

PSWA

# Employers Guide to Online Reporting

Employee Contributions Made Easy



## Getting Started

Using internet Explorer or Firefox, you can log into WebERF to report contributions.

Enter the WebERF URL <https://l831.review.weberf.com/> in your web browser's address bar. This will open the Terms of Use. To continue you must click on **I Agree** tab.

local union 831

## Terms of Use

Efforts have been made to ensure that the information on this website is accurate and complete. However, it is possible that there may be errors, omissions or other problems may have occurred. Neither the Trust Fund(s), nor the Plan Administrator and Plan Sponsors of the Trust Fund(s) take any responsibility for these and expressly disclaim responsibility for these.

This website contains a summary of the rights and benefits that pertain to you under each Plan. In the event of any difference between this website and the actual provisions of the Plan(s), the Plan(s) will govern. The Plan(s) are available from the Plan Administrator.

Please note that benefit information is subject to verification and updating. The Board of Trustees of the Fund(s) retains sole authority to interpret or amend the terms of the Plan(s) or benefits. To avoid confusion, note the date through which the information provided is current. If you believe the information is inaccurate, notify the Plan Administrator as soon as possible. Obtain confirmation of the information from the Plan Administrator before making decisions affecting your benefits.

This website is not intended to provide you with financial counseling or tax advice. You should consult your own advisers for guidance on when to retire and when making other important financial decisions.

If you have any questions or concerns about any of the data and/or information at this website or wish to obtain a copy of the Plan document(s), please contact the Plan Administrator.

**Pacific Southwest Administrators (PSWA)**  
**4399 Santa Anita Avenue, Suite 200 \* El Monte, CA 91731**  
**Office Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m. (PST)**  
**Phone: (626) 279-3072 \* Toll Free: 1(800) 719-8963**

**I Agree**

**\*Google has dropped support many 3<sup>rd</sup> party plug-ins. The pdf files created by WebERF are not supported on Google Chrome.**

# Site Login

## Web Employer Reporting Form (WebERF)

### Site Login

To access the secure information on this Web site, you must provide a valid login. Enter your User ID and Password in the fields below and then click the Submit button.

<b>User ID:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
<input type="button" value="Submit"/>	

WebERF requires a copy of the free Adobe® Reader® installed on the browser. Click on the button below to get the Adobe® Reader®.



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WebERF™ Version 3.6 (r29372/0.00) Built on February 16 2017

On the **SITE LOGIN** page, enter your **UserID** and **Password** in their respective fields. Now click the **SUBMIT** option to continue to the **WEBERF HOME** page.

A **UserID** and **Password** will be provided to you for your initial login. You can change both your **UserID** and **Password** to make them easier to remember.

## Changing Your User ID and Password

WebERF Change Password - Initial Login - Internet Explorer

https://1831.review.weberf.com/WebERF/changeInitialPW.do?ChangepwAfter:

**System Administrator**

**Change Password on Initial Login**

Your new Password will take effect the next time you login.

**Passwords:**

- are case sensitive
- should be a minimum length of 7 characters and a maximum length of 12 characters
- should be a mix of numbers and letters (alphanumeric)
- should not contain special characters (do not use \$, %, &, etc.)
- should not be the same as previous passwords

Enter your old and new Passwords in the fields below and then click the Update button. Fields marked with an asterisk ("\*") are required.

Your new Password will take effect the next time you login.

Old Password\*:

New Password\*:

Confirm Password\*:

[Close Window](#)

When you login to the **WEBERF HOME** page for the first time, you will be prompted to change your password.\*

It is recommended to change your password right away. If you choose to not change your password at this time, you will be prompted to change it every time you log into the **WEBERF HOME** page until it is changed.

\*If your web browser has a pop-up blocker enabled, you will not see the initial **CHANGE PASSWORD** pop-up. You can still change your password by allowing this website to open pop-ups on your web browser, or by clicking the **Change User ID/Password** hyperlink on the right hand side of the **WEBERF HOME** page.

# WebERF Home Page



The screenshot shows the WebERF Home Page. At the top is a dark blue navigation bar with links: Home, Select Employer, Create New Report, Reports List, and Contact Us. Below this, the page is titled 'System Administrator' and 'WebERF Home'. A welcome message states: 'Welcome to WebERF, the Local 831 Trust Funds electronic Employer Report Form submission facility.' Below the welcome message, it says 'Select an option below:' followed by a bulleted list of links: Change Password, Select Employer, Create a New Report, View List of Pended and Finalized Reports, and Add/Edit Employer Projects. At the bottom, there is a section titled 'Announcements' which currently displays 'No Current Announcements'.

