



IUOE Local 98 Benefit Funds

Online Remittance Processing Instructions

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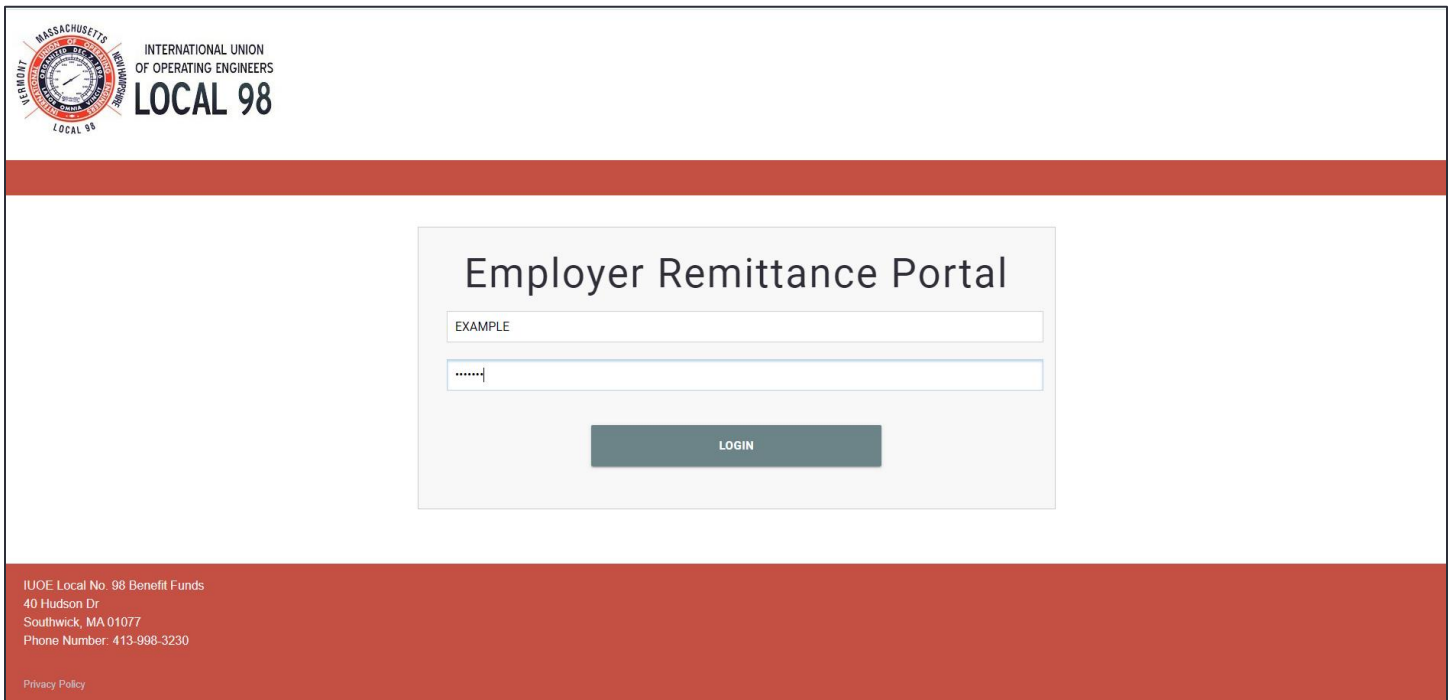
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Logging In

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

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

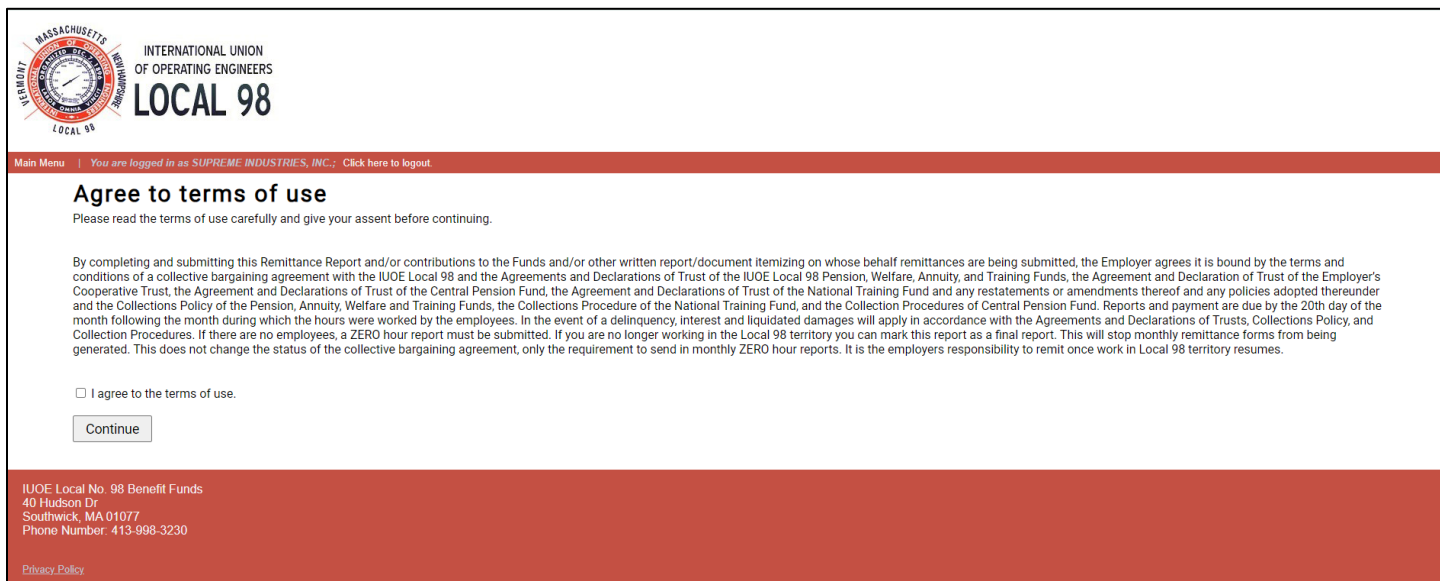


The screenshot shows the login interface for the Employer Remittance Portal. At the top left is the IUOE Local 98 logo, which includes a circular seal with 'SEWERY', 'MASSACHUSETTS', and 'LOCAL 98' text, and the text 'INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 98' to its right. Below the logo is a red horizontal bar. The main content area is white and contains a light gray box with the title 'Employer Remittance Portal'. Inside this box are two input fields: the first is labeled 'EXAMPLE' and the second contains masked characters '.....'. Below these fields is a dark gray button labeled 'LOGIN'. At the bottom of the page is another red horizontal bar containing contact information for IUOE Local No. 98 Benefit Funds: '40 Hudson Dr', 'Southwick, MA 01077', and 'Phone Number: 413-998-3230'. A small 'Privacy Policy' link is also present in the bottom left corner of this red bar.

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

Changing Your Password

If this is your first time logging in, you will be required to change your password. Immediately after the Agree to Terms of Use page.



INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 98

Main Menu | You are logged in as SUPREME INDUSTRIES, INC.; Click here to logout.

Agree to terms of use

Please read the terms of use carefully and give your assent before continuing.

By completing and submitting this Remittance Report and/or contributions to the Funds and/or other written report/document itemizing on whose behalf remittances are being submitted, the Employer agrees it is bound by the terms and conditions of a collective bargaining agreement with the IUOE Local 98 and the Agreements and Declarations of Trust of the IUOE Local 98 Pension, Welfare, Annuity, and Training Funds, the Agreement and Declaration of Trust of the Employer's Cooperative Trust, the Agreement and Declarations of Trust of the Central Pension Fund, the Agreement and Declarations of Trust of the National Training Fund and any restatements or amendments thereof and any policies adopted thereunder and the Collections Policy of the Pension, Annuity, Welfare and Training Funds, the Collections Procedure of the National Training Fund, and the Collection Procedures of Central Pension Fund. Reports and payment are due by the 20th day of the month following the month during which the hours were worked by the employees. In the event of a delinquency, interest and liquidated damages will apply in accordance with the Agreements and Declarations of Trusts, Collections Policy, and Collection Procedures. If there are no employees, a ZERO hour report must be submitted. If you are no longer working in the Local 98 territory you can mark this report as a final report. This will stop monthly remittance forms from being generated. This does not change the status of the collective bargaining agreement, only the requirement to send in monthly ZERO hour reports. It is the employers responsibility to remit once work in Local 98 territory resumes.

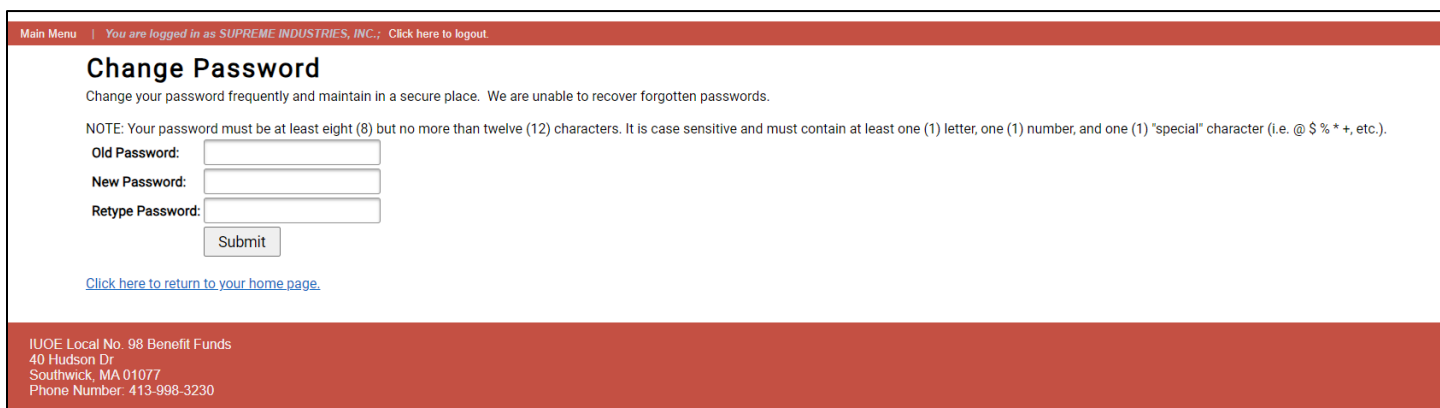
☐ I agree to the terms of use.

[Continue](#)

IUOE Local No. 98 Benefit Funds
40 Hudson Dr.
Southwick, MA 01077
Phone Number: 413-998-3230

[Privacy Policy](#)

You will immediately be directed to the *Change Password* screen. Fill out the required fields and click the *Submit* button.



Main Menu | You are logged in as SUPREME INDUSTRIES, INC.; Click here to logout.

Change Password

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

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

Old Password:

New Password:

Retype Password:

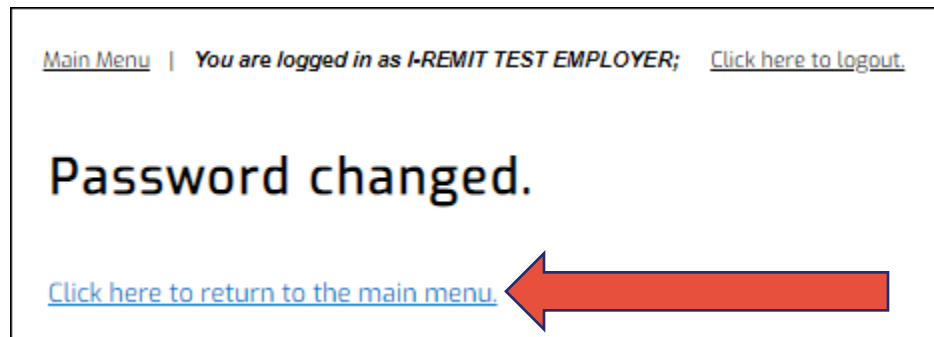
[Submit](#)

[Click here to return to your home page.](#)

IUOE Local No. 98 Benefit Funds
40 Hudson Dr.
Southwick, MA 01077
Phone Number: 413-998-3230

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

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



Main Menu

You will now be directed to the *Main Menu*.



Main Menu | You are logged in as SUPREME INDUSTRIES, INC.; [Click here to logout.](#)

What Do You Want To Do?

- ➕ Remittance Reporting
- ➔ View Report History
- ➕ Discrepancies Menu
- ➔ Set Banking Information
- ➔ Change Password
- ➔ Online Remittance Instruction Guide

Main Menu Options

- **Remittance Reporting:**

- **Create New Remittance:** Choose this option if you would like to create a new remittance report to send to the Fund Office.
- **Create New Co-Op Trust Report:** Choose this option if you would like to create a new Co-Op Trust report to send to the Fund Office. ***Note:** you must be set-up as a Co-Op Trust employer to have this option.*
- **Submit a 'No Work' Report:** Choose this option if you would like to submit a 'no hours' remittance to the Fund Office
- **Continue an Unfiled Report:** Choose this option if you have previously started a remittance and 'Calculated and Saved' it to finish later.

- **View Report History:** Choose this option if you would like to view a listing of all previously filed and archived reports, which are viewable as PDF documents.

