27
efault Work Classification	BTC CKOFF UN	BTC	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.05000	\$5.65
efault Work Classification	SASMI REG	SASMI	49.00	26.00	38.00	0.00	113.00	Hours Worked	0.00000	\$0.00
efault Work Classification	401K	401K	49.00	26.00	38.00	0.00	164.00	Hours Paid	0.00000	\$0.00
efault Work Classification	HEALTH 2	H2	49.00	26.00	38.00	0.00	142.00	Health Capped Minimum	0.40000	\$284.00
efault Work Classification	HRA	HRA	49.00	26.00	38.00	0.00	164.00	Hours Paid	1.70000	\$278.80
efault Work Classification	PAL	PAL	49.00	26.00	38.00	0.00	0.00	Split	0.00000	\$0.00
efault Work Classification	NONACCURAL	NONAC	49.00	26.00	38.00	0.00	0.00	Split	4.00000	\$0.00
<b>TOTAL</b>										<b>\$18,571.43</b>

Employee Details:

SSN	Name	Work Class	ST	OT	DT	F	HW	DB	NDB	INBN	SMH	VAC	PAC	APP	ITI	APTM	STN	IPSM6	IPSC2
XXXX2963	Luke, Adam V	DFLT	\$5.00	8.00	12.00	0.00	\$2,276.26	\$615.00	\$0.00	\$0.00	\$0.00	\$430.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
XXXX4613	Maeve, Steve T	DFLT	\$15.00	8.00	0.00	0.00	\$2,276.26	\$565.80	\$0.00	\$0.00	\$0.00	\$283.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
XXXX2741	Pietra, Eve	DFLT	\$9.00	0.00	6.00	0.00	\$2,276.26	\$369.00	\$0.00	\$0.00	\$0.00	\$220.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
XXXX4321	Smith, Jane	DFLT	\$10.00	0.00	10.00	0.00	\$2,276.26	\$492.00	\$0.00	\$0.00	\$0.00	\$315.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
XXXX6788	Smith, John	DFLT	\$10.00	10.00	10.00	0.00	\$2,276.26	\$738.00	\$0.00	\$0.00	\$0.00	\$472.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>			<b>\$49.00</b>	<b>26.00</b>	<b>38.00</b>	<b>0.00</b>	<b>\$11,381.30</b>	<b>\$2,779.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,722.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

- 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)

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## Pending Payment

Select Contractor:	Benesys   Test Contractor	Invoice Number:	
* Invoice Begin Date:	9/9/2025	* Invoice End Date:	9/15/2025
<div>Search Clear</div>			

In accordance with the Collection Procedures, contribution reports and payments are due on the 22nd 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 Sheet Metal Workers Of Northern California Pension Trust Fund, all payments received past the delinquency date are subject to liquidated damages of 5% of the total contributions, with a minimum charge of \$100, plus 10% interest per annum. All contributions received more than 30 days late will be charge liquidated damages at 20%, still with a minimum charge of \$100, plus 10% interest per annum from the date they were due to be paid.  
If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 3516115939.  
If submitting payment electronically, you must allow two working days for the funds to be received by the bank.

### Pending Invoice:

Select Invoice Cancel

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000012	08/31/2025	034	SHEET METAL APP & JRNY JOURNEYPerson 11+ YEARS	Benesys	\$18,571.43	DemoContractor	09/15/2025
<input type="checkbox"/>	CW25-00000010	08/31/2025	125	BUILDING TRADES JOURNEYPerson 0-10 YEARS	Benesys	\$5,853.94	DemoContractor	09/15/2025

Select Invoice Cancel

- 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)

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Pending Payment

Payment Summary

(1) Invoice Selected

Total amount due: \$18,571.43

Make Payment

Edit Selection

Select Contractor:

Benesys | Test Contractor

Invoice Number:

\* Invoice Begin Date:

9/9/2025

\* Invoice End Date:

9/15/2025

Search

Clear

In accordance with the Collection Procedures, contribution reports and payments are due on the 22nd 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 Sheet Metal Workers Of Northern California Pension Trust Fund, all payments received past the delinquency date are subject to liquidated damages of 5% of the total contributions, with a minimum charge of \$100, plus 10% interest per annum. All contributions received more than 30 days late will be charge liquidated damages at 20%, still with a minimum charge of \$100, plus 10% interest per annum from the date they were due to be paid.  
If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 3516115939.  
If submitting payment electronically, you must allow two working days for the funds to be received by the bank.