Home | [Select Employer](#) | [Create New Report](#) | [Reports List](#) | [Contact Us](#) |

System Administrator

**WebERF Home**

Welcome to WebERF, the Local 831 Trust Funds electronic Employer Report Form submission facility.

Select an option below:

- [Change Password](#)
- [Select Employer](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Add/Edit Employer Projects](#)

**Announcements**

No Current Announcements

On the **WEBERF HOME** page, you have many tools and options at your finger tips

**Create New Report:** Click on this link to create a new report.

**View List of Pended and Finalized Reports:** This link lets you view all past and current unfinished and finalized reports.

**Employer Administrative Reports:** This link allows you to view all contribution reports you have completed online.

**Add/Edit Projects:** This link allows you to view all projects that are setup on your account.

**Announcements:** At the bottom of the page, there are global and personal announcements that are general or specific for your account.

# Creating a New Report

[Home](#) | [Select Employer](#) | [Create New Report](#) | [Reports List](#) | [Contact Us](#) |

System Administrator

**WebERF Home**

Welcome to WebERF, the Local 831 Trust Funds electronic Employer Report Form submission facility.

Select an option below:

- [Change Password](#)
- [Select Employer](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Add/Edit Employer Projects](#)

Announcements
No Current Announcements

To create a new report, click on the [Create New Report](#) hyperlink. This will take you to the **PROCESSING OPTIONS** page.

# Processing Options

Home | Select Employer | Create New Report | Reports List | Contact Us | Documentation | b

System Administrator on behalf of ZZZ Test Employer

## Processing Options

Select from the following options and then click the Create Report button. Fields marked with an asterisk ("\*") are required.

**Reporting Period From\*:** April 1, 2017 [change](#)

**Report Type\*:** ☒ Regular ☐ No Employees ☐ Adjustment

**Data Source\*:** ☐ Prelist ☒ Blank Form ☐ Import File

**Employer Report Form ID:**

**Sort Order:** First:  Second:  Third:

12 Agreements found, displaying 1 to 10.

No.	NCH	Status	Agreement
1.	<input type="checkbox"/>	Not Reported	<a href="#">Exhibit Builders - Exhibit (EXPO 3 PREMIUM 12 - CBA)</a>
2.	<input type="checkbox"/>	Not Reported	<a href="#">Exhibit Builders - Exhibit (EXPO 3 - CBA)</a>
3.	<input type="checkbox"/>	Not Reported	<a href="#">Exhibit Builders - Exhibit (PREMIUM 6 - CBA)</a>
4.	<input type="checkbox"/>	Not Reported	<a href="#">Exhibit Builders - Exhibit (STANDARD - CBA)</a>
5.	<input type="checkbox"/>	Finalized (1)	<a href="#">Salary Displaymen's Agreement - SignDisplay (STANDARD - CBA)</a>
6.	<input type="checkbox"/>	Finalized (1)	<a href="#">Sign Installation Agreement - SignInd (DIVERSE - CBA)</a>
7.	<input type="checkbox"/>	Not Reported	<a href="#">Sign Installation Agreement - SignInd (PREMIER - CBA)</a>
8.	<input type="checkbox"/>	Finalized (1)	<a href="#">Sign Installation Agreement - SignInd (STANDARD - CBA)</a>
9.	<input type="checkbox"/>	Finalized (1)	<a href="#">Sign Shop/Sign Design - Shop (PREMIUM 3 L3 - CBA)</a>
10.	<input type="checkbox"/>	Finalized (1)	<a href="#">Silk Screen Agreement - Silk (STANDARD - CBA)</a>

Navigation: <<<< 1, 2 >>>>

In the **PROCESSING OPTIONS** page, you will need to choose the Reporting Period you will be reporting by clicking on [change](#).

From this page you can have various options to help you modify and simplify your report.

**Agreement:** Allows you to select the agreement for the type of work you will be reporting (only applicable if you have various types of agreements: I.e., Exhibit Builders, Sign Installation, Tradeshow Installers, etc.)

**Report Type:** You will need to select a report type, **Regular** for report with hours or **No Employee\*** for a report with no employees worked for that month.