- **Discrepancies Menu:**

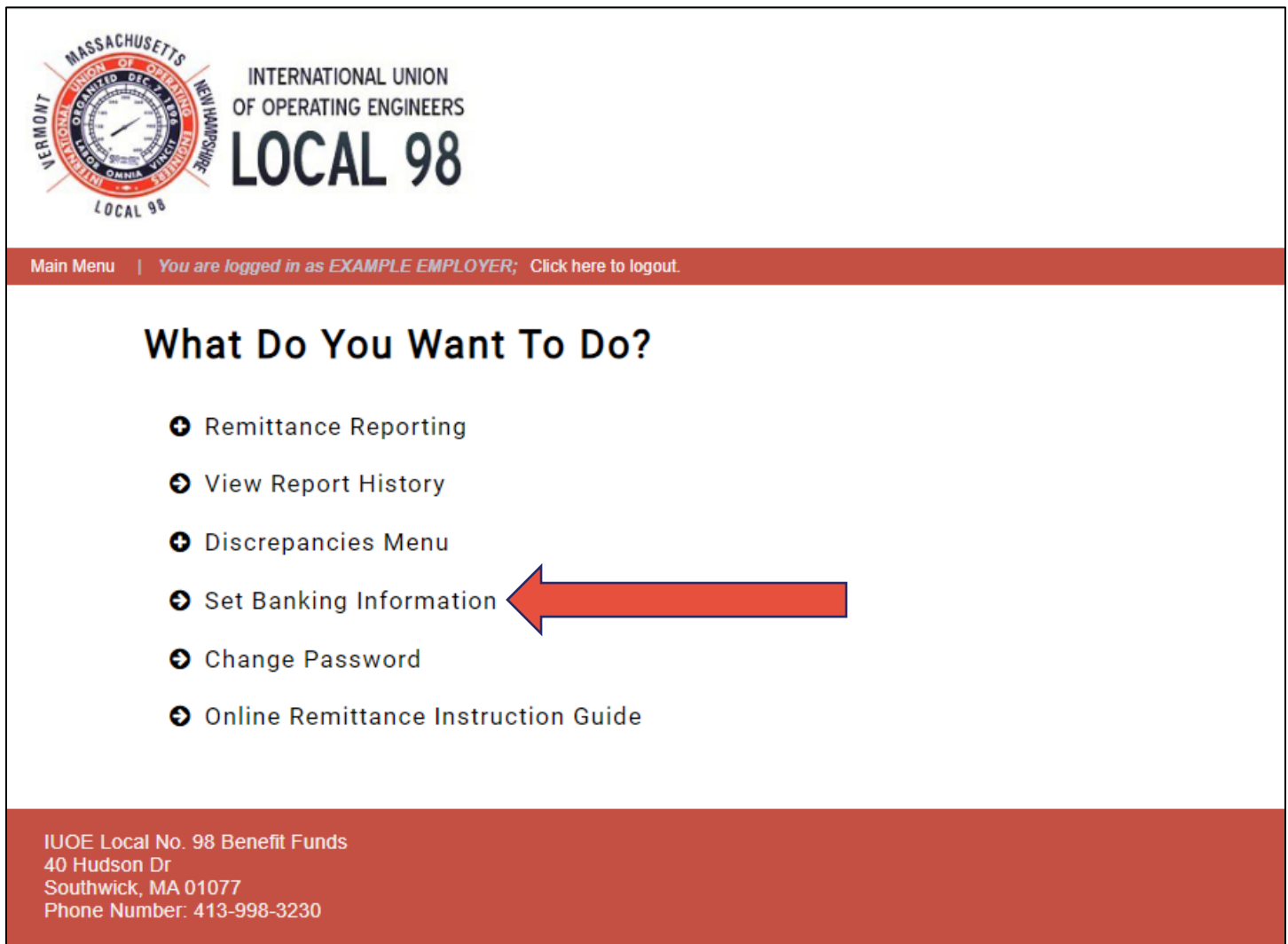
- **View Discrepancies:** Choose this option to view all outstanding balances
- **View/Pay Discrepancies:** Choose this option if you would like to view and pay discrepancies. ***Note:** you must be set-up as an ACH employer to have this option.*
- **View Paid Discrepancies:** Choose this option to view all paid discrepancies. ***Note:** you must be set-up as an ACH employer to have this option.*

- **Set Banking Information:** Choose this option to enter in banking information to be eligible for ACH payments. You will also then be able to pay all outstanding balances via ACH, if applicable.

- **Change Password:** Choose this option to change your login password.

Set Banking Information

The website's *Set Banking Information* option provides employers with the opportunity to enroll in ACH payment processing. Choose the *Set Banking Information* from the *Main Menu* for this option.



The screenshot displays the IUOE Local 98 website. At the top left is the union's logo, which includes a circular emblem with 'MASSACHUSETTS', 'VERMONT', 'NEW HAMPSHIRE', and 'RHODE ISLAND' around the perimeter, and 'INTERNATIONAL UNION OF OPERATING ENGINEERS' and 'LOCAL 98' in the center. To the right of the logo, the text 'INTERNATIONAL UNION OF OPERATING ENGINEERS' and 'LOCAL 98' is displayed. Below the logo and text is a red navigation bar containing the text 'Main Menu | You are logged in as EXAMPLE EMPLOYER; Click here to logout.' Below the navigation bar is a section titled 'What Do You Want To Do?' which contains a list of menu items: 'Remittance Reporting', 'View Report History', 'Discrepancies Menu', 'Set Banking Information', 'Change Password', and 'Online Remittance Instruction Guide'. A large red arrow points to the 'Set Banking Information' option. At the bottom of the page is a red footer bar with the text 'IUOE Local No. 98 Benefit Funds', '40 Hudson Dr', 'Southwick, MA 01077', and 'Phone Number: 413-998-3230'.

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

Once *Set Banking Information* has been selected from the *Main Menu* and an employer has been selected, you will be taken to the *Update Banking Information* screen. To add banking details, select the “Edit” button.

Update Banking Information

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

Bob Smith
12345 Avenue Street
Anytown, USA 12345

1001

Date

Pay to the Order of \$

Dollars

Memo

123456789 1001

Bob Smith

Bank Transit Routing Number

Bank Account Number

Account Information

Bank Transit Routing Number: No Transit Routing Number on file

Bank Account Number: No Account Number on file

Bank Name: No Bank Name on file

EDIT

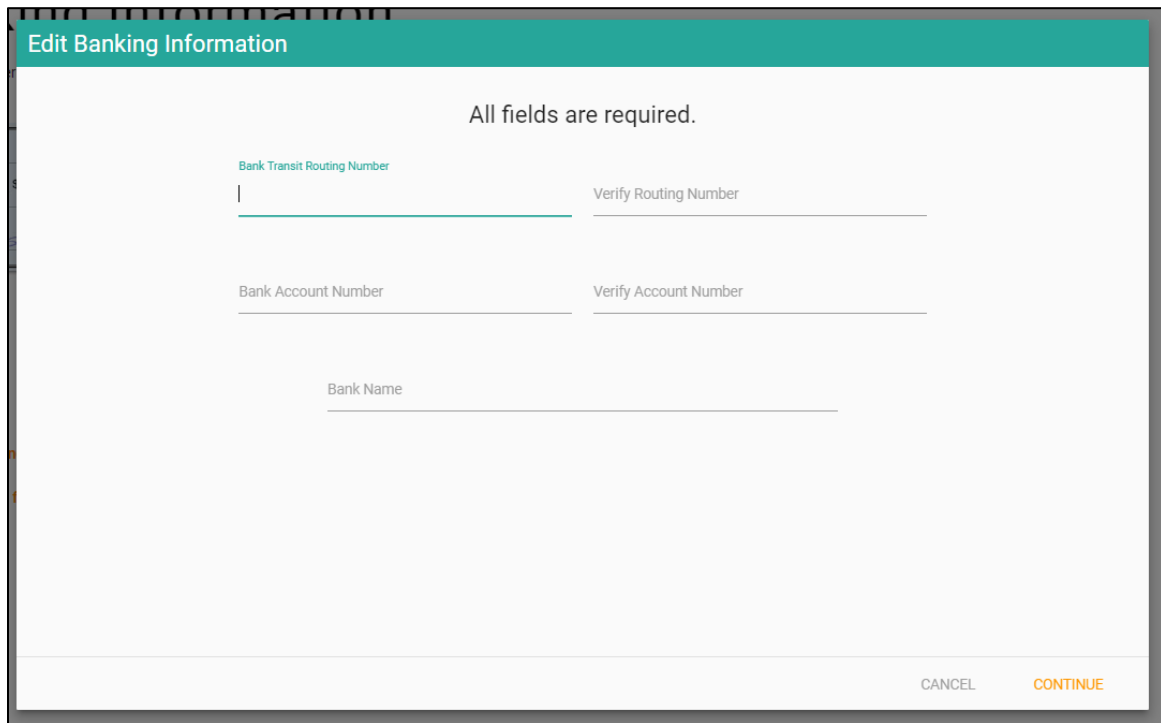
CANCEL

SUBMIT

After selecting the “Edit” button, a pop up will appear for you to enter your banking information. The *Update Banking Information* screen will prompt you to enter your routing number, account number, and bank name.

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

Click "Continue" when finished.



Edit Banking Information

All fields are required.

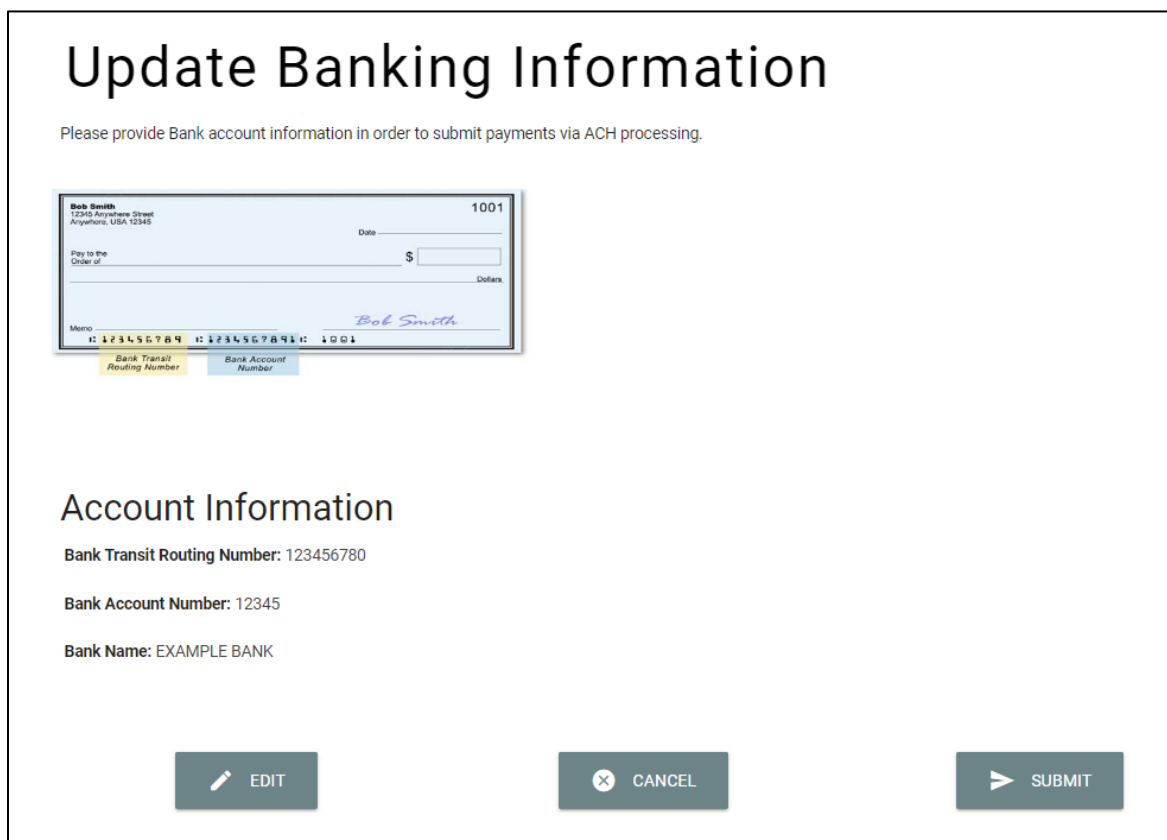
Bank Transit Routing Number Verify Routing Number

Bank Account Number Verify Account Number

Bank Name


CANCEL CONTINUE

The pop-up window will close. To fully complete your banking detail, click on the "Submit" button.



Update Banking Information

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



Bob Smith
12345 Anywhere Street
Anytown, USA 12345

Date 1001

Pay to the Order of \$

Dollars

Memo Bob Smith

123456789 123456789 12345

Bank Transit Routing Number Bank Account Number

Account Information

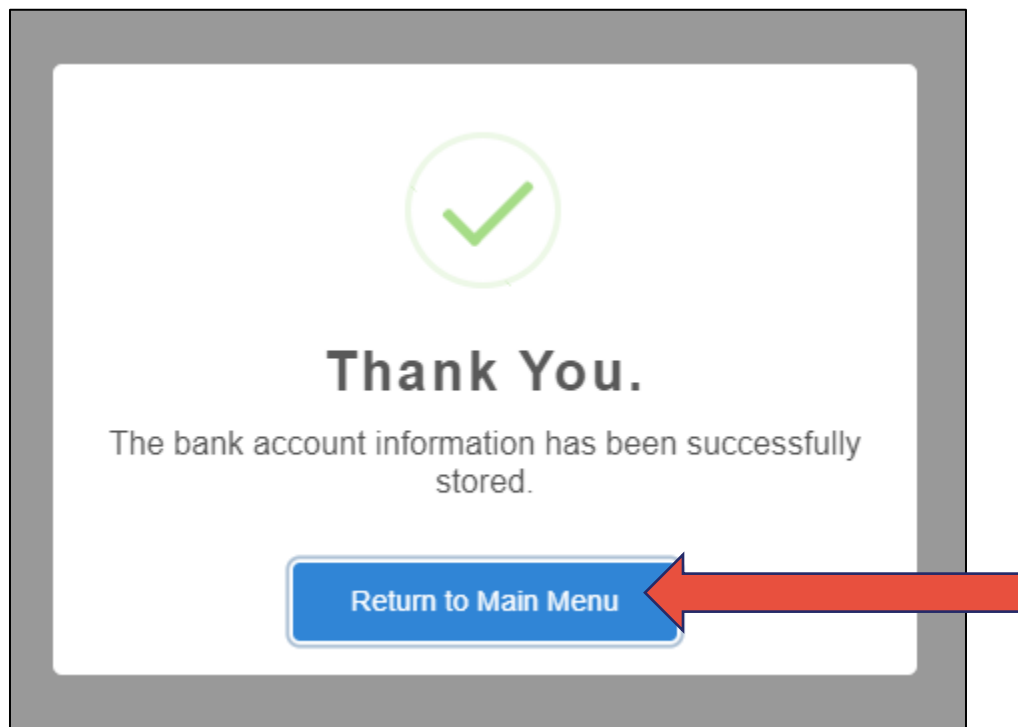
Bank Transit Routing Number: 123456780

Bank Account Number: 12345

Bank Name: EXAMPLE BANK

EDIT CANCEL SUBMIT

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



You may then use the [Click here to return to the main menu.](#) link to return to the *Main Menu*. Please see the next page for instructions on reviewing/updating banking information that is already on file.

