

# Sheet Metal Workers of Northern California District 2 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.smwnc104district2.org/>

**SMART**  
Local Union No. 104

**Sheet Metal Workers of  
Northern California District 2**

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

**Login**  
Friday, October 3, 2025  
\* User Name:   
\* Password:   
  
[Create an Account](#) [Forgot Password?](#)

**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)-208-9992 or (866) 787-0162, where someone will assist you.

# Let's Get Started

**Sheet Metal Workers of Northern California District 2**

Friday, October 3, 2025

My Profile Logout

Welcome Democontractor

Last Signed In: Friday, October 3, 2025

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**Process Contribution**

**View All Contributions**

**Frequently Asked Questions**

**Introduction**

You now have the power to access information 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.
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**If your login was successful** you'll be directed to the appropriate page to begin.

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**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

SMART

Local Union No. 104

Sheet Metal Workers of  
Northern California District 2

Friday, October 10, 2025

My Profile

Logout

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

Work End Date:

9/30/2025

Process Contribution:

Enter New Contribution

Contribution Type:

Enter New Contribution

CBA:

Modify / Submit Saved Contribution

Copy / Modify Previous Report Form

Submit

Cancel

☐ Report no Hours

Privacy Statement

Terms Of Use

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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

The screenshot shows the web portal for the Sheet Metal Workers of Northern California District 2. The header includes the SMART Local Union No. 104 logo and the text 'Sheet Metal Workers of Northern California District 2'. The date 'Friday, October 3, 2025' is displayed in the top right corner, along with 'My Profile' and 'Logout' links. A navigation bar contains links for 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, showing a form to select a contractor and enter contribution details. The form includes dropdown menus for 'Select Contractor' (BENESYS | Test Contractor), 'Work Start Date' (9/1/2025), 'Work End Date' (9/30/2025), 'Process Contribution' (Enter New Contribution), 'Contribution Type' (Regular Contribution), and 'CBA' (OWNER/MEMBER JOURNEY). There is a checkbox for 'Report no Hours' and 'Submit' and 'Cancel' buttons.

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  
**Batch Number:** CW25-00000010  
**CBA:** 211 - OWNER/MEMBER JOURNEYPEPERSON

**Contractor Number:** BENESYS  
**Work End Date:** 09/30/2025

[Rate Inquiry](#)
[Add Employee](#)
[Delete Employee](#)
[Save and Complete Later](#)
[Calculate Contribution](#)
[Cancel](#)

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

Row No	SSN	Work Class	First Name	MI	Last Name	Straight Time Hours	Overtime Hours	Double Time Hours	Flat Rate	Delete?
3	987654321	DEFAULT	Jane	B	Smith	10.00	10.00	10.00	1.00	<input type="checkbox"/>
4	123456789	DEFAULT	Luke	A	Smith	10.00	10.00	0.00	0.00	<input type="checkbox"/>
5	741852963	DEFAULT	Milo	S	Pietra	10.00	10.00	0.00	0.00	<input type="checkbox"/>
4	753869421	DEFAULT	Maeve		Stevenson	10	0.00	10	1	<input type="checkbox"/>
5		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

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**Contribution Batch**

Contractor Name: Test Contractor  
Batch Number: CW25-00000010  
CBA: 211 - OWNER/MEMBER JOURNEYPerson

Contractor Number: BENESYS  
Work End Date: 09/30/2025

Contractor Contribution Details:

Work Class	Contractor	Straight Time Hours	Overtime Hours	Double Time Hours	Flat Rate	Amount	
Default	Test Contractor	40.00	30.00	20.00	2.00	\$13,547.60	<a href="#">View Details</a>
<b>TOTAL</b>		<b>40.00</b>	<b>30.00</b>	<b>20.00</b>	<b>2.00</b>	<b>\$13,547.60</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	Milo	S	Pietra	10.00	10.00	0.00	0.00	\$3,262.80	<a href="#">View Details</a>
987654321	Default	Jane	B	Smith	10.00	10.00	10.00	1.00	\$3,716.20	<a href="#">View Details</a>
123456789	Default	Luke	A	Smith	10.00	10.00	0.00	0.00	\$3,262.80	<a href="#">View Details</a>
753869421	Default	Maeve		Stevenson	10.00	0.00	10.00	1.00	\$3,305.80	<a href="#">View Details</a>
<b>TOTAL</b>					<b>40.00</b>	<b>30.00</b>	<b>20.00</b>	<b>2.00</b>	<b>\$13,547.60</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	142.00	Health Capped Minimum	0.00000	\$0.00
HEALTH	142.00	Health Capped Minimum	16.00000	\$9,088.00
DTH BEN	0.00	Split	0.10000	\$0.00
Old Pen	90.00	Hours Worked	0.00000	\$0.00
PENSION	90.00	Hours Worked	21.22000	\$1,909.80
NAT PEN	90.00	Hours Worked	0.00000	\$0.00
VAC.	125.00	Hours Paid	5.60000	\$700.00
APPTRN	90.00	Hours Worked	1.70000	\$153.00
I.T.I.	90.00	Hours Worked	0.00000	\$0.00
BLD FND	0.00	Split	0.43000	\$0.00
NEMI TR	90.00	Hours Worked	0.00000	\$0.00
SCHOLAR1	90.00	Hours Worked	0.00000	\$0.00
SMOHITT	90.00	Hours Worked	0.00000	\$0.00
SCHOLAR2	90.00	Hours Worked	0.05000	\$4.50
PSP	125.00	Hours Paid	3.00000	\$375.00
DUES	90.00	Hours Worked	4.27000	\$384.30
LBR MGT	90.00	Hours Worked	0.20000	\$18.00
CSMACNA	0.00	Split	0.03000	\$0.00
IND	90.00	Hours Worked	0.70000	\$63.00
LSMACNA	0.00	Split	0.60000	\$0.00
401K	125.00	Hours Paid	0.00000	\$0.00
HRA	142.00	Health Capped Minimum	1.50000	\$852.00
PAC	0.00	Split	0.05000	\$0.00
PAL	0.00	Split	0.00000	\$0.00
NONACCURAL	0.00	Split	3.44000	\$0.00
				<b>Total: \$13,547.60</b>

Close



# Enter a New Form - Member Details

## Employee Contribution Details

First Name: Milo

Last Name: Pietra

Fund	Units	Basis	Rate	Amount
HEALTH	142.00	Health Capped Minimum	0.00000	\$0.00
HEALTH	142.00	Health Capped Minimum	16.00000	\$2,272.00
DTH BEN	0.00	Split	0.10000	\$0.00
Old Pen	20.00	Hours Worked	0.00000	\$0.00
PENSION	20.00	Hours Worked	21.22000	\$424.40
NAT PEN	20.00	Hours Worked	0.00000	\$0.00
VAC.	25.00	Hours Paid	5.60000	\$140.00
APPTRN	20.00	Hours Worked	1.70000	\$34.00
I.T.I.	20.00	Hours Worked	0.00000	\$0.00
BLD FND	0.00	Split	0.43000	\$0.00
NEMI TR	20.00	Hours Worked	0.00000	\$0.00
SCHOLAR1	20.00	Hours Worked	0.00000	\$0.00
SMOHITT	20.00	Hours Worked	0.00000	\$0.00
SCHOLAR2	20.00	Hours Worked	0.05000	\$1.00
PSP	25.00	Hours Paid	3.00000	\$75.00
DUES	20.00	Hours Worked	4.27000	\$85.40
LBR MGT	20.00	Hours Worked	0.20000	\$4.00
CSMACNA	0.00	Split	0.03000	\$0.00
IND	20.00	Hours Worked	0.70000	\$14.00
LSMACNA	0.00	Split	0.60000	\$0.00
401K	25.00	Hours Paid	0.00000	\$0.00
HRA	142.00	Health Capped Minimum	1.50000	\$213.00
PAC	0.00	Split	0.05000	\$0.00
PAL	0.00	Split	0.00000	\$0.00
NONACCURAL	0.00	Split	3.44000	\$0.00
				<b>Total: \$3,262.80</b>