**Data Source:** This option allows you to select how you want to start your report.

**Prelist:** Uses information from the last report you have submitted

**Blank Form:** Starts a blank form with no data.

**Import File:** Allows you to import data from a reporting program you may already use or from Excel.

**Employer Report Form ID:** This allows you to add your own custom name for easily identifying this report.

Agreements that you are required to report will be listed under **Agreement**. This also gives you information if you have **Not Reported** or have **finalized** any reports.

Select and click on the **Agreement** option you will be reporting.

# General Reporting Information

[Home](#) | [Select Employer](#) | [Create New Report](#) | [Reports List](#) | [Contact Us](#) | [Documentation](#) | [Help](#) | [Logout](#)

ZZZ Test Employer

Create/Edit Report

**Employer ID:** 900000  
**Contractor:** ZZZ Test Employer  
**Address 1:** 4399 Santa Anita Ave., #150  
**Address 2:**  
**Address 3:**  
**City, State, Zip Code:** El Monte, CA 91731  
**Phone:** **Ext:**  
**Fax:**

**Federal ID Number:** null  
**Report Period:** 04/01/2017  
**EDI Reference Number:** Report Not Yet Finalized  
**Agreement:** Tradeshow Installers (STANDARD-CBA) - Current Rates  
**Job Class Type:** All

Clr Form

Remove

Save

Delete Rpt

Pend

Calculate

Employer Notes (maximum of 250 characters)

Set Defaults

Job Class

Entry Journeyman

Employees (fields marked with an asterisk ("\*") are required) ☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report

SSN*	Last Name*	First Name*	MI	Job Class	Hours*	Wages*	Dues	VAC	PAC	Remove
					0.00	0.00				<input type="checkbox"/>
					0.00	0.00				<input type="checkbox"/>
					0.00	0.00				<input type="checkbox"/>
					0.00	0.00				<input type="checkbox"/>

In the **CREATE/REPORT** page, you will have to enter all the required information that is marked with an asterisk (\*).



## Report Editing Options

ZZZ Test Employer

Create/Edit Report

Employer ID: 900000  
Contractor: ZZZ Test Employer  
Address 1: 4399 Santa Anita Ave., #150  
Address 2:  
Address 3:  
City, State, Zip Code: El Monte, CA 91731  
Phone: Ext:  
Fax:

Federal ID Number: null  
Report Period: 04/01/2017  
EDI Reference Number: Report Not Yet Finalized  
Agreement: Tradeshow Installers (STANDARD-CBA) - Current Rates

Job Class Type: All

Clr Form Remove Save Delete Rpt Pend Calculate

Employer Notes (maximum of 250 characters)

Set Defaults

Job Class  
Entry Journeyman

Employees (fields marked with an asterisk ("\*") are required) ☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report

SSN*	Last Name*	First Name*	MI	Job Class	Hours*	Wages*	Dues	VAC	PAC	Remove
222-22-2222	Stewart	Rod		Entry Journeyman	80.00	2141.60	73.6	162.4		<input type="checkbox"/>
111-11-1111	White	Barry		Certified Journeyman	120.00	4359.60	110.4	331.2		<input type="checkbox"/>
					0.00	0.00				<input type="checkbox"/>

The options on this page can help you edit your report in many ways.

**Clr Form:** allows you to completely clear all the information you have entered without deleting the report.

**Remove:** allows you to remove a single line of information on the report form after clicking on the small **Remove** box next to the **Term Date** field

**Save:** Allows you to save the current information you have entered on the report form.

**Once you are done adding/editing this information, there are three ways to handle the report:**

**Delete Rpt:** Deletes the entire form for the work period you selected.

**Pend:** Pends your report for future editing/adding of information you have added.

**Calculate:** Calculates the contribution amounts you will need to submit to the Trust Fund for this report. Clicking this option also sends you the final steps of your online report.

## Computation of Payment

Do you want to open or save **WebERF.pdf** (16.5 KB) from **l831.review.weberf.com**? ✕

**Open** **Save** **Cancel**

A message will pop up asking to open or save. Select Open.