Reviewing & Updating Your Banking Information

You may review and/or change your banking information at any time by choosing the *Set Banking Information* option from your *Main Menu*.

Update Banking Information

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

Bob Smith
12345 Anywhere Street
Anywhere, USA 12345

1001

Date _____

Pay to the Order of _____ \$ _____ Dollars.

Memo _____

123456789 123456789101

Bank Transit Routing Number Bank Account Number

Account Information

Bank Transit Routing Number: 123456780

Bank Account Number: X2345

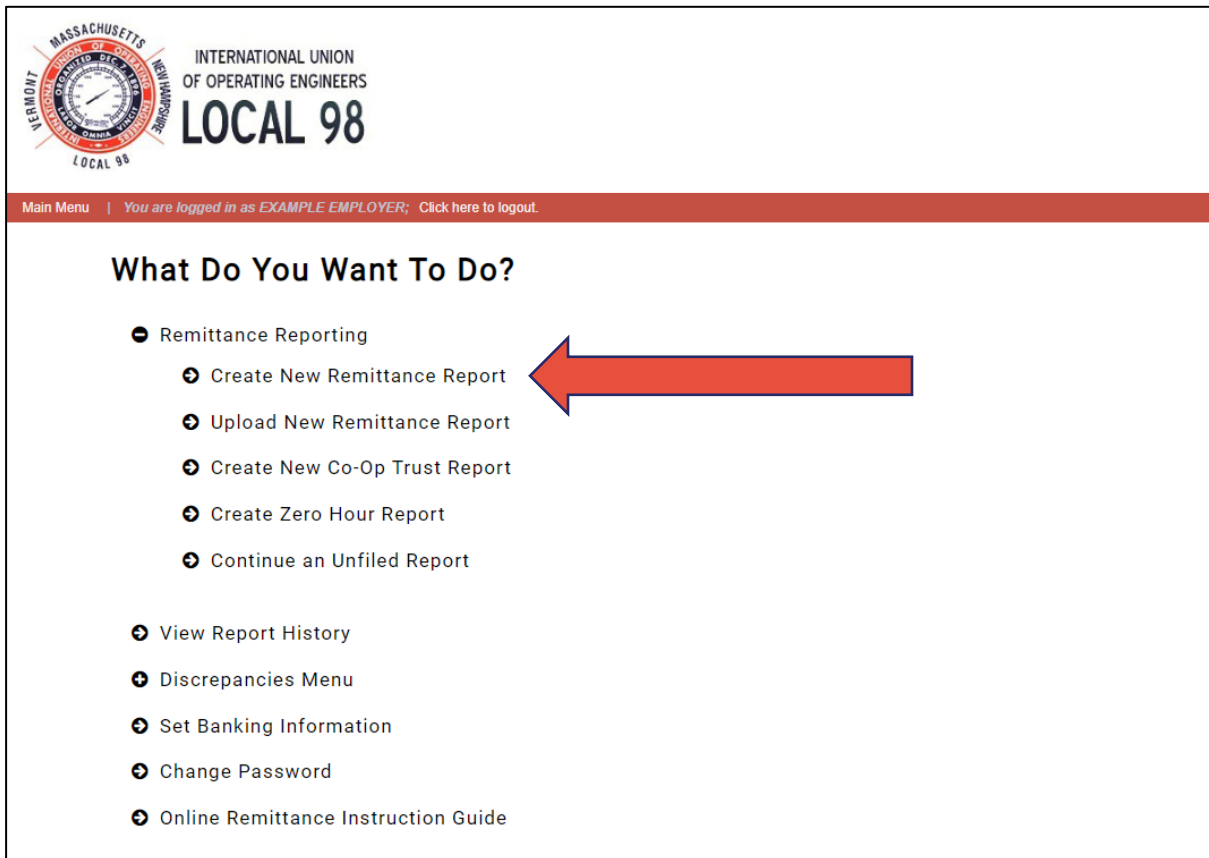
Bank Name: EXAMPLE BANK

The previously submitted bank information will be displayed. To update your information, simply click in the field that contains your current information and type over it. Once updated, use the "Submit" button to update your new banking information.

Please note: If the fields are blank you have not yet submitted your bank information.

Creating a New Remittance Report

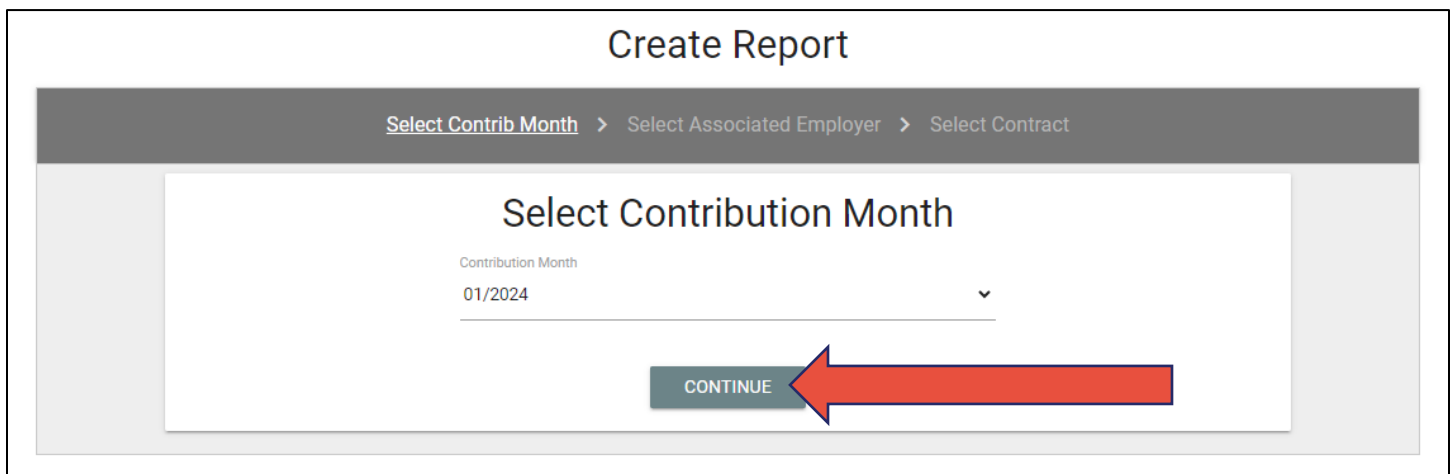
To create a new remittance report, choose the *Remittance Reporting* option, and choose *Create New Remittance Report* on the *Main Menu*.



The screenshot shows the IUOE Local 98 Main Menu. At the top is the logo for the International Union of Operating Engineers Local 98, which includes a circular seal with 'VERMONT', 'MASSACHUSETTS', 'NEW HAMPSHIRE', 'NEW JERSEY', 'NEW YORK', 'CONNECTICUT', 'RHODE ISLAND', 'PENNSYLVANIA', 'DELAWARE', 'MARYLAND', 'VIRGINIA', 'NORTH CAROLINA', 'SOUTH CAROLINA', 'LOUISIANA', 'MISSISSIPPI', 'ALABAMA', 'GEORGIA', 'FLORIDA', 'LOUISIANA', 'MISSISSIPPI', 'ALABAMA', 'GEORGIA', 'FLORIDA'. Below the logo, the text reads 'INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 98'. A red navigation bar contains the text 'Main Menu | You are logged in as EXAMPLE EMPLOYER; Click here to logout.' Below the navigation bar, the heading 'What Do You Want To Do?' is followed by a list of options. A large red arrow points to the 'Create New Remittance Report' option.

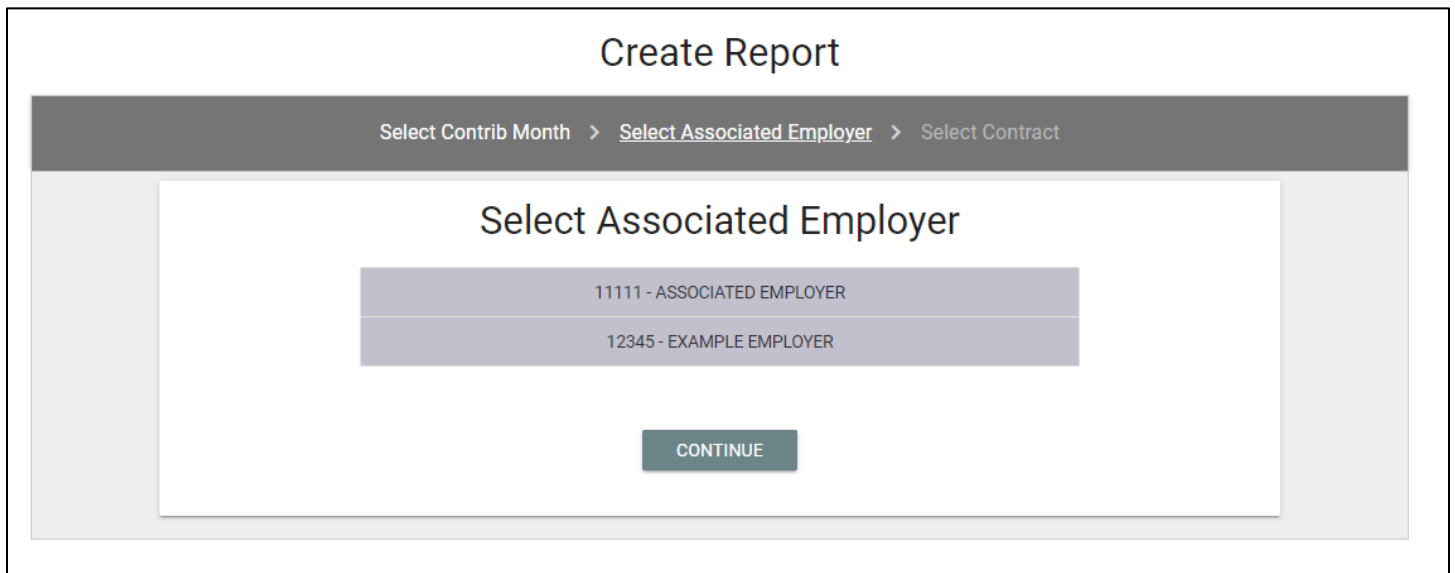
- Remittance Reporting
 - Create New Remittance Report
 - Upload New Remittance Report
 - Create New Co-Op Trust Report
 - Create Zero Hour Report
 - Continue an Unfiled Report
- View Report History
- Discrepancies Menu
- Set Banking Information
- Change Password
- Online Remittance Instruction Guide

You will then be prompted to select the *Contribution Month*. Select the month and the year that you are reporting for from the dropdowns.



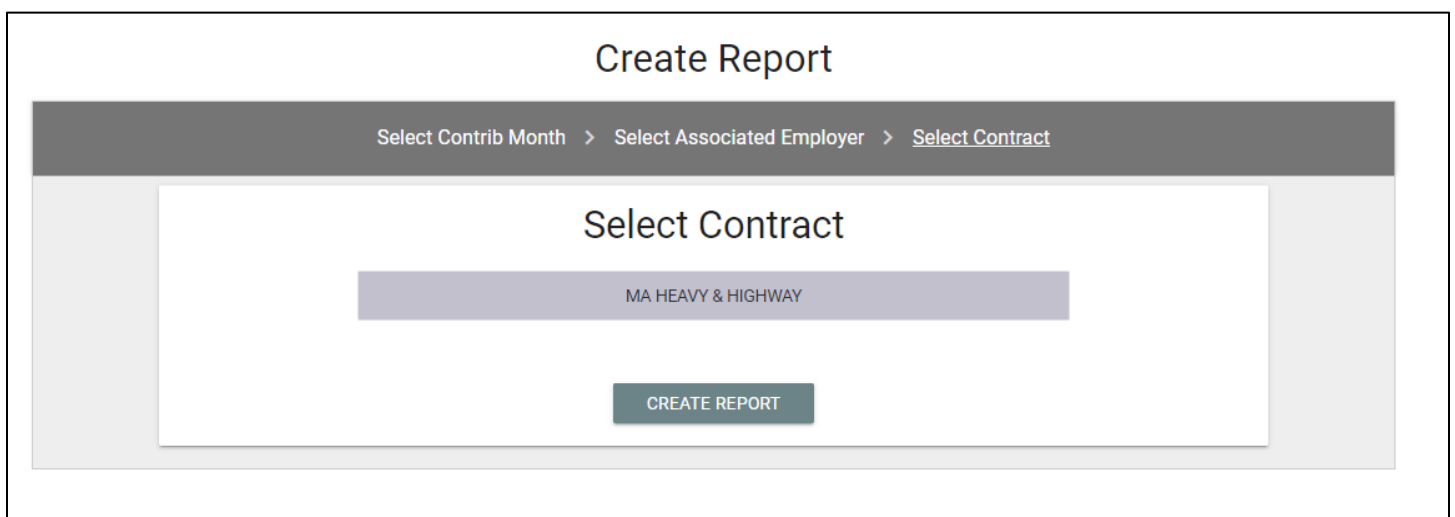
The screenshot shows the 'Create Report' form. At the top, the heading 'Create Report' is centered. Below it is a dark gray navigation bar with the text 'Select Contrib Month > Select Associated Employer > Select Contract'. The main content area is titled 'Select Contribution Month'. Below the title, there is a dropdown menu labeled 'Contribution Month' with the value '01/2024' selected. A large red arrow points to the 'CONTINUE' button at the bottom right of the form.