Pending Invoice:


Select Invoice

Cancel

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000012	08/31/2025	034	SHEET METAL APP & JRNY JOURNEYPERSON 11+ YEARS	Benesys	\$18,571.43	DemoContractor	09/15/2025
<input type="checkbox"/>	CW25-00000010	08/31/2025	125	BUILDING TRADES JOURNEYPERSON 0-10 YEARS	Benesys	\$5,853.94	DemoContractor	09/15/2025

- 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)



**Sheet Metal Workers of  
Northern California District 1**

Monday, September 15, 2025

My ProfileLogout

Welcome Democontractor

Last Signed In: Monday, September 15, 2025

HomeElectronic ContributionContribution PaymentEmployer InformationNewsContact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-00000012	08/31/2025	SHEET METAL APP & JRNY JOURNEYPERSON 11+ YEARS	Benesys	\$18,571.43
<b>TOTAL</b>				<b>\$18,571.43</b>

Total Invoice Amount :  
Invoice Adjustment Amount:  
Total Amount Due:  
Adjustment Reason:

\$18,571.43

\$18,571.43

Pay By: ☒ ACH(Online) ☐ Check

- 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)

SMART

Local Union No. 104

Sheet Metal Workers of  
Northern California District 1

Monday, September 15, 2025

My Profile

Logout

Welcome Democontractor

Last Signed In: Monday, September 15, 2025

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Electronic Contribution

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-00000012	08/31/2025	SHEET METAL APP & JRNY JOURNEYPERSON 11+ YEARS	Benesys	\$18,571.43
<b>TOTAL</b>				<b>\$18,571.43</b>

Total Invoice Amount :

\$18,571.43

Invoice Adjustment Amount:

Total Amount Due:

\$18,571.43

Adjustment Reason:

Pay By: ☒ ACH(Online) ☐ Check

- 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:

INC


\* Routing Number:

\* Bank Account Number:

\* Account Type:

☒ Checking ☐ Saving

Bank Name:



Get New Image

\* Please enter the characters as shown in the image.

# Enter a New Form - Pay Invoice(s)

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## ACH Payment

In accordance with the Collection Procedures, contribution reports and payments are due on the 22nd 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 Sheet Metal Workers Of Northern California Pension Trust Fund, all payments received past the delinquency date are subject to liquidated damages of 5% of the total contributions, with a minimum charge of \$100, plus 10% interest per annum. All contributions received more than 30 days late will be charge liquidated damages at 20%, still with a minimum charge of \$100, plus 10% interest per annum from the date they were due to be paid.  
If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 3516115939.  
If submitting payment electronically, you must allow two working days for the funds to be received by the bank.

**Total Amount Due: \$18,571.43**

**Bank Account Number:** ( Last 4 digits ) [REDACTED]

**Routing Number:** ( Last 4 digits ) [REDACTED]

**Bank Name:** [REDACTED]

**Account Type:** Checking

**Settlement Date:** 9/17/2025

\*Note:Click Edit Account to correct your bank account.


○ **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



**Sheet Metal Workers of  
Northern California District 1**

Friday, October 10, 2025

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Welcome Democontractor

Last Signed In: Friday, October 10, 2025

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Benesys | Test Contractor

Work Start Date:

9/1/2025

Process Contribution:

Enter New Contribution

Contribution Type:

Enter New Contribution

**Modify / Submit Saved Contribution**

Copy / Modify Previous Report Form

CBA:

Submit

Cancel

Work End Date:

9/30/2025


☐ Report no Hours

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- 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



**Sheet Metal Workers of  
Northern California District 1**

Monday, September 15, 2025

My ProfileLogout

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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 StartDate | Work EndDate

Batch Number	CBA	Work Start Date	Work End Date
CW25-00000005	( 034 ) SHEET METAL A	06/01/2025	06/30/2025
CW25-00000004	( 034 ) SHEET METAL A	08/01/2025	08/31/2025
CW25-00000003	( 151 ) 151	08/01/2025	08/31/2025

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).