**Local 831 Trust Funds**  
P.O. Box 5528  
El Monte, CA 91734-1528

**ZZZ Test Employer**

Employer ID: 900000  
Contractor: ZZZ Test Employer  
Address: 4399 Santa Anita Ave., #150  
El Monte, CA 91731  
Phone: Ext:  
Fax:

Federal ID Number:  
Report Period: 04/01/2017  
EDI Reference Number: Report Not Yet Finalized  
Agreement: Trade (STANDARD - CBA) - Current Rates  
Tradeshow Installers

Report Type: Regular  
Job Class Type: All

☐ 1st Report In Area ☐ Last Report In Area ☐ Supplemental Report

Employees										
No.	SSN	Last Name	First Name	MI	J/C	Hours	Wages	Dues	VAC	PAC
1	222-22-2222	Stewart	Rod		EJNP	80.00	2,141.60	73.60	162.40	0.00
2	111-11-1111	White	Barry		CJNP	120.00	4,359.60	110.40	331.20	0.00
Totals:						200.00	\$ 6,501.20	\$ 184.00	\$ 493.60	\$ 0.00
Grand Totals:						200.00	\$ 6,501.20	\$ 184.00	\$ 493.60	\$ 0.00

ID	J/C	Hours	Wages	H&W H1	Pen	Dues	Appr	VAC	Pen \$	LMC	LMCI
900000	CJNP	120.00	4,359.60	9.2000	5.3000	0.9200	0.6400	0.0760	1.9000	0.0900	0.0400
				1,104.00	636.00	110.40	76.80	331.20	228.00	10.80	4.80
900000	EJNP	80.00	2,141.60	9.2000	5.3000	0.9200	0.6400	0.0760	1.9000	0.0900	0.0400
				736.00	424.00	73.00	51.20	162.40	152.00	7.20	3.20
Grand Totals:		200.00	\$ 6,501.20	\$ 1,840.00	\$ 1,060.00	\$ 184.00	\$ 128.00	\$ 493.60	\$ 380.00	\$ 18.00	\$ 8.00

ID	J/C	FTI	Totals
900000	CJNP	0.0300	
		3.60	2,505.60
900000	EJNP	0.0300	
		2.40	1,612.00
Grand Totals:		\$ 6.00	\$ 4,117.60

The **COMPUTATION OF PAYMENT** page provides a complete and thorough breakdown of the contributions you will need to submit based on a number of categories (i.e., contributions by job class, trust fund, etc.). This page also shows the total contribution amount you will need to submit. Close the window

Home | Select Employer | Create New Report | Reports List | Contact Us | Documentation | Help | Logout

ZZZ Test Employer

Computation of Payments

Payment Coupon **Edit** **Delete Rpt** **Pend** **Finalize**

## Finalizing your Report

ZZZ Test Employer  
Employer ID: 900000

Details for Tradeshow Installers (STANDARD-CBA)  
Report Period: 04/01/2017

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Pynt Date	Mail To	Instructions
<input type="checkbox"/>	Check #1	Local Union 831 - Trust Funds	\$4,117.60	<input type="text"/>	Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 900513435 Phone #: 626-279-3072	Send payment and copy of the report.

**Finalize** Cancel

To finalize your report, you will need to click the **FINALIZE** option. Window will pop-up giving details to of Payment. Click on Finalize option to complete transaction.


ZZZ Test Employer  
Employer ID: 900000

Details for Tradeshow Installers (STANDARD-CBA)  
Report Period: 04/01/2017

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Pynt Date	Mail To	Instructions
<input type="checkbox"/>	Check #1	Local Union 831 - Trust Funds	\$4,117.60	<input type="text"/>	Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 900513435 Phone #: 626-279-3072	Send payment and copy of the report.

Message from webpage

 A report cannot be modified after it has been 'finalized'.  
Do you want to finalize this report?

**OK** Cancel

Finalize Cancel

Message will pop up advising a report cannot be modified after it has been 'finalized'. Click on OK to complete Report Form.

Do you want to open or save **WebERF.pdf** (16.5 KB) from **l831.review.weberf.com**?

**Open** Save Cancel

Message will pop up asking to open or save. Select open.

## Computation of Payments

Local 831 Trust Funds  
P.O. Box 5528  
El Monte, CA 91734-1528

**ZZZ Test Employer**

Employer ID: 900000  
Contractor: ZZZ Test Employer  
Address: 4399 Santa Anita Ave., #150  
El Monte, CA 91731  
Phone: Ext:  
Fax:

Federal ID Number:  
Report Period: 04/01/2017  
EDI Reference Number: 0001-5019-4605-4345  
Agreement: Trade (STANDARD - CBA) - Current Rates  
Tradeshaw Installers  
Report Type: Regular  
Job Class Type: All