Next, if you report for more than one employer under this login, you will be asked to *Select the Employer*. Choose which employer you will be reporting for. If you do not report for more than one employer, you will not see this screen.



The screenshot shows a web interface titled "Create Report". At the top, a dark grey navigation bar contains the text "Select Contrib Month > Select Associated Employer > Select Contract". Below this, a white central box is titled "Select Associated Employer". Inside this box, there are two light purple rectangular buttons. The first button contains the text "11111 - ASSOCIATED EMPLOYER" and the second button contains "12345 - EXAMPLE EMPLOYER". Below these buttons is a dark grey button with the text "CONTINUE" in white.

Then, you will be asked to *Pick the Contract Type*. Choose the contract and click the *Continue* button.



The screenshot shows a web interface titled "Create Report". At the top, a dark grey navigation bar contains the text "Select Contrib Month > Select Associated Employer > Select Contract". Below this, a white central box is titled "Select Contract". Inside this box, there is a single light purple rectangular button containing the text "MA HEAVY & HIGHWAY". Below this button is a dark grey button with the text "CREATE REPORT" in white.

Please Note: You may see more or fewer contracts than those listed above depending on your specific reporting needs. If you need to report for a contract that you do not see listed under your login, please contact the Fund Office.

Main Remittance Report Screen

Once you select the local and clicking on the *Continue* button, you will be directed to the *Enter remittance report* screen.

Enter remittance report

EXAMPLE EMPLOYER
123 EXAMPLE STREET
CITY, MA 11111

Contract Type: MA HEAVY & HIGHWAY
Contribution month: 1/2024
Receipt Number: 126442

☐ This is my final report.

Show 25 entries Search:

	SSN	Name	local	Rate Level	Hours	Wages
<input type="button" value="+"/>	111-11-1111	TEST, TEST T	98	STANDAR - STANDARD RATE	0.00	\$0.00
<input type="button" value="+"/>	333-33-3333	Person, Example 3		STANDAR - STANDARD RATE	0.00	\$0.00
<input type="button" value="+"/>	444-44-4444	Person, Example 4		STANDAR - STANDARD RATE	0.00	\$0.00
Total					0.00	\$0.00

Showing 1 to 3 of 3 entries Previous 1 Next

New Employees

SSN	First	MI	Last	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
					<input type="button" value="Clear"/>

Participants and their applicable class and local will pre-populate based on the last report. To complete the report, simply enter each member's standard hours and wages. When applicable, you can change the member's prelisted class as needed using the drop-down arrow. You can also use the far left + button to duplicate the member line and report the member under more than one class, if needed.

Please Note: The pre-list will only appear if the Fund Office has accepted the previous month's report. If you do not have any participants pre-listed and believe that you should, please contact the Fund Office. Otherwise, you can add them manually. To do so, please refer to the "Adding a New Employee" section of this document.

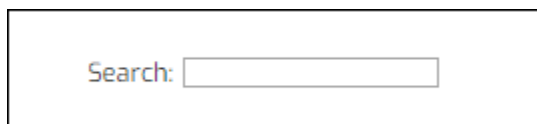
The below section will review the remittance entry table functionality. If you wish to continue with the report, please refer to the “Calculating the Remittance Report” section of this document.

Remittance Entry Table Functionality:

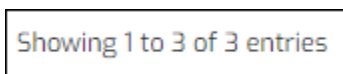
In the upper left-hand corner above the table, the *Show # entries* option controls the number of participants you see listed on the page. Display as few as 10 and up to 100 per page:

A rectangular box containing the text "Show" followed by a dropdown menu showing the number "25" with a downward arrow, and the word "entries" to the right.

Above the table is a search box that filters based on name.

A rectangular box containing the text "Search:" followed by an empty text input field.

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

A rectangular box containing the text "Showing 1 to 3 of 3 entries".

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

A rectangular box containing three elements: the word "Previous", a button with the number "1", and the word "Next".

The remittance table features a row on the bottom of the table that calculates a running total for the hours and wages.

<input type="checkbox"/> + <input type="checkbox"/> -	444-44-4444	Person, Example 4		STANDAR - STANDARD RATE	100.00	\$1,000.00
Total					300.00	\$3,000.00
Showing 1 to 3 of 3 entries					Previous	1 Next

By default, the table will sort A-Z by name. By simply clicking on the column header the table will sort in either alphabetical order or in numerical order depending on whether the column is letters or numbers.

The example below is sorted by SSN in numerical order:

	SSN	Name	local	Rate Level	Hours	Wages
<input type="checkbox"/> + <input type="checkbox"/> -	111-11-1111	TEST, TEST T	98	STANDAR - STANDARD RATE	100.00	\$1,000.00
<input type="checkbox"/> + <input type="checkbox"/> -	333-33-3333	Person, Example 3		STANDAR - STANDARD RATE	100.00	\$1,000.00
<input type="checkbox"/> + <input type="checkbox"/> -	444-44-4444	Person, Example 4		STANDAR - STANDARD RATE	100.00	\$1,000.00
Total					300.00	\$3,000.00
Showing 1 to 3 of 3 entries					Previous	1 Next


Adding a New Employee:

If you have a new employee to remit for, enter their SSN in the *New Employees* section underneath the main remittance table.

New Employees					
SSN	First	MI	Last	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
					<input type="button" value="Clear"/>

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


New Employees					
SSN	First	MI	Last	Suffix	
555-55-5555	New		Employee		<input type="button" value="Add"/>
					<input type="button" value="Clear"/>



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

New Employees					
SSN	First	MI	Last	Suffix	
666-66-6666					<input type="button" value="Add"/>
					<input type="button" value="Clear"/>


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



Then, enter in the first and last name of the employee in the applicable “New Employees” fields and use the *Add* button to add them to the remittance table above.

New Employees					
SSN	First	MI	Last	Suffix	
666-66-6666					<input type="button" value="Add"/>
					<input type="button" value="Clear"/>

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



You may then enter the hours and wages for this new employee.

Using Calculate & Save to Complete a Report:

At any time during remittance entry, you may use the *Calculate and Save* button to save the report to finish later:

☐ This is my final report.


Show entries Search:

	SSN	Name	local	Rate Level	Hours	Wages
<input type="button" value="+"/>	111-11-1111	TEST, TEST T	98	STANDAR - STANDARD RATE	100.00	\$1,000.00
<input type="button" value="+"/>	333-33-3333	Person, Example 3		STANDAR - STANDARD RATE	100.00	\$1,000.00
<input type="button" value="+"/>	444-44-4444	Person, Example 4		STANDAR - STANDARD RATE	100.00	\$1,000.00
<input type="button" value="+"/>	555-55-5555	Employee, New	98	STANDAR - STANDARD RATE	100.00	\$1,000.00
Total					400.00	\$4,000.00

Showing 1 to 4 of 4 entries Previous Next

New Employees

SSN	First	MI	Last	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
					<input type="button" value="Clear"/>



The website will then not only calculate the fund contribution totals, but also save your report so that you have the option of completing it later. *Please make a special note of the receipt # in the header of the remittance page, as this will be listed on the page that allows you to revisit this report.* When you are ready to log out, you may click on the *Main Menu* link on the top left side of the page, or you can logout by clicking on the [Click here to logout.](#) link.



When you are ready to revisit your report at a later time, please refer to the next page for more information on completing an unfiled report.

Calculating the Remittance Report:

When you are ready to calculate the amount due based on the contributions entered in the remittance table and Impact Fund table, please use on the *Calculate and Save* button below the *New Employees* section:

☐ This is my final report.

Show 25 entries Search:

	SSN	Name	local	Rate Level	Hours	Wages
+ -	111-11-1111	TEST, TEST T	98	STANDAR - STANDARD RATE	100.00	\$1,000.00
+ -	333-33-3333	Person, Example 3		STANDAR - STANDARD RATE	100.00	\$1,000.00
+ -	444-44-4444	Person, Example 4		STANDAR - STANDARD RATE	100.00	\$1,000.00
+ -	555-55-5555	Employee, New	98	STANDAR - STANDARD RATE	100.00	\$1,000.00
Total					400.00	\$4,000.00

Showing 1 to 4 of 4 entries Previous 1 Next

New Employees

SSN	First	MI	Last	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear

This button will do two things: (1) it will calculate the contributions due to the Fund Office based on the entered members and their hours, and it will also (2) save the report so that you can finish it later, if you are unable to finish it during your website session. For more information regarding saving a report to complete later, please refer to the "Using Calculate and Save to Complete a Report Later" section of this documentation.

Once a report has been calculated and saved, a new table below the *Calculate and Save* button will summarize the *Total Hours* and the *Total Billed Amount*.

Calculate and Save

Export Table and Participant Contributions as CSV File

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

	Total Hours	Total Billed Amount
H & W	400.00	\$5,432.00
Pension	400.00	\$4,540.00
Training	400.00	\$460.00
Dues	400.00	\$284.08
C.P.F.	400.00	\$300.00
S.A.F.	400.00	\$40.00
Annuity	400.00	\$1,200.00
Coop Tr	400.00	\$280.00
NTF	400.00	\$20.00
Totals:		\$12,556.08

Comments

Payment method

☐ Mail Check

☒ Use ACH

Payment will be made on 02/07/2024.

Submit Report

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

Adding Comments:

You may add comments for the fund office to review.

Comments

Hello!

Underneath these comment fields, if you are set-up to be an ACH employer you will be prompted to choose your *Payment method*. If you are not enrolled as an ACH employer, you will not be prompted to choose your payment method.

Submitting the Report:

If you wish to *PAY BY CHECK*, choose this option (when prompted), and use the “Submit” button to submit the report to the Fund Office:



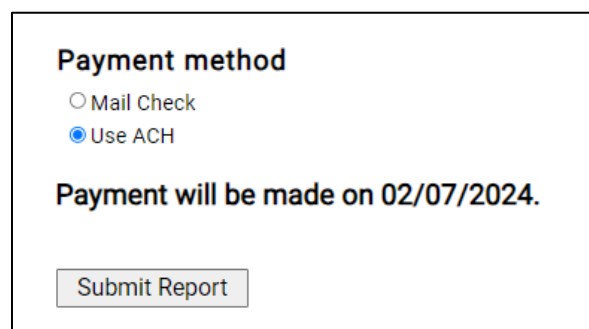
Payment method

☒ Mail Check
☐ Use ACH

Submit Report

You should then print the PDF sheet of your ISSi-Remit submission and mail it, along with your check, to the Fund Office. Please refer to the *PDF Copy of Submitted Report* section for instructions on accessing this PDF receipt directly after submission.

If you choose the *PAY BY ACH*, you will see a date that is the first day the bank will be able to deduct the money from your bank account. This day may be more than two business days in the future on a banking holiday or on a weekend. Use the “Submit” button to submit the report to the Fund Office:



Payment method

☐ Mail Check
☒ Use ACH

Payment will be made on 02/07/2024.

Submit Report

The payment will be deducted from your bank account on the applicable “Payment will be made on” date. You may then wish to print the PDF receipt of your submission.

PDF Copy of Submitted Report:

Directly after submission, you can print or view a copy of the remittance receipt in PDF format using the [Click here to view receipt in PDF format for printing](#) link on the *Report Submitted* page:

REPORT ACCEPTED

EXAMPLE EMPLOYER
123 EXAMPLE STREET
CITY, MA 11111

Receipt Number: 126442

Contract Type: MA HEAVY & HIGHWAY

Contribution month: 1/2024

	<i>Total Hours</i>	<i>Total Billed Amount</i>
H & W	400.00	\$5,432.00
Pension	400.00	\$4,540.00
Training	400.00	\$460.00
Dues	400.00	\$284.08
C.P.F.	400.00	\$300.00
S.A.F.	400.00	\$40.00
Annuity	400.00	\$1,200.00
Coop Tr	400.00	\$280.00
NTF	400.00	\$20.00
Totals:		\$12,556.08

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

[Click here to return to your home page.](#)

All the information that you previously entered through your online remittance processing will be listed on the PDF. You can print a copy of the PDF report by clicking on the *File* button, and then selecting the *Print* option. You can also access this PDF at any time in the future by choosing the *View Report History* on the *Main Menu*, then selecting the remittance you would like a PDF for.

Report Confirmation

Receipt Number 126442

12345 - EXAMPLE EMPLOYER(12345)
123 EXAMPLE STREET
CITY, MA 11111

Submission Date: 2-2-2024
Payment Date: 2-7-2024
Contract Type: MA HEAVY & HIGHWAY
Contribution month: 1/2024

Your payment of \$12,556.08 has been submitted and your receipt number is 126442. Thank you for using the IUOE Local 98 Benefit Funds online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.

	Total Hours	Total Billed Amount
H & W	400.00	\$5,432.00
Pension	400.00	\$4,540.00
Training	400.00	\$460.00
Dues	400.00	\$284.08
C.P.F.	400.00	\$300.00
S.A.F.	400.00	\$40.00
Annuity	400.00	\$1,200.00
Coop Tr	400.00	\$280.00
NTF	400.00	\$20.00
		Total \$12,556.08

Hello!!