Close

# Enter a New Form - Finalize Contributions

Contribution Batch			
Contractor Name:	Test Contractor	Contractor Number:	BENESYS
Batch Number:	CW25-00000010	Work End Date:	09/30/2025
CBA:	211 - OWNER/MEMBER JOURNEYPEPERSON		

INVOICE # CW25-00000007

Your Calculated Contributions for work ending 09/30/2025: **\$13,547.60**

Remittance Amount Due: **\$13,547.60**

Invoice #: **CW25-00000007**  
 \* 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: **10/03/2025**

## Amount Due:

Work Class	Fund	Fund Code	Straight Time Hours	Overtime Hours	Double Time Hours	Flat Rate	Calc Hrs	Basis	Rate	Amount
Default Work Classification	HEALTH	H&W	40.00	30.00	20.00	2.00	142.00	Health Capped Minimum	0.00000	\$0.00
Default Work Classification	HEALTH	H&W	40.00	30.00	20.00	2.00	142.00	Health Capped Minimum	16.00000	\$9,088.00
Default Work Classification	DTH BEN	DFBEN	40.00	30.00	20.00	2.00	0.00	Split	0.10000	\$0.00
Default Work Classification	Old Pen	OLDB	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.00000	\$0.00
Default Work Classification	PENSION	DB	40.00	30.00	20.00	2.00	90.00	Hours Worked	21.22000	\$1,909.80
Default Work Classification	NAT PEN	NDB	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.00000	\$0.00
Default Work Classification	VAC.	VAC	40.00	30.00	20.00	2.00	125.00	Hours Paid	5.60000	\$700.00
Default Work Classification	APPTRN	APPR	40.00	30.00	20.00	2.00	90.00	Hours Worked	1.70000	\$153.00
Default Work Classification	I.T.I.	ITI	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.00000	\$0.00
Default Work Classification	BLD FND	BLD	40.00	30.00	20.00	2.00	0.00	Split	0.43000	\$0.00
Default Work Classification	NEMI TR	NEMI	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.00000	\$0.00
Default Work Classification	SCHOLAR1	SCHLR	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.00000	\$0.00
Default Work Classification	SMOHITT	SMOHI	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.00000	\$0.00
Default Work Classification	SCHOLAR2	SCHL2	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.05000	\$4.50
Default Work Classification	PSP	PSP	40.00	30.00	20.00	2.00	125.00	Hours Paid	3.00000	\$375.00
Default Work Classification	DUES	DU	40.00	30.00	20.00	2.00	90.00	Hours Worked	4.27000	\$384.30
Default Work Classification	LBR MGT	LBR	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.20000	\$18.00
Default Work Classification	CSMACNA	CALMA	40.00	30.00	20.00	2.00	0.00	Split	0.03000	\$0.00
Default Work Classification	IND	IND	40.00	30.00	20.00	2.00	90.00	Hours Worked	0.70000	\$63.00
Default Work Classification	LSMACNA	LSMAC	40.00	30.00	20.00	2.00	0.00	Split	0.60000	\$0.00
Default Work Classification	401K	401k	40.00	30.00	20.00	2.00	125.00	Hours Paid	0.00000	\$0.00
Default Work Classification	HRA	HRA	40.00	30.00	20.00	2.00	142.00	Health Capped Minimum	1.50000	\$852.00
Default Work Classification	PAC	PAC	40.00	30.00	20.00	2.00	0.00	Split	0.05000	\$0.00
Default Work Classification	PAL	PAL	40.00	30.00	20.00	2.00	0.00	Split	0.00000	\$0.00
Default Work Classification	NONACCURAL	NONAC	40.00	30.00	20.00	2.00	0.00	Split	3.44000	\$0.00
<b>TOTAL</b>										<b>\$13,547.60</b>