☐ 1st Report In Area
 ☐ Last Report In Area
 ☐ Supplemental Report

Employees										
No.	SSN	Last Name	First Name	MI	J/C	Hours	Wages	Dues	VAC	PAC
1	222-22-2222	Stewart	Rod		EJNP	80.00	2,141.60	73.60	162.40	0.00
2	111-11-1111	White	Barry		CJNP	120.00	4,359.60	110.40	331.20	0.00
Totals:						200.00	\$ 6,501.20	\$ 184.00	\$ 493.60	\$ 0.00
Grand Totals:						200.00	\$ 6,501.20	\$ 184.00	\$ 493.60	\$ 0.00

ID	J/C	Hours	Wages	H&W H1	Pen	Dues	Appr	VAC	Pen \$	LMC	LMCI
900000	CJNP	120.00	4,359.60	9.2000	5.3000	0.9200	0.6400	0.0760	1.9000	0.0900	0.0400
				1,104.00	636.00	110.40	76.80	331.20	226.00	10.80	4.80
900000	EJNP	80.00	2,141.60	9.2000	5.3000	0.9200	0.6400	0.0760	1.9000	0.0900	0.0400
				736.00	424.00	73.60	51.20	162.40	152.00	7.20	3.20
Grand Totals:		200.00	\$ 6,501.20	\$ 1,840.00	\$ 1,060.00	\$ 184.00	\$ 128.00	\$ 493.60	\$ 380.00	\$ 18.00	\$ 8.00

ID	J/C	FTI	Totals
900000	CJNP	0.0300	
		3.00	2,505.00
900000	EJNP	0.0300	
		2.40	1,612.00
Grand Totals:		\$ 6.00	\$ 4,117.00

Your report will now have an **EDI Reference Number** indicating transaction is now complete. Computation of Payments will give the Details of the Employees. Close the window

**ZZZ Test Employer**

**Payment Coupon**

**Computation of Payments**

Computation of Payment. Select Payment Coupon.

**ZZZ Test Employer**

Computation of Payments

**Payment Details**

Do you want to open or save **WebERF.pdf** (16.5 KB) from **I831.review.weberf.com**?

Open
Save
Cancel

Payment Detail – message will pop up asking to open or save. Select open. Payment coupon will appear.

# Payment Coupon



Local 831 Trust Funds  
P.O. Box 5528  
El Monte, CA 91734-1528

## Payment Coupon for ZZZ Test Employer

Employer ID: 900000  
Contractor: ZZZ Test Employer  
Address: 4399 Santa Anita Ave., #150  
El Monte, CA 91731  
Phone: Ext:  
Fax:  
Contractor License:  
Business Type:

Federal ID Number:  
Report Period: 04/01/2017  
EDI Reference Number: 0001-5019-4605-4345  
Agreement: Trade (STANDARD - CBA) - Current Rates  
Tradeshaw Installers  
Report Type: Regular  
Job Class Type: All  
Date Report Finalized: 08/05/2017

ID	J/C	Hours	Wages	H&W H1	Pen	Dues	Appr	VAC	Pen S	LMC	LMCI
900000	CJNP	120.00	4,359.60	9.2000	5.3000	0.9200	0.6400	0.0760	1.9000	0.0900	0.0400
				1,104.00	636.00	110.40	76.80	331.20	228.00	10.80	4.80
900000	EJNP	80.00	2,141.60	9.2000	5.3000	0.9200	0.6400	0.0760	1.9000	0.0900	0.0400
				736.00	424.00	73.60	51.20	102.40	152.00	7.20	3.20
Grand Totals:		200.00	\$ 6,501.20	\$ 1,840.00	\$ 1,060.00	\$ 184.00	\$ 128.00	\$ 493.60	\$ 380.00	\$ 18.00	\$ 8.00

ID	J/C	FTI	Totals
900000	CJNP	0.0300	
		3.00	2,505.00
900000	EJNP	0.0300	
		2.40	1,612.00
Grand Totals:		\$ 6.00	\$ 4,117.60

### REPORT DUE ON THE 10th OF THE MONTH

Be sure to include the EDI Reference Number 0001-5019-4605-4345 in the Memo portion of check(s).

#### Make Payment(s) As Follows:

Payment	Date	Amount Due	Payable To	Instructions	Mail To
Check #1		\$ 4,117.60	Local Union 831 - Trust Funds	Send payment and copy of the report.	Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 900513435 626-279-3072

Signature \_\_\_\_\_ ☐ 1st Report In Area ☐ Last Report In Area ☐ Supplemental Report

Print Your Name \_\_\_\_\_

Once you have finalized the report, you will need to click the **Payment Coupon** option. The Payment Coupon is the breakdown of contribution you will need to print and mail to Local Union 831 – Trust Funds.