Receipt Number 126442

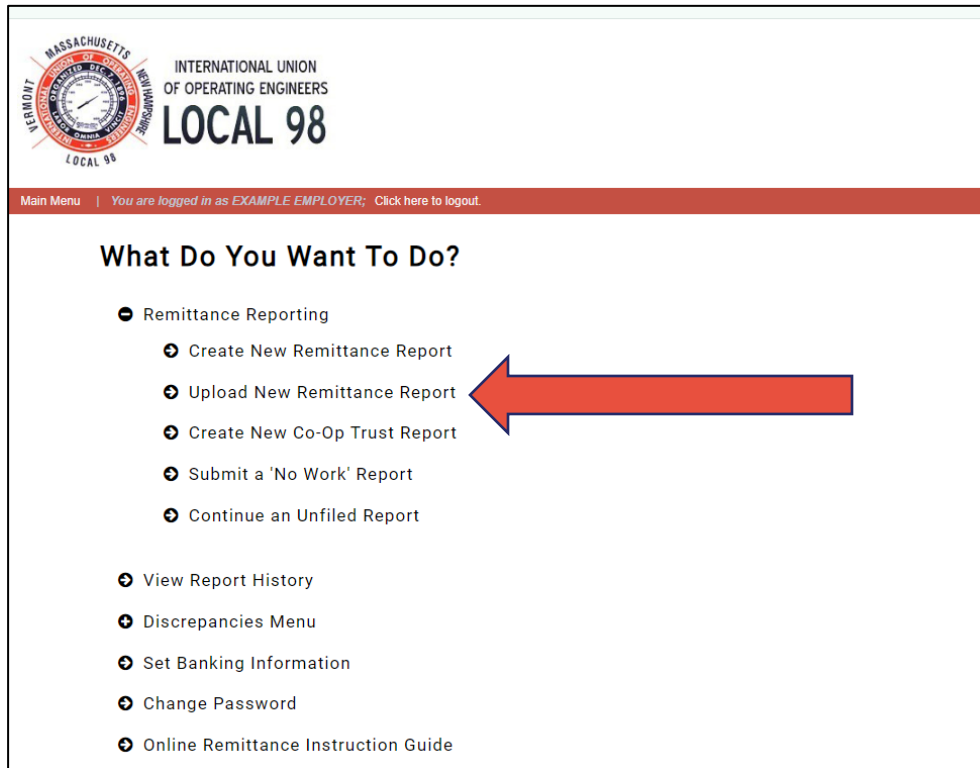
12345 - EXAMPLE EMPLOYER(12345)
123 EXAMPLE STREET
CITY, MA 11111

Submission Date: 2-2-2024
Payment Date: 2-7-2024
Contract Type: MA HEAVY & HIGHWAY
Contribution month: 1/2024

Employee	local	Rate Level	Hours	Wages
Person, Example 3		STANDAR - STANDARD RATE	100.00	\$1,000.00
Person, Example 4		STANDAR - STANDARD RATE	100.00	\$1,000.00
TEST, TEST T	98	STANDAR - STANDARD RATE	100.00	\$1,000.00
Employee, New	98	STANDAR - STANDARD RATE	100.00	\$1,000.00
			400.00	\$4,000.00

Uploading a Remittance Report

To upload a new remittance report from a .csv or .txt file, choose *Upload New Remittance Report* from the *Remittance Reporting* option on the *Main Menu*.

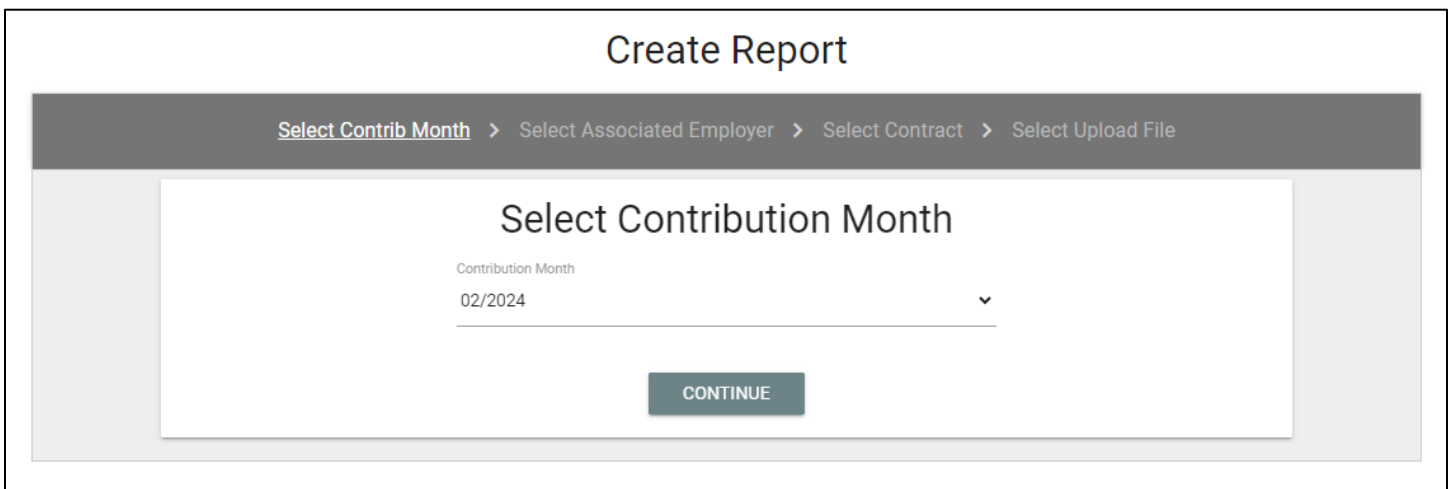


The screenshot shows the 'What Do You Want To Do?' menu for Local 98. The menu is titled 'What Do You Want To Do?' and lists several options. A red arrow points to the 'Upload New Remittance Report' option.

What Do You Want To Do?

- Remittance Reporting
 - Create New Remittance Report
 - Upload New Remittance Report
 - Create New Co-Op Trust Report
 - Submit a 'No Work' Report
 - Continue an Unfiled Report
- View Report History
- Discrepancies Menu
- Set Banking Information
- Change Password
- Online Remittance Instruction Guide

You will then be prompted to select the contribution month. Click the date below *Select Contribution Month* to bring up a list of available months.



The screenshot shows the 'Create Report' screen. The title is 'Create Report'. Below the title is a navigation bar with the following steps: 'Select Contrib Month', 'Select Associated Employer', 'Select Contract', and 'Select Upload File'. The current step is 'Select Contribution Month'. Below the title 'Select Contribution Month' is a dropdown menu labeled 'Contribution Month' with the value '02/2024'. Below the dropdown is a 'CONTINUE' button.

Create Report

Select Contrib Month > Select Associated Employer > Select Contract > Select Upload File

Select Contribution Month

Contribution Month
02/2024

CONTINUE

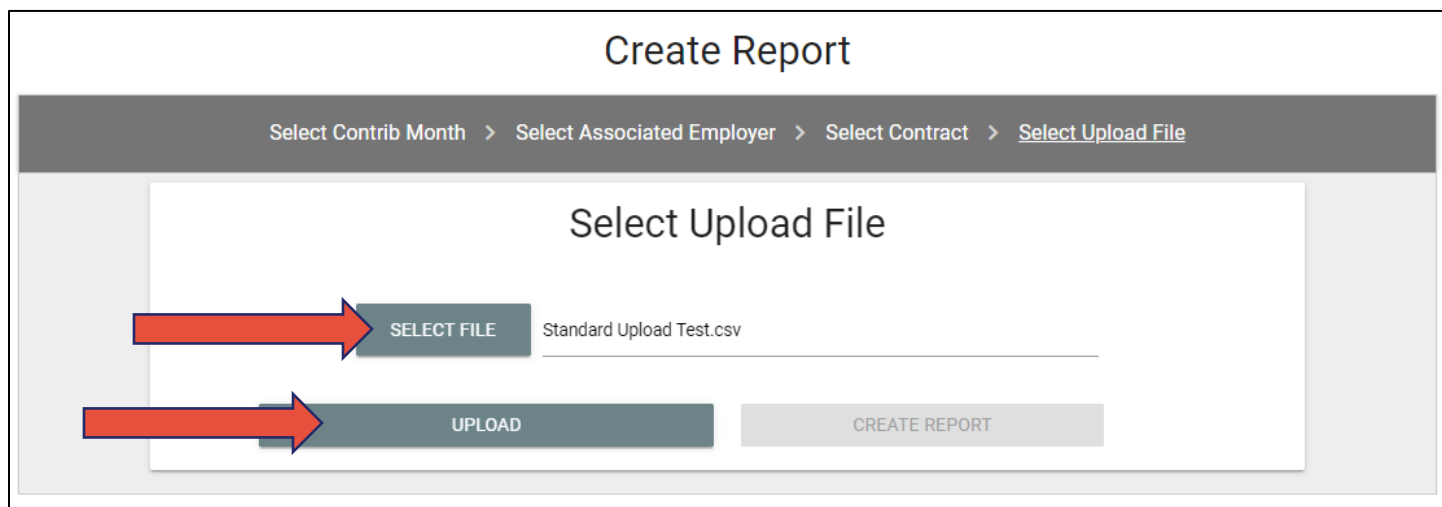
Next, if you report for more than one employer under this login, you will be asked to *Select the Employer*. Choose which employer you will be reporting for. If you do not report for more than one employer, you will not see this screen.

The screenshot shows a web interface titled "Create Report". At the top, a dark grey navigation bar contains the following links: "Select Contrib Month", "Select Associated Employer" (which is underlined and highlighted), "Select Contract", and "Select Upload File". Below this bar, the main content area is titled "Select Associated Employer". It features two light grey rectangular buttons stacked vertically. The first button contains the text "11111 - ASSOCIATED EMPLOYER" and the second button contains "12345 - EXAMPLE EMPLOYER". Below these buttons is a dark grey button with the word "CONTINUE" in white capital letters.

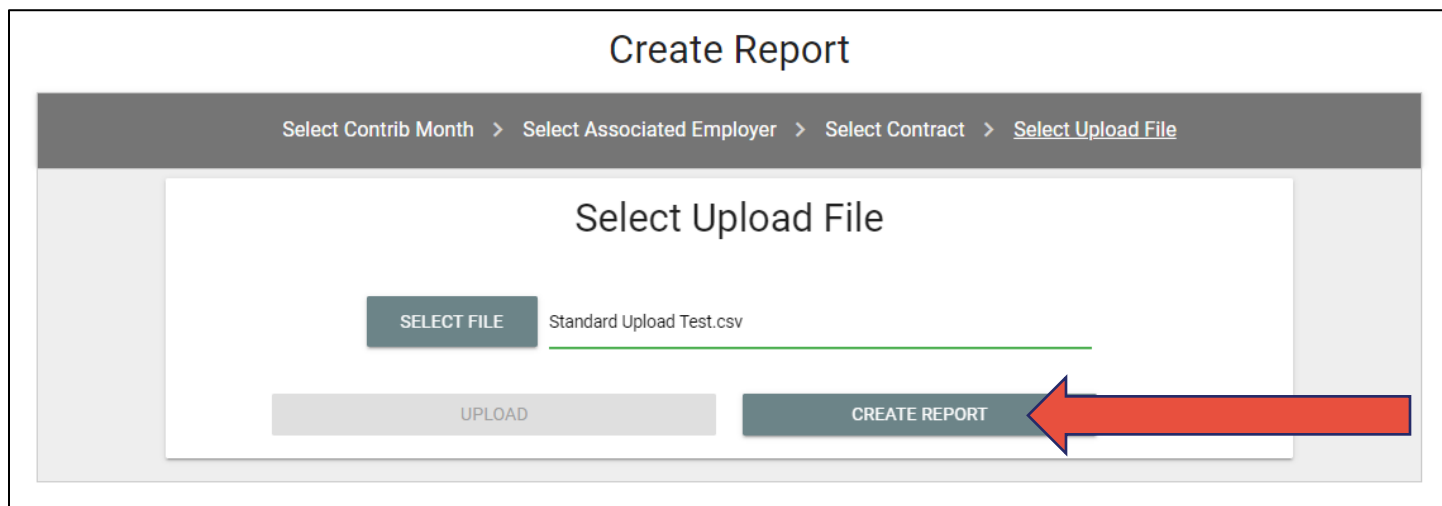
Next, you will be asked to *Select Contract* for the contract you are reporting for. Choose the contract and click the *CREATE REPORT* button.

The screenshot shows a web interface titled "Create Report". At the top, a dark grey navigation bar contains the following links: "Select Contrib Month", "Select Associated Employer", "Select Contract" (which is underlined and highlighted), and "Select Upload File". Below this bar, the main content area is titled "Select Contract". It features a single light grey rectangular button containing the text "MA HEAVY & HIGHWAY". Below this button is a dark grey button with the word "CONTINUE" in white capital letters.

Then, you will choose *SELECT FILE* to bring up a window where you can choose the file that you have saved on your computer. The file must meet all upload specifications that are on the last page of this document. After you have selected a file click the *UPLOAD* button.



After clicking the *UPLOAD* button, the *CREATE REPORT* button should be highlighted. Click *CREATE REPORT*.



All information from your file should not be populated in the remittance table. Click *Calculate & Save* to save the report. After you have looked over the information you can *Submit* the remittance report. For more information on submitting a remittance see the *Submitting the Report* section of this document.

Enter remittance report

12345 - EXAMPLE EMPLOYER
123 EXAMPLE STREET
CITY, MA 11111

Contract Type: MA HEAVY & HIGHWAY
Contribution month: 2/2024
Receipt Number: 126529

☐ This is my final report.

Show

25

 entries

Search:

	SSN	Name	local	Rate Level	Hours	Wages
<div><div>+</div><div>-</div></div>	333-33-3333	Person, Example 3	00000	NO WELFARE/NO PENSION	10.00	\$1,000.00
<div><div>+</div><div>-</div></div>	111-11-1111	Test, Test	00000	STANDARD RATE	10.00	\$1,000.00
Total					20.00	\$2,000.00

Showing 1 to 2 of 2 entries

Previous

1

Next

Here is an example of the file that was uploaded to the table pictured above.

	A	B	C	D	E	F	G
1	111-11-1111	Test	Test	ST	10	1000	
2	333333333	Person	Example 3	NHP	10	1000	
3							
4							
5							
6							

Please see the Upload File Specifications on the following page for more information on formatting your upload file.