## Employee Details:

SSN	Name	Work Class	ST	OT	DT	F	H&W	H&W2	DFBEN	OLDB	DB	NDB	VAC	APPR	ITI	BLD	NEMI	SCHLR	SMOHI	\$
XXXXX2963	Pietra, Milo S	DFLT	10.00	10.00	0.00	0.00	\$0.00	2272.00	\$0.00	\$0.00	\$424.40	\$0.00	\$140.00	\$34.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
XXXXX4321	Smith, Jane B	DFLT	10.00	10.00	1.00	0.00	\$0.00	2272.00	\$0.00	\$0.00	\$636.60	\$0.00	\$252.00	\$51.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
XXXXX6789	Smith, Luke A	DFLT	10.00	10.00	0.00	0.00	\$0.00	2272.00	\$0.00	\$0.00	\$424.40	\$0.00	\$140.00	\$34.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
XXXXX9421	Stevenson, Maeve	DFLT	10.00	0.00	10.00	1.00	\$0.00	2272.00	\$0.00	\$0.00	\$424.40	\$0.00	\$168.00	\$34.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<b>TOTAL</b>			<b>40.00</b>	<b>30.00</b>	<b>20.00</b>	<b>2.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,909.80</b>	<b>\$0.00</b>	<b>\$700.00</b>	<b>\$153.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$</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: 9/27/2025

\* Invoice End Date: 10/3/2025

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 430338091.  
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"/>	CW25-00000007	09/30/2025	211	OWNER/MEMBER JOURNEYPerson	BENESYS	\$13,547.60	DemoContractor	10/03/2025
<input type="checkbox"/>	CW25-00000004	09/30/2025	215	PRODUCTION WORKER - DUCTMATE CLASS "B"	BENESYS	\$510.40	DemoContractor	10/02/2025

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)

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Pending Payment

Payment Summary

(1) Invoice Selected

Total amount due: \$13,547.60

Make Payment

Edit Selection

Select Contractor:

BENESYS | Test Contractor

Invoice Number:

\* Invoice Begin Date:

9/27/2025

\* Invoice End Date:

10/3/2025

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 430338091.  
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"/>	CW25-00000007	09/30/2025	211	OWNER/MEMBER JOURNEYPerson	BENESYS	\$13,547.60	DemoContractor	10/03/2025
<input type="checkbox"/>	CW25-00000004	09/30/2025	215	PRODUCTION WORKER - DUCTMATE CLASS "B"	BENESYS	\$510.40	DemoContractor	10/02/2025

Select Invoice

Cancel

- 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 2**

Friday, October 3, 2025

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

Welcome Democontractor

Last Signed In: Friday, October 3, 2025

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-00000007	09/30/2025	OWNER/MEMBER JOURNEYPERSON	BENESYS	\$13,547.60
<b>TOTAL</b>				<b>\$13,547.60</b>

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

\$13,547.60

\$13,547.60

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 2

Friday, October 3, 2025

My Profile

Logout

Welcome Democontractor

Last Signed In: Friday, October 3, 2025

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Make Payment

Invoice #	Wrk Date	Section	Cont No.	Amount
CW25-00000007	09/30/2025	OWNER/MEMBER JOURNEYPerson	BENESYS	\$13,547.60
<b>TOTAL</b>				<b>\$13,547.60</b>

Total Invoice Amount :

\$13,547.60

Invoice Adjustment Amount:

Total Amount Due:

\$13,547.60

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:

NC


\* Routing Number:

\* Bank Account Number:

\* Account Type:

☒ Checking ☐ Saving

Bank Name:



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

# Enter a New Form - Pay Invoice(s)

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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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 430338091.  
If submitting payment electronically, you must allow two working days for the funds to be received by the bank.