**Note:** you must always finalize your report once you are ready to send payment. This step will move your report into a permanent file. Once you finalize your report, you will not be able to change that report.

If you need to make an adjustment on a finalized report, contact the Trust Fund Office.

## If You Have No Employees To Report

The same steps are used to file a no employees worked.

Home | Select Employer | Create New Report | Reports List | Contact Us | Documentation | Help | Logout

System Administrator on behalf of ZZZ Test Employer

### Processing Options

Select from the following options and then click the Create Report button. Fields marked with an asterisk ("\*") are required.

**Reporting Period From\*:** April 1, 2017 [change](#)

**Report Type\*:** ☒ Regular ☐ No Employees ☐ Adjustment

**Data Source\*:** ☐ Prelist ☒ Blank Form ☐ Import File

**Employer Report Form ID:**

**Sort Order:** First:  Second:  Third:

12 Agreements found, displaying 11 to 12. « « « 1, 2 » » »

No.	NCH	Status	Agreement
11.	<input checked="" type="checkbox"/>	Not Reported	<a href="#">Tradeshow Installers - Trade (CLEAN SERVICE - CBA)</a>
12.	<input type="checkbox"/>	Finalized (2)	<a href="#">Tradeshow Installers - Trade (STANDARD - CBA)</a>

System Administrator on behalf of ZZZ Test Employer

### Processing Options

Select from the following options and then click the Create Report button. Fields marked with an asterisk ("\*") are required.

**Reporting Period From\*:** April 1, 2017 [change](#)

**Report Type\*:** ☒ Regular ☐ No Employees ☐ Adjustment

**Data Source\*:** ☐ Prelist ☒ Blank Form ☐ Import File

**Employer Report Form ID:**

**Sort Order:** First:  Second:  Third:

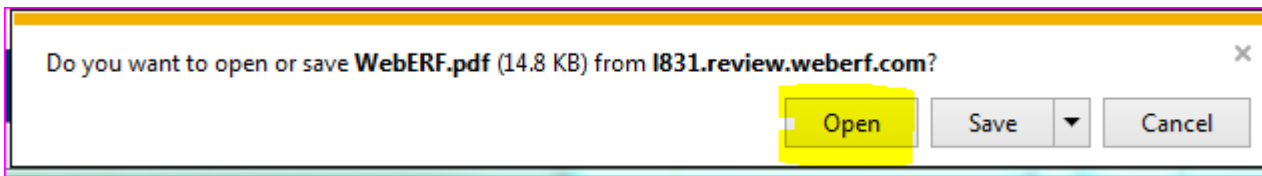
12 Agreements found, displaying 11 to 12. « « « 1, 2 » » »

No.	NCH	Status	Agreement
11.	<input checked="" type="checkbox"/>	Not Reported	<a href="#">Tradeshow Installers - Trade (CLEAN SERVICE - CBA)</a>
12.	<input type="checkbox"/>	Finalized (2)	

Message from webpage

Do you want to create a No-Craft-Hired report for this agreement?

If you have no hours to report, click on, **NCH** and you will get a pop up asking “Do you want to create a No-Craft –Hired report for this agreement?” By clicking on OK the system will generate a “**No Employees**” report form.



A message will appear asking to open or save. Select Open

A form titled "ZZZ Test Employer" with a logo on the left and contact information on the right. The main section contains fields for Employer ID, Contractor, Address, Phone, Fax, Federal ID Number, Report Period, EDI Reference Number, Agreement, Report Type, and Job Class Type. At the bottom, there are three checkboxes: "1st Report In Area", "Last Report In Area", and "Supplemental Report".

Local 831 Trust Funds  
P.O. Box 5528  
El Monte, CA 91734-1528

**ZZZ Test Employer**

Employer ID: 900000  
Contractor: ZZZ Test Employer  
Address: 4399 Santa Anita Ave., #150  
El Monte, CA 91731  
Phone: Ext:  
Fax:

Federal ID Number:  
Report Period: 04/01/2017  
EDI Reference Number: Report Not Yet Finalized  
Agreement: Trade (CLEAN SERVICE - CBA) - Current Rates  
Tradeshaw Installers  
Report Type: No Employees  
Job Class Type: All

☐ 1st Report In Area ☐ Last Report In Area ☐ Supplemental Report

Review window opens. Close window

A window titled "ZZZ Test Employer" with the subtitle "Computation of Payments". On the right side, there are five buttons: "Payment Coupon", "Edit", "Delete Rpt", "Pend", and "Finalize" (highlighted in yellow).