Upload File Specifications:

File Formats:

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

Fields:

- We do not require any leading or trailing zeros for any field.
- If any field contains a comma, dollar sign, or quotation marks, then you must include quotation marks around the entire field. If you prefer, you can include quotation marks around every field in the file.
- The following fields are captured by the upload program (Only the fields that you report for are required):

Field/Column Sequence	Field/Column Data
Field 1	Member SSN
Field 2	Last Name
Field 3	First Name
Field 4	Rate Level
Field 5	Standard Hours
Field 6	Wages

Rate Level Codes:

Rate Level	Code on File
Standard Rate	ST
No Welfare / No Pension	NHP
Rate Level 2	RL2
Rate Level 3	RL3
Rate Level 4	RL4
Rate Level 5	RL5

Rate Level 6	RL6
Rate Level 7	RL7
Rate Level 8	RL8
Rate Level 9	RL9
Total Hours	TH
Total Hours Paid	THP

Creating a New Co-Op Trust Report

To create a new remittance report, choose the *Remittance Reporting* option, and choose *Create New Remittance Report* on the *Main Menu*.

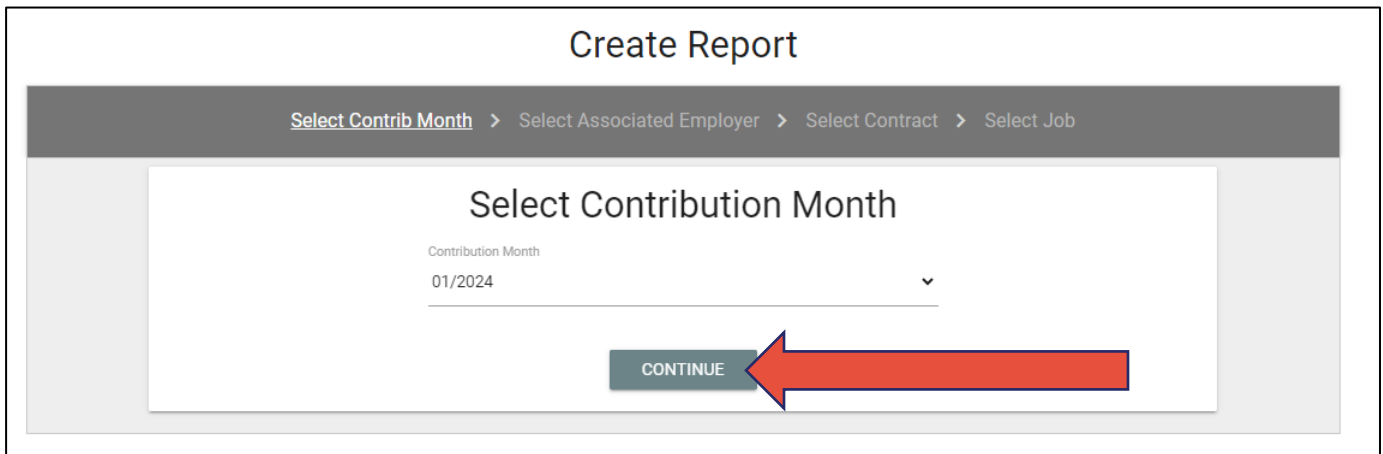


The screenshot shows the 'LOCAL 98' web portal. At the top left is the Local 98 logo, which includes a circular seal with 'MASSACHUSETTS', 'VERMONT', 'NEW HAMPSHIRE', 'NEW JERSEY', 'CONNECTICUT', 'RHODE ISLAND', 'MAINE', 'NEW YORK', 'PENNSYLVANIA', 'DELAWARE', 'MARYLAND', 'VIRGINIA', 'NORTH CAROLINA', 'SOUTH CAROLINA', 'LOUISIANA', 'MISSISSIPPI', 'ALABAMA', 'GEORGIA', 'FLORIDA', 'CALIFORNIA', 'ARIZONA', 'NEW MEXICO', 'UTAH', 'IDAHO', 'MONTANA', 'WYOMING', 'NEBRASKA', 'KANSAS', 'OKLAHOMA', 'TEXAS', 'LOUISIANA', 'MISSISSIPPI', 'ALABAMA', 'GEORGIA', 'FLORIDA', 'CALIFORNIA', 'ARIZONA', 'NEW MEXICO', 'UTAH', 'IDAHO', 'MONTANA', 'WYOMING', 'NEBRASKA', 'KANSAS', 'OKLAHOMA', 'TEXAS'. To the right of the logo is the text 'INTERNATIONAL UNION OF OPERATING ENGINEERS' and 'LOCAL 98'. Below the logo is a red banner with the text 'Main Menu | You are logged in as EXAMPLE EMPLOYER; Click here to logout.' Below the banner is a section titled 'What Do You Want To Do?'. This section contains a list of options, each with a circular icon containing a right-pointing arrow. The options are: 'Remittance Reporting', 'Create New Remittance Report', 'Upload New Remittance Report', 'Create New Co-Op Trust Report', 'Submit a 'No Work' Report', 'Continue an Unfiled Report', 'View Report History', 'Discrepancies Menu', 'Set Banking Information', 'Change Password', and 'Online Remittance Instruction Guide'. A large red arrow points to the 'Create New Co-Op Trust Report' option.

What Do You Want To Do?

- Remittance Reporting
 - Create New Remittance Report
 - Upload New Remittance Report
 - Create New Co-Op Trust Report
 - Submit a 'No Work' Report
 - Continue an Unfiled Report
- View Report History
- Discrepancies Menu
- Set Banking Information
- Change Password
- Online Remittance Instruction Guide

You will then be prompted to select the *Contribution Month*. Select the month and the year that you are reporting for from the dropdowns.



The screenshot shows the 'Create Report' screen. At the top is a dark grey header with the text 'Create Report'. Below the header is a navigation bar with the text 'Select Contrib Month > Select Associated Employer > Select Contract > Select Job'. Below the navigation bar is a white box with the title 'Select Contribution Month'. Inside the white box, there is a label 'Contribution Month' and a dropdown menu showing '01/2024'. Below the dropdown menu is a blue button with the text 'CONTINUE'. A large red arrow points to the 'CONTINUE' button.

Create Report

Select Contrib Month > Select Associated Employer > Select Contract > Select Job

Select Contribution Month

Contribution Month
01/2024

CONTINUE

Next, if you report for more than one employer under this login, you will be asked to *Select the Employer*. Choose which employer you will be reporting for. If you do not report for more than one employer, you will not see this screen.

The screenshot shows a web interface titled "Create Report". At the top, a dark grey navigation bar contains the text "Select Contrib Month > Select Associated Employer > Select Contract > Select Job". Below this bar, the main content area has a white background with the heading "Select Associated Employer". Under the heading, there are two horizontal bars: a light purple one labeled "11111 - ASSOCIATED EMPLOYER" and a dark teal one labeled "12345 - EXAMPLE EMPLOYER". Below these bars is a dark teal button with the word "CONTINUE" in white capital letters.

Then, you will be asked to *Pick the Contract Type* for the contract you are reporting for. Choose the contract and click the *Continue* button.

The screenshot shows a web interface titled "Create Report". At the top, a dark grey navigation bar contains the text "Select Contrib Month > Select Associated Employer > Select Contract > Select Job". Below this bar, the main content area has a white background with the heading "Select Contract". Under the heading, there is a single horizontal light purple bar labeled "MA HEAVY & HIGHWAY". Below this bar is a dark teal button with the word "CONTINUE" in white capital letters.

Please Note: You may see more or fewer contracts than those listed above depending on your specific reporting needs. If you need to report for a contract that you do not see listed under your login, please contact the Fund Office.

Then, you will be asked to *Select Job* that you are reporting for. Choose the job and click the *Continue* button.

Create Report

Select Contrib Month > Select Associated Employer > Select Contract > Select Job

Select Job

Select a job from the list below.

346 - EXAMPLE JOB - 1

CREATE REPORT

Please Note: You may see more or fewer jobs than those listed above depending on your specific reporting needs. If you need to report for a job that you do not see listed under your login, please contact the Fund Office.

Once you select the local and clicking on the *Continue* button, you will be directed to the *Enter remittance report* screen.

Enter remittance report

EXAMPLE EMPLOYER
123 EXAMPLE STREET
CITY, MA 11111

Contract Type: MA HEAVY & HIGHWAY
Job: 346 - EXAMPLE JOB - 1
Contribution month: 1/2024
Receipt Number: 126471

☐ This is my final report.

Show 25 entries

Search:

	SSN	Name	local	Rate Level	Hours	Wages
+ -	111-11-1111	TEST, TEST T	98	STANDARD RATE	0.00	\$0.00
Total					0.00	\$0.00

Showing 1 to 1 of 1 entries

Previous1Next

New Employees

SSN	First	MI	Last	Suffix	
					Add
					Clear

Calculate and Save

Export Table and Participant Contributions as CSV File

Participants and their applicable class and local will pre-populate based on the last report. To complete the report, simply enter each member's standard hours and wages. When applicable, you can change the member's prelisted class as needed using the drop-down arrow. You can also use the far left + button to duplicate the member line and report the member under more than one class, if needed.

Please Note: The pre-list will only appear if the Fund Office has accepted the previous month's report. If you do not have any participants pre-listed and believe that you should, please contact the Fund Office. Otherwise, you can add them manually.

When you click the Calculate and Save button you will see the discounted amounts. The Co-Op Trust Dollars Used and Remaining will also display for your convenience.

Calculate and Save button.

	Total Hours	Total Billed Amount
H & W	100.00	\$0.00
Pension	100.00	\$0.00
Training	100.00	\$115.00
Dues	100.00	\$71.02
C.P.F.	100.00	\$75.00
S.A.F.	100.00	\$10.00
Annuity	100.00	\$0.00
Coop Tr	100.00	\$70.00
NTF	100.00	\$5.00
Totals:		\$346.02

Job Summary	
Co-Op Trust Dollars Used	3,068.00
Co-Op Trust Dollars Remaining	\$496,932.00

Comments

Payment method

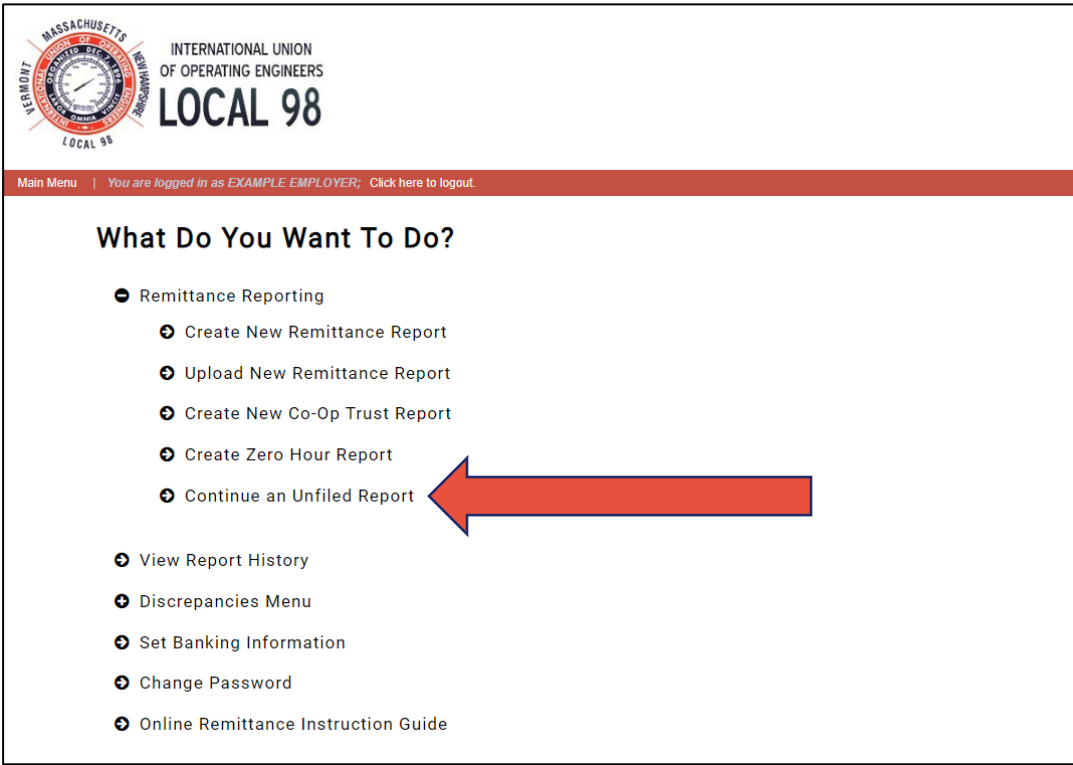
☐ Mail Check
 ☒ Use ACH 2/12/2024 ▼

Submit Report

You can then Submit the report. For more information on submitting a report see the "Submitting the Report" section of this document.

Continuing Unfiled Reports

If you decided to calculate and save a prior report and you now need to go back and complete the report, you may do so from the *Main Menu*. To do this, please select *Continue an Unfiled Report*.




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

Saved Reports				
	Receipt	Contrib. Month	Contract	Contract Name
Continue / Delete	126441	2023-11	00003	MA OWNER/OPERATORS COINCIDES WITH H&H AGMT

Submitting a Zero Hour Report

If you have no hours to report for a work period, select *Submit a "No Work" Report* from the *Remittance Reporting* menu.



INTERNATIONAL UNION
OF OPERATING ENGINEERS

LOCAL 98

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

What Do You Want To Do?

Remittance Reporting

- Create New Remittance Report
- Upload New Remittance Report
- Create New Co-Op Trust Report
- Create Zero Hour Report
- Continue an Unfiled Report

View Report History

Discrepancies Menu

Set Banking Information

Change Password

Online Remittance Instruction Guide

You will be taken to the *Submit "No Work" Report* page where you must choose the *Work Month*, The *Associated Employer*, and the *Contract* that you are reporting for. Then, select the *Submit* button.

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

Submit "No Work" Report

Work Month:

01/2024

Associated Employer:

11111 - ASSOCIATED EMPLOYER

Contract:

MA OWNER/OPERATORS COINCIDES WITH H&H AGMT


Final Report (Will not prevent submission of future hours.):

☐

Submit



After the report has been submitted you will see a message confirming the submission. You can print out the PDF for your records. This PDF is also available under the View Report History option on the Main Menu.



INTERNATIONAL UNION
OF OPERATING ENGINEERS
LOCAL 98

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

Your report has been submitted.