# Copy/Modify Previous Report Form

**Sheet Metal Workers of Northern California District 1**

Monday, September 15, 2025

My Profile Logout

Welcome Democontractor

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**Electronic Contribution**

Select the contractor from the list to submit your contributions

Select Contractor: Benesys | Test Contractor

Work Start Date: 8/1/2025 Work End Date: 8/31/2025

Process Contribution: Copy / Modify Previous Report Form

\*Invoice Number: Invoice Number | CBA | Work StartDate | Work EndDate

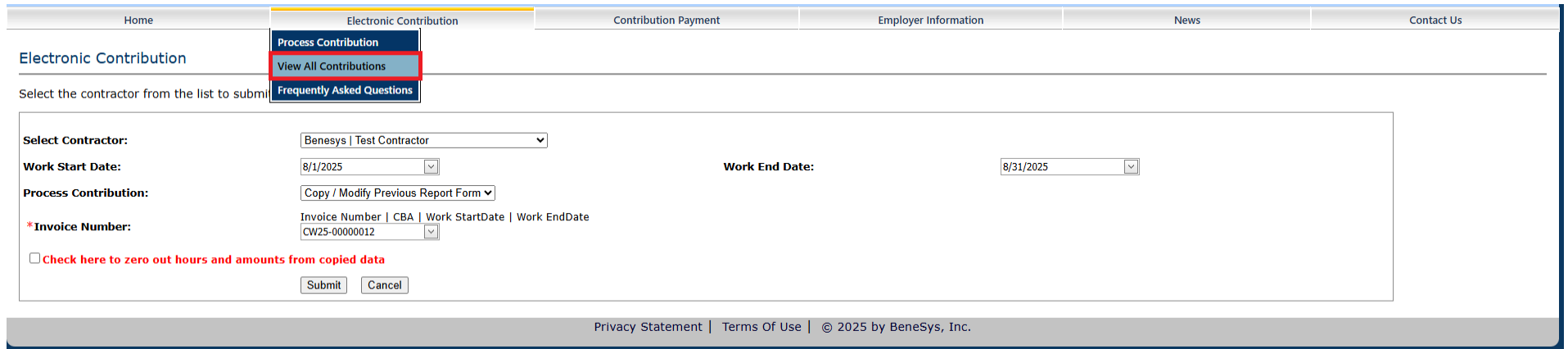
☐ Check here to zero out hours and amounts from previous report

Invoice Number	CBA	Work Start Date	Work End Date
CW25-00000012	( 034 ) SHEET METAL A	08/01/2025	08/31/2025
CW25-00000010	( 125 ) BUILDING TRAD	08/01/2025	08/31/2025

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- 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 BeneSys web application interface. At the top, a navigation bar includes links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' section is active, and its sidebar contains three links: 'Process Contribution', 'View All Contributions' (highlighted with a red box), and 'Frequently Asked Questions'. The main content area is titled 'Electronic Contribution' and prompts the user to 'Select the contractor from the list to submit'. Below this, there are several input fields: 'Select Contractor:' with a dropdown menu showing 'Benesys | Test Contractor'; 'Work Start Date:' with a date picker set to '8/1/2025'; 'Work End Date:' with a date picker set to '8/31/2025'; 'Process Contribution:' with a dropdown menu showing 'Copy / Modify Previous Report Form'; and '\* Invoice Number:' with a dropdown menu showing 'CW25-00000012'. A checkbox labeled 'Check here to zero out hours and amounts from copied data' is also present. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains links for 'Privacy Statement' and 'Terms Of Use', along with the copyright notice '© 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

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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[View All Contributions](#)

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Select Contractor:  Begin Date:  End Date:

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.

- 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

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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View All Contributions

Select Contractor:

Begin Date:  End Date:

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
<a href="#">CW25-00000012</a>	08/31/2025	034	SHEET METAL APP & JRNY JOURNEYPerson 11+ YEARS	5	Benesys	Test Contractor	\$18,571.43	Pending	ACH	09/17/2025	DemoContractor	09/15/2025	<input type="checkbox"/>
<a href="#">CW25-00000010</a>	08/31/2025	125	BUILDING TRADES JOURNEYPerson 0-10 YEARS	2	Benesys	Test Contractor	\$5,853.94	Pending			DemoContractor	09/15/2025	<input type="checkbox"/>

- 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

The screenshot displays the BeneSys web application interface. At the top, there is a navigation bar with the following tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is currently selected, and its dropdown menu is open, showing three options: 'Make a Payment' (highlighted with a red border), 'View All Payment', and 'Account Management'. Below the navigation bar, the main content area is divided into two columns. The left column contains an 'Introduction' section with the text 'You now have the power to access information 24 hours a day, 7 days a week.' and a 'To Navigate this site:' section with a bullet point: 'Click on a header on the top. This opens your submenu options.' Below this is a 'To Log On:' section with two bullet points: 'There is a login box in the upper right corner.' and 'Enter your User Name and Password then click on the login button.' Further down, it states 'If your login was successful you'll be directed to the appropriate page to begin.' and 'If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.' The right column contains a 'News / Events' section with the text 'No news is available.' At the bottom of the page, there is a footer with the text 'Privacy Statement | Terms Of Use | © 2025 by BeneSys, Inc.'

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

# How to Make Payments on Multiple Saved Forms

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## Pending Payment

Select Contractor:  
\* Invoice Begin Date:

Benesys | Test Contractor  
9/9/2025

Invoice Number:  
\* Invoice End Date:

9/15/2025

In accordance with the Collection Procedures, contribution reports and payments are due on the 22nd 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 Sheet Metal Workers OF Northern California Pension Trust Fund, all payments received past the delinquency date are subject to liquidated damages of 5% of the total contributions, with a minimum charge of \$100, plus 10% interest per annum. All contributions received more than 30 days late will be charge liquidated damages at 20%, still with a minimum charge of \$100, plus 10% interest per annum from the date they were due to be paid.  
If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 3516115939.  
If submitting payment electronically, you must allow two working days for the funds to be received by the bank.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW25-00000010	08/31/2025	125	BUILDING TRADES JOURNEYPerson 0-10 YEARS	Benesys	\$5,853.94	DemoContractor	09/15/2025

- 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 (925) 208-9999 or (866) 787-0162 and ask to speak with someone from our Contributions Team.**