Computations of Payments window will open. Select Finalize

A window titled "ZZZ Test Employer" with the subtitle "Details for Tradeshaw Installers (CLEAN SERVICE-CBA)". It shows the Report Period as 04/01/2017 and a section "Make Payment(s) As Follows:" containing a table with payment details. At the bottom right, there are "Finalize" (highlighted in yellow) and "Cancel" buttons.

ZZZ Test Employer  
Employer ID: 900000

**Details for Tradeshaw Installers (CLEAN SERVICE-CBA)**  
Report Period: 04/01/2017

**Make Payment(s) As Follows:**

Payment	Payable To	Amount	Mail To	Instructions
Check #1	Local Union 831 - Trust Funds	\$0.00	Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 900513435 Phone #: 626-279-3072	Send payment and copy of the report.

**Finalize** **Cancel**

Select Finalize

A confirmation dialog box titled "Message from webpage" with a question mark icon. The text says: "A report cannot be modified after it has been 'finalized'. Do you want to finalize this report?". There are "OK" (highlighted in yellow) and "Cancel" buttons. In the background, the "Details for Tradeshaw Installers" window is visible, with its "Finalize" button also highlighted in yellow.

ZZZ Test Employer  
Employer ID: 900000

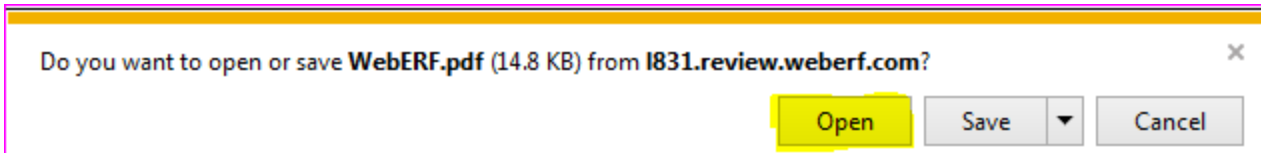
**Details for Tradeshaw Installers**  
Report Period: 04/01/2017

**Make Payment(s) As Follows:**

Payment	Payable To
Check #1	Local Union 831 -

**Finalize** **Cancel**

A message will pop up stating the report cannot be modified after it has been finalized. Select ok



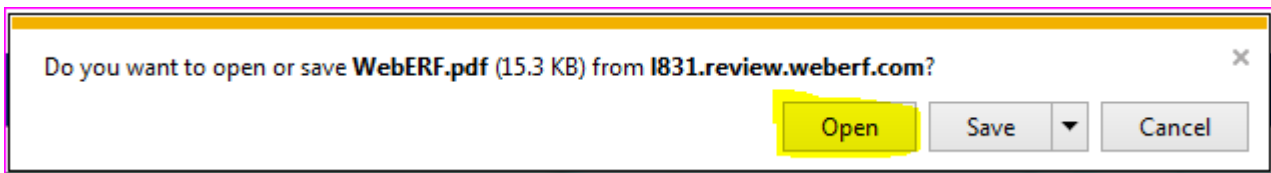
A message will pop up asking to open or save. Select open.

A screenshot of a web form titled "ZZZ Test Employer". In the top right corner, it says "Local 831 Trust Funds P.O. Box 5528 El Monte, CA 91734-1528". The form contains several fields: "Employer ID: 900000", "Contractor: ZZZ Test Employer", "Address: 4399 Santa Anita Ave., #150 El Monte, CA 91731", "Phone:", "Fax:", "Federal ID Number:", "Report Period: 04/01/2017", "EDI Reference Number: 0001-5019-4698-4899" (highlighted in yellow), "Agreement: Trade (CLEAN SERVICE - CBA) - Current Rates Tradeshow Installers", "Report Type: No Employees", and "Job Class Type: All". At the bottom, there are three checkboxes: "1st Report in Area", "Last Report in Area", and "Supplemental Report".

The EDI number has been assigned to this report. Close window

A screenshot of a web form titled "ZZZ Test Employer" with the subtitle "Computation of Payments". In the top right corner, there is a button labeled "Payment Coupon" which is highlighted in yellow.