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

Report Confirmation

Receipt Number 126443

11111 - ASSOCIATED EMPLOYER(11111)
123 STREET NAME
TOWN, MA 11111

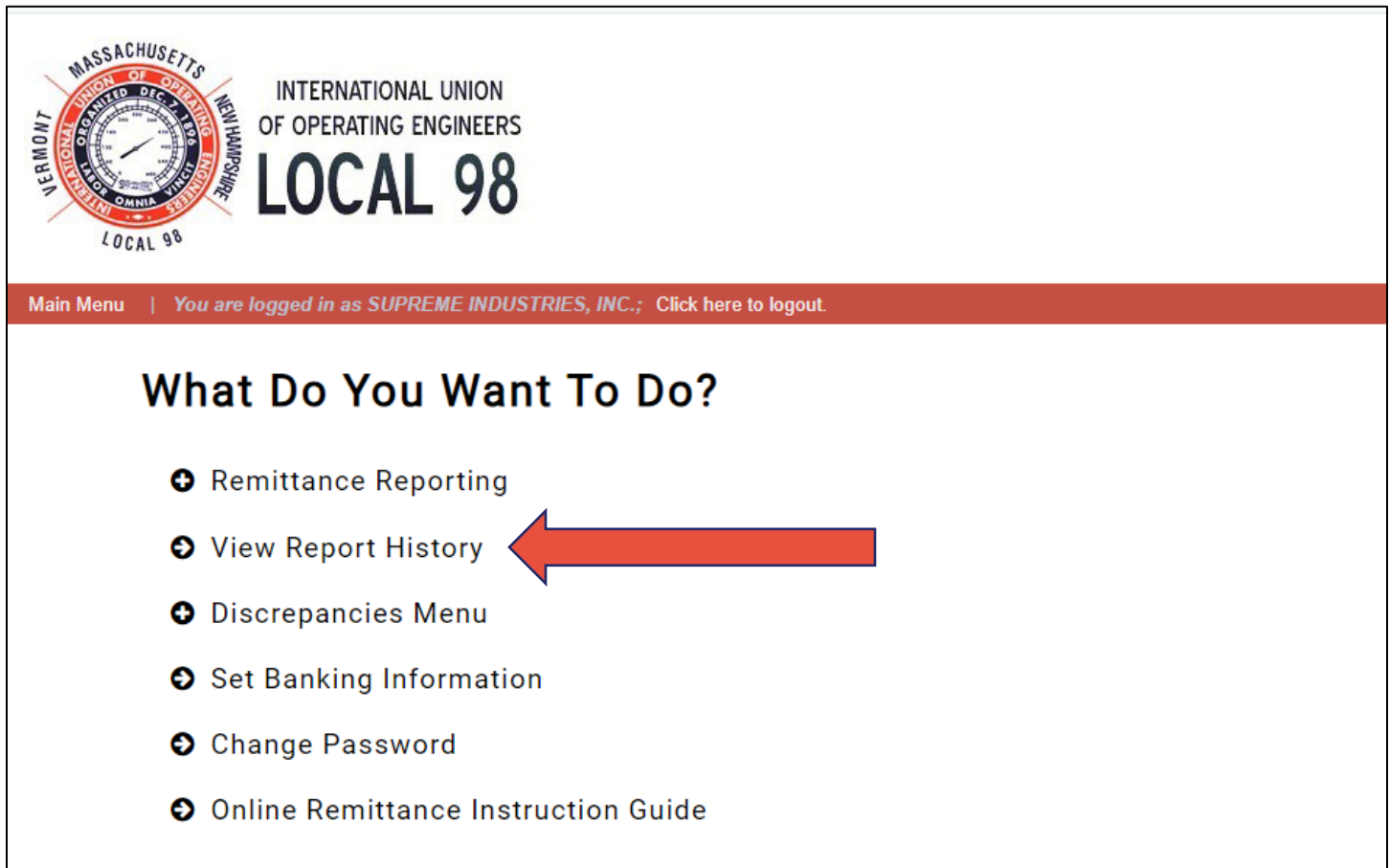
Submission Date: 2-2-2024
Payment Date: 2-2-2024
Contract Type: MA OWNER/OPERATORS COINCIDES WITH H&H AGMT
Contribution month: 12/2023

Your payment of \$0.00 has been submitted and your receipt number is 126443. Thank you for using the IUOE Local 98 Benefit Funds online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.

	Total Hours	Total Billed Amount
H & W	0.00	\$0.00
Pension	0.00	\$0.00
Training	0.00	\$0.00
Dues	0.00	\$0.00
C.P.F.	0.00	\$0.00
S.A.F.	0.00	\$0.00
Annuity	0.00	\$0.00
Coop Tr	0.00	\$0.00
NTF	0.00	\$0.00
		Total \$0.00

Viewing Previously Submitted Reports

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



After selecting *View Report History*, you will see a table of all report activity that has been filed. The information included will show: *Date Filed*, *Contribution Month*, *Employer #*, *Employer Name*, *Report Type*, *Receipt Number*, *Amount Remitted*, *Voided Status*, and *UID Number*.

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

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

Recent Activity

Start Date:
End Date:

Search by:
Check/ACH:

Show entries

Search:

<input type="checkbox"/>	Date Filed	Contrib. Month	#	Employer	Report Type	Receipt Number	Amount	Voided	Notes
<input type="checkbox"/>	2024-02-07 13:48:45	2023-12	12345	12345 - EXAMPLE EMPLOYER	MA HEAVY & HIGHWAY	126470	\$3,139.02	Deleted	EMPLOYER
<input type="checkbox"/>	2024-02-02 15:32:51	2023-10	12345	12345 - EXAMPLE EMPLOYER	MA HEAVY & HIGHWAY	126444	\$3,139.02		EMPLOYER
<input type="checkbox"/>	2024-02-02 15:20:45	2023-12	11111	11111 - ASSOCIATED EMPLOYER	MA OWNER/OPERATORS COINCIDES WITH H&H AGMT	126443	\$0.00		EMPLOYER
<input type="checkbox"/>	2024-02-02 15:06:20	2024-01	12345	12345 - EXAMPLE EMPLOYER	MA HEAVY & HIGHWAY	126442	\$12,556.08	Y	EMPLOYER

Showing 1 to 4 of 4 entries

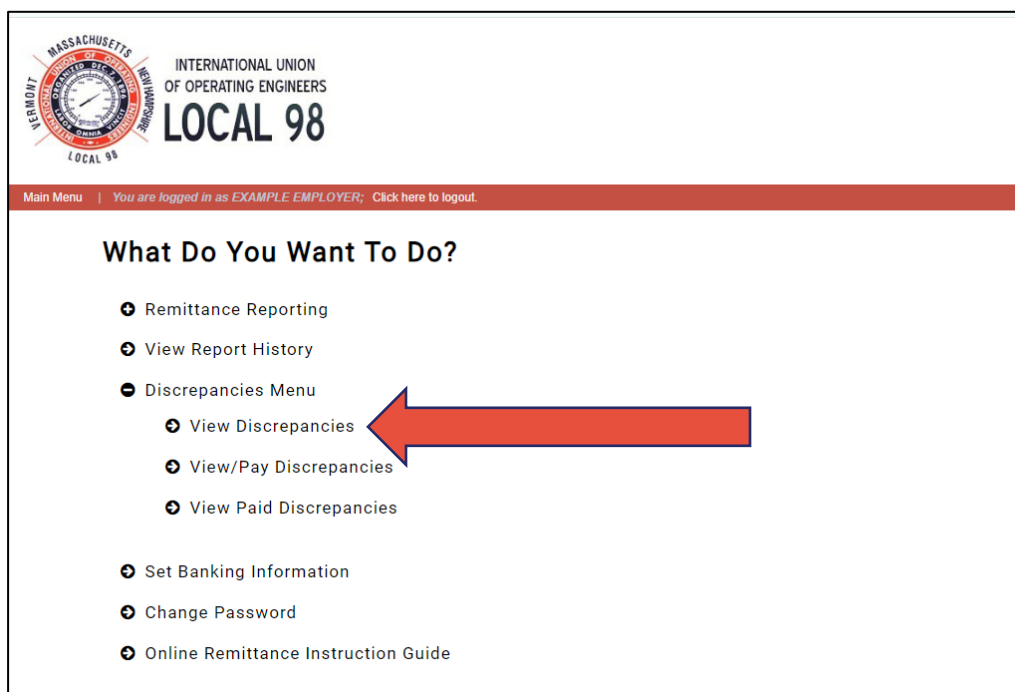
Previous
Next

Please note: If a report has been voided by the Fund Office, a "Y" will be displayed in the "Voided" column. If a report has been deleted by the Fund Office the word "Deleted" will be displayed in the "Voided" column.

Discrepancies

View Discrepancies:

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



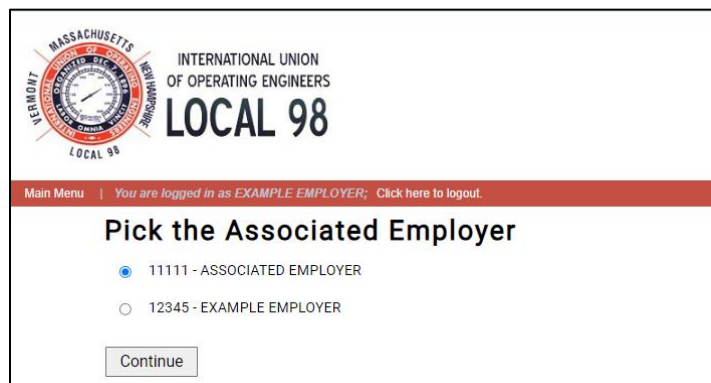
MASSACHUSETTS
VERMONT
NEW HAMPSHIRE
INTERNATIONAL UNION
OF OPERATING ENGINEERS
LOCAL 98

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

What Do You Want To Do?

- Remittance Reporting
- View Report History
- **Discrepancies Menu**
 - **View Discrepancies**
 - View/Pay Discrepancies
 - View Paid Discrepancies
- Set Banking Information
- Change Password
- Online Remittance Instruction Guide

If you report for more than one employer, you will be asked to *Select the Employer* whose discrepancies you would like to view. If you do not report for more than one employer, you will not see this screen. When applicable, select the employer and click *Continue*.



MASSACHUSETTS
VERMONT
NEW HAMPSHIRE
INTERNATIONAL UNION
OF OPERATING ENGINEERS
LOCAL 98

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

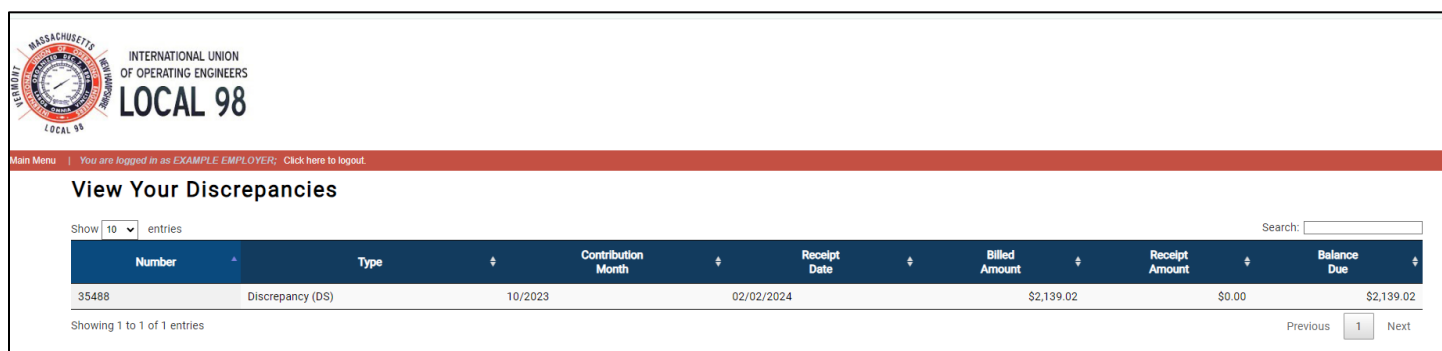
Pick the Associated Employer

☒ 11111 - ASSOCIATED EMPLOYER

☐ 12345 - EXAMPLE EMPLOYER

On the *View Your Outstanding Balances* screen, a table of all outstanding balances will be displayed. The following information is included in the table:

- *(Invoice) Number*
- *(Receipt) Type*
- *Contribution Month*
- *Receipt Date*
- *Billed Amount*
- *Receipt Amount*
- *Balance Due*



Number	Type	Contribution Month	Receipt Date	Billed Amount	Receipt Amount	Balance Due
35488	Discrepancy (DS)	10/2023	02/02/2024	\$2,139.02	\$0.00	\$2,139.02

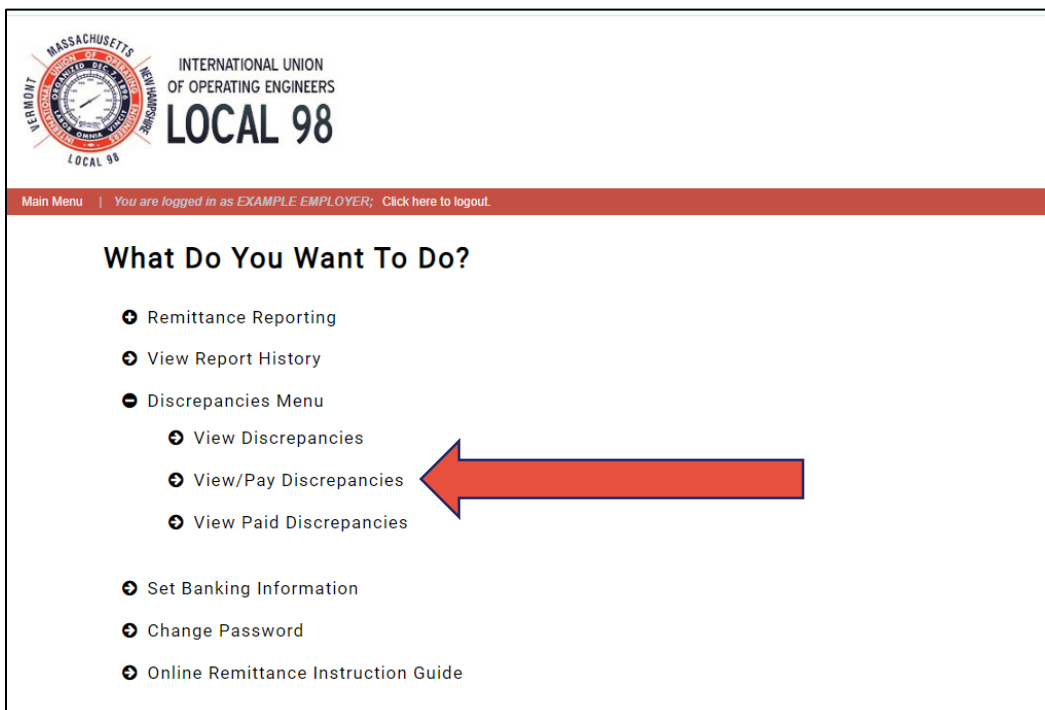
The outstanding balances table is sorted alphabetically or numerically by column, has search functionality for items within the table, and can be controlled in how many entries list per page of the table. Click on the heading you wish to sort by to view in either alphabetical or numerical and ascending or descending order.