**Total Amount Due: \$13,547.60**

Bank Account Number: ( Last 4 digits )

Routing Number: ( Last 4 digits )

Bank Name:

Account Type:  Checking

Settlement Date:  10/7/2025

\*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 2**

Friday, October 10, 2025

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

Welcome Democontractor

Last Signed In: Friday, October 10, 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:

9/1/2025

Process Contribution:

Enter New Contribution

Contribution Type:

Enter New Contribution

Modify / Submit Saved Contribution

CBA:

Copy / Modify Previous Report Form

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 2**

Friday, October 3, 2025

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

Welcome Democontractor

Last Signed In: Friday, October 3, 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 StartDate | Work EndDate

Batch Number

CBA

Work Start Date

Work End Date

CW25-00000012	( 211 ) OWNER/MEMBE	09/01/2025	09/30/2025
CW25-00000011	( 215 ) PRODUCTION W	09/01/2025	09/30/2025

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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).

# Copy/Modify Previous Report Form

**Sheet Metal Workers of Northern California District 2**

Friday, October 3, 2025

My Profile Logout

Welcome Democontractor Last Signed In: Friday, October 3, 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: 9/1/2025 Work End Date: 9/30/2025

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 period

Invoice Number	CBA	Work Start Date	Work End Date
CW25-00000007	( 211 ) OWNER/MEMBER	09/01/2025	09/30/2025
CW25-00000004	( 215 ) PRODUCTION WORKER	09/01/2025	09/30/2025
CW25-00000003	( 211 ) OWNER/MEMBER	09/01/2025	09/30/2025

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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 shows the website for the Sheet Metal Workers of Northern California District 2. The header includes the SMART Local Union No. 104 logo and the date Friday, October 3, 2025. The main navigation bar has links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' section is active, and a dropdown menu is open, highlighting the 'View All Contributions' link. Below this, there is a form for selecting a contractor (BENESYS | Test Contractor), work start and end dates (9/1/2025 to 9/30/2025), and a process contribution type (Copy / Modify Previous Report Form). There is also a checkbox for 'Check here to zero out hours and amounts from copied data' and 'Submit' and 'Cancel' buttons.

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

# How to View Past Contribution Forms

**Sheet Metal Workers of Northern California District 2**

Friday, October 3, 2025

My Profile Logout

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Last Signed In: Friday, October 3, 2025


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.

- 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



**Sheet Metal Workers of  
Northern California District 2**

Friday, October 3, 2025  
[My Profile](#) [Logout](#)

**Welcome Democontractor** Last Signed In: Friday, October 3, 2025

Home

Electronic Contribution

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View All Contributions

Select Contractor: BENESYS | Test Contractor

Begin Date: 9/27/2025

End Date: 10/3/2025

Search

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="#">CW25-00000007</a>	09/30/2025	211	OWNER/MEMBER JOURNEYPerson	4	BENESYS	Test Contractor	\$13,547.60	Pending	ACH	10/07/2025	DemoContractor	10/03/2025	<input type="checkbox"/>
<a href="#">CW25-00000004</a>	09/30/2025	215	PRODUCTION WORKER - DUCTMATE CLASS "B"	2	BENESYS	Test Contractor	\$510.40	Pending			DemoContractor	10/02/2025	<input type="checkbox"/>
<a href="#">CW25-00000003</a>	09/30/2025	211	OWNER/MEMBER JOURNEYPerson	4	BENESYS	Test Contractor	\$25,686.06	Pending	ACH - Adjusted	10/06/2025	DemoContractor	10/02/2025	

Delete Contribution(s)

- 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

**Sheet Metal Workers of Northern California District 2**

Friday, October 3, 2025

My Profile Logout

Welcome Democontractor

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.

Make a Payment

View All Payment

Account Management

Make Variance Payment

News / Events

No news is available.

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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

---

Select Contractor: BENESYS | Test Contractor

Invoice Number:

\* Invoice Begin Date: 9/27/2025

\* Invoice End Date: 10/3/2025

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 430338091.  
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"/>	<a href="#">CW25-00000004</a>	09/30/2025	215	PRODUCTION WORKER - DUCTMATE CLASS "B"	BENESYS	\$510.40	DemoContractor	10/02/2025

- 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) 208-9992 or (866) 787-0162 and ask to speak with someone from our Contributions Team.**