Computation of Payment window will open. Select Payment Coupon



A message will pop up asking to open or save. Select open.



## Coupon for No Employees Reported

		<b>Local 831 Trust Funds</b> P.O. Box 5528 El Monte, CA 91734-1528
<b>Payment Coupon for ZZZ Test Employer</b>		
<b>Employer ID:</b> 900000 <b>Contractor:</b> ZZZ Test Employer <b>Address:</b> 4399 Santa Anita Ave., #150 El Monte, CA 91731 <b>Phone:</b> _____ <b>Ext:</b> _____ <b>Fax:</b> _____ <b>Contractor License:</b> _____ <b>Business Type:</b> _____		<b>Federal ID Number:</b> _____ <b>Report Period:</b> 04/01/2017 <b>EDI Reference Number:</b> 0001-5019-4698-4899 <b>Agreement:</b> Trade (CLEAN SERVICE - CBA) - Current Rates Tradeshow Installers <b>Report Type:</b> No Employees <b>Job Class Type:</b> All <b>Date Report Finalized:</b> 08/05/2017
<b>REPORT DUE ON THE 10th OF THE MONTH</b>		
Be sure to include the EDI Reference Number 0001-5019-4698-4899 in the Memo portion of check(s).		
<b>Make Payment(s) As Follows:</b>		
<b>Payment</b>	<b>Date</b>	<b>Amount Due Payable To</b>
Check #1		\$ 0.00
		<b>Instructions</b>
		Send payment and copy of the report.
		<b>Mail To</b>
		Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 900513435 626-279-3072
<b>Signature</b> _____		
<input type="checkbox"/> 1st Report in Area <input type="checkbox"/> Last Report in Area <input type="checkbox"/> Supplemental Report		
<b>Print Your Name</b> _____		

Mail Payment Coupon to Local 831 – Trust Funds.

# Viewing Pended and Finalized Reports

Home | Select Employer | Create New Report | Reports List | Contact Us | Documentation | Help | Logout

System Administrator

## WebERF Home

Welcome to WebERF, the Local 831 Trust Funds electronic Employer Report Form submission facility.

Select an option below:

- [Change Password](#)
- [Select Employer](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Add/Edit Employer Projects](#)
- ()

### Announcements

No Current Announcements

**WebERF** offers simple online ways to keep track of all reports created.

To view any pended or finalized reports you have created, click the [View List of Pended and Finalized Reports](#) link on the WebERF Home page, this will take you to the **Available Reports** page.

System Administrator on behalf of ZZZ Test Employer

## Report History

### Select Unfinished Employer Reporting Form

To resume processing, select an unfinished report from the list below:

**Unfinished Reports**

- [\[DEL\] 4/1/17 Trade \(STANDARD - CBA\) - Tradeshow Installers - Current Rates](#)
- [\[DEL\] 4/1/17 Trade \(STANDARD - CBA\) - Tradeshow Installers - Current Rates](#)

### View Finalized Employer Reporting Form

To view a finalized employer reporting form, select from the list below:

**Finalized Reports**

- 2017
  - April, 2017
    - [4/1/17 Trade \(CLEAN SERVICE - CBA\) - Tradeshow Installers - Current Rates](#)
    - [4/1/17 Trade \(STANDARD - CBA\) - Tradeshow Installers - Current Rates](#)
    - [4/1/17 Trade \(STANDARD - CBA\) - Tradeshow Installers - Current Rates](#)
    - [4/1/17 Shop \(PREMIUM 3 L3 - CBA\) - Sign Shop/Sign Design - Current Rates](#)
    - [4/1/17 Silk \(STANDARD - CBA\) - Silk Screen Agreement - Current Rates](#)
    - [4/1/17 SignInd \(STANDARD - CBA\) - Sign Installation Agreement - Current Rates](#)
    - [4/1/17 SignInd \(DIVERSE - CBA\) - Sign Installation Agreement - Current Rates](#)
    - [4/1/17 SignDisplay \(STANDARD - CBA\) - Salary Displaymen's Agreement - Current Rates](#)

On the Available Reports page, you will see two lists. On the left you'll see all unfinished reports you have created, and on the right you'll see all finalized reports.

Clicking the **[Del]** link under the **Unfinished Report** list will delete any pending reports. You cannot delete any finalized reports as the system will not allow you.

Clicking on the link of any unfinished report will send you to the report form of that work period so it can be edited or finalized.