To pay off any receipts you see here, please refer to the next section, *View/Pay Discrepancies*.

View/Pay Discrepancies

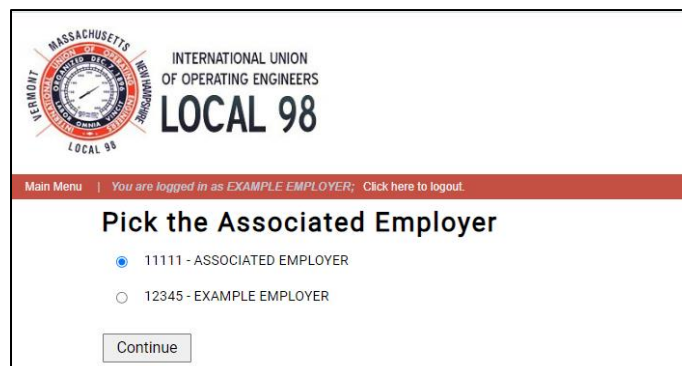
****Please note: this option ONLY displays if you are enrolled as an ACH employer. *****

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



The screenshot shows the Local 98 web portal. At the top left is the Local 98 logo, which includes the text "MASSACHUSETTS INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 98". To the right of the logo, it says "INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 98". Below the logo, there is a red navigation bar with the text "Main Menu | You are logged in as EXAMPLE EMPLOYER; Click here to logout." Below the navigation bar, the heading "What Do You Want To Do?" is displayed. Under this heading, there is a list of options, each preceded by a circular icon with a plus sign. The options are: "Remittance Reporting", "View Report History", "Discrepancies Menu", "View Discrepancies", "View/Pay Discrepancies", "View Paid Discrepancies", "Set Banking Information", "Change Password", and "Online Remittance Instruction Guide". A large red arrow points to the "View/Pay Discrepancies" option.


If you report for more than one employer, you will be asked to *Select the Employer* whose discrepancies you would like to view/pay. If you do not report for more than one employer, you will not see this screen. When applicable, select the employer and click *Continue*.



The screenshot shows the "Pick the Associated Employer" screen. At the top left is the Local 98 logo, which includes the text "MASSACHUSETTS INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 98". To the right of the logo, it says "INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 98". Below the logo, there is a red navigation bar with the text "Main Menu | You are logged in as EXAMPLE EMPLOYER; Click here to logout." Below the navigation bar, the heading "Pick the Associated Employer" is displayed. Under this heading, there are two radio button options: "11111 - ASSOCIATED EMPLOYER" (which is selected) and "12345 - EXAMPLE EMPLOYER". At the bottom of the screen, there is a "Continue" button.

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

- “Click to Pay” column with selectable boxes will allow you to check off payment for specific receipts.
- *Invoice Number*
- *Local Number*
- *Receipt Type*
- *Contribution Month*
- *Receipt Date*
- *Billed Amount*
- *Receipt Amount*
- *Balance Due*
- *Amount Paid*



INTERNATIONAL UNION
OF OPERATING ENGINEERS
LOCAL 98

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

Pay Your Outstanding Balances

Voucher Number: 126445

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

Show entries Search:

Click to Pay	Invoice Number	Local	Receipt Type	Contribution Month	Receipt Date	Billed Amount	Receipt Amount	Balance Due	Amount Paid
<input type="checkbox"/>	35488	CONTRACT 1	Discrepancy (DS)	10/2023	02/02/2024	\$2,139.02	\$0.00	\$2,139.02	

Total of all Discrepancies: \$0.00

Showing 1 to 1 of 1 entries Previous Next

Payment Date: 02/07/2024

Like the remittance entry table, the *Pay Your Outstanding Balances* table headings are sortable A-Z, Z-A by column, the *Search* field to the right above the table allows you to search for specific items within the table, and you can control the # of listings in the page by the top left *Show xx entries* field. If the “Next” link appears underneath the table of reports, this means that there are additional reports that you can view. You may advance to these pages by clicking on the specific page number. You may also advance chronologically through all pages by selecting the “Next” link.

Using the far left “Click to Pay” column to select the entries you wish to pay; you may choose to pay off one or multiple receipts. The bottom right *Total of Discrepancies* field will show a total balance of any receipts you have chosen to pay.

Pay Your Outstanding Balances

Voucher Number: 126445

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

Show 10 entries

Search:

Click to Pay	Invoice Number	Local	Receipt Type	Contribution Month	Receipt Date	Billed Amount	Receipt Amount	Balance Due	Amount Paid
<input checked="" type="checkbox"/>	35488	CONTRACT 1	Discrepancy (DS)	10/2023	02/02/2024	\$2,139.02	\$0.00	\$2,139.02	\$2139.02

Total of all Discrepancies:

\$2,139.02

Showing 1 to 1 of 1 entries

Previous 1 Next

Please note: each receipt must be paid in full; no partial payments are accepted. Once you are ready to submit payment, scroll down to the bottom of the table, where you will see the Payment Date. This date is the next available ACH date. When you are ready to submit payment, you may click on the *Submit Payment* button.

Total of all Discrepancies:

Showing 1 to 1 of 1 entries

Payment Date: 02/07/2024

Submit Payment

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

Discrepancies Paid

You have submitted a payment of: \$2,139.02

Voucher Number: 126445

Show 10 entries

Search:

Invoice Number	Local	Receipt Type	Contribution Month	Receipt Date	Billed Amount	Receipt Amount	Balance Due
35488	CONTRACT 1	Discrepancy (DS)	10/2023	02/02/2024	\$2,139.02	\$0.00	\$2,139.02

Total of all Discrepancies:

\$2,139.02

Showing 1 to 1 of 1 entries


Previous 1 Next

Print this page

A sample of this receipt is as follows:

2/2/24, 4:29 PM

Pay Discrepancies | IUOE Local 98 Benefit Funds



INTERNATIONAL UNION
OF OPERATING ENGINEERS
LOCAL 98

Main Menu

You are logged in as **EXAMPLE EMPLOYER**; [Click here to logout.](#)

Discrepancies Paid

You have submitted a payment of: \$2,139.02

Voucher Number: 126445

Show

10

 entries

Search:

Invoice Number	Local	Receipt Type	Contribution Month	Receipt Date	Billed Amount	Receipt Amount	Balance Due
35488	CONTRACT 1	Discrepancy (DS)	10/2023	02/02/2024	\$2,139.02	\$0.00	\$2,139.02

Total of all Discrepancies:

\$2,139.02

Showing 1 to 1 of 1 entries

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Print this page

IUOE Local No. 98 Benefit Funds
40 Hudson Dr
Southwick, MA 01077
Phone Number: 413-998-3230

[Privacy Policy](#)



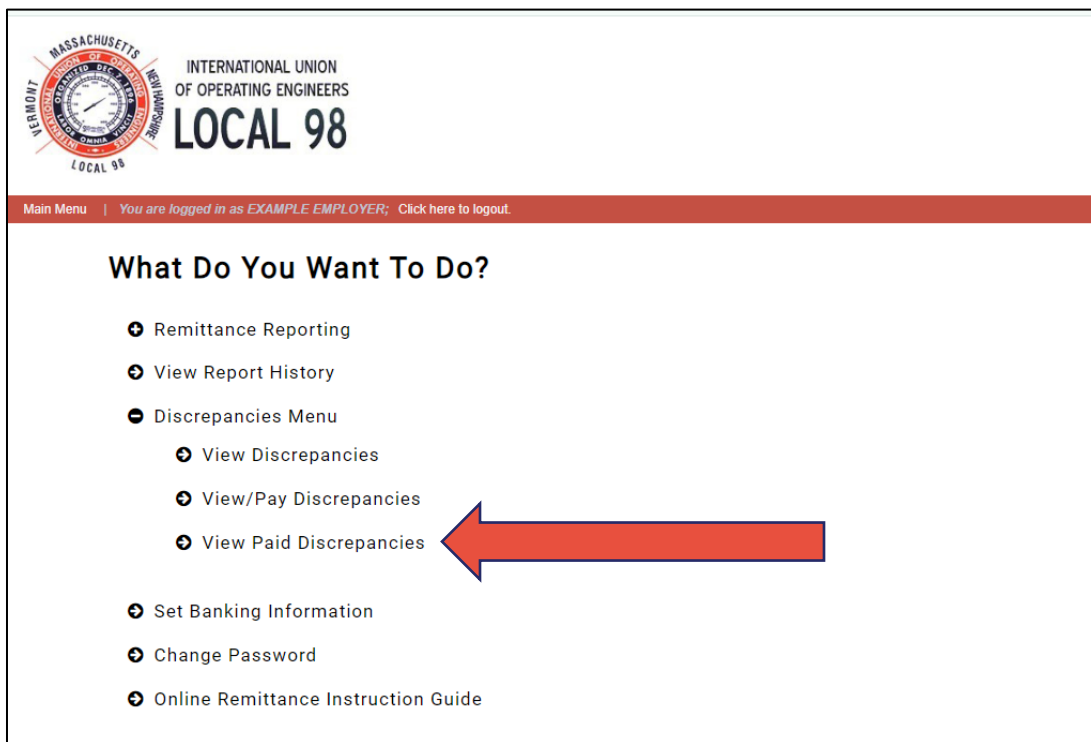
https://ecommerce.issisystems.com/iremit-test153/eremit.dll/15301/cme.asp?name=-ePaydisc_ach

1/1

View Paid Discrepancies

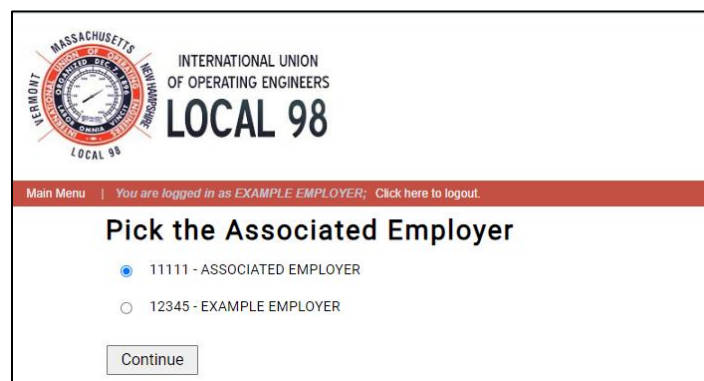
****Please note: this option ONLY displays if you are enrolled as an ACH employer. *****

If you have paid off discrepancies through the ISSi-Remit website, you can view paid discrepancies. Select the *Discrepancies Menu* option and click on *View Paid Discrepancies* to proceed.



The screenshot shows the top of the ISSi-Remit website. The header includes the International Union of Operating Engineers Local 98 logo and the text "INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 98". Below the header is a red navigation bar with the text "Main Menu | You are logged in as EXAMPLE EMPLOYER; Click here to logout." The main content area is titled "What Do You Want To Do?" and contains a list of options: "Remittance Reporting", "View Report History", "Discrepancies Menu", "View Discrepancies", "View/Pay Discrepancies", "View Paid Discrepancies", "Set Banking Information", "Change Password", and "Online Remittance Instruction Guide". A large red arrow points to the "View Paid Discrepancies" option.

If you report for more than one employer, you will be asked to *Select the Employer* whose discrepancies you would like to view. If you do not report for more than one employer, you will not see this screen. When applicable, select the employer and click *Continue*.



The screenshot shows the "Pick the Associated Employer" screen. It features the same header and navigation bar as the previous screenshot. The main content area is titled "Pick the Associated Employer" and contains two radio button options: "11111 - ASSOCIATED EMPLOYER" (which is selected) and "12345 - EXAMPLE EMPLOYER". Below the options is a "Continue" button.

On the *View Your Paid Discrepancies* screen, a table of all paid outstanding balances will display. Every discrepancy listed has either been paid or is a pending payment. If the payment is pending (e.g. the payment date is in the future, the receipt has not yet been sent to the bank), the paid date column will list *PENDING* for the receipt. Once the ACH has been sent to the bank, the paid date will then display. The number in the receipt column references the invoice number that tracks the amount received to pay off the specific discrepancy, while the voucher number is the same voucher number the overall transaction went into the system under.

View Your Paid Outstanding Balances

Show10entries

Search:

Invoice Number	Local	Receipt Type	Contribution Month	Receipt Date	Paid	Voucher	Paid Date
35488	CONTRACT 1	Discrepancy (DS)	10/2023	02/02/2024	\$2,139.02	126445	PENDING

Showing 1 to 1 of 1 entries

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Next

Logging Out

When you have completed all processing on the website, it is important to remember to logout. To do so, please click on the [Click here to logout](#) link above the *Main Menu*.



Questions and Comments

If you have any questions or comments about processing online remittances using the website, please contact the Fund Office at 413-998-3230.