Submitting the members' hours online is a simple process. The steps listed below will show you exactly how to get on the system, input the hours and submit to the Fund Office.

First, if you haven't already, contact the Fund Office Remittance Dept. at 212-465-8888, option 5 to enroll.



Once enrolled go to www.steamfitters.com

Once you are on the web site, you want to use the "Employer Login" section.....



At the login page, the user name will be your 5 digit company code and the password will be supplied by the Fund Office.....

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| Log In | |
| | |

You are now logged directly into our system. This is a secure website. Please note the three areas shown below, "Quick Links", "News" and "Recent Activity."

"Quick Links" is where you go to navigate your account, send messages and add documents you'd like to provide the Fund Office. The "News" will keep you apprised of any changes, happenings or advice regarding the Fund Office and you as an Employer.

To submit hours, the first step is to click on the "Billing Location" under Quick Links......

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|--------------------------------------|---|--|-----------------|------------|
| e Steamfitters Justry Fund Office | EAM FITTERS INDUST | TRY FUND OFFICE | | |
| | Employer Information | Billing Location | Documents | |
| Quick Links | News | | Recent Activity | |
| Prove (| ELECTRONIC DISCLOSUF | RE FORM | | |
| O= Billing Location | 05/07/2019: All Employers: Plea email to CASH@STEAMNY.CO | ase print, complete and forward the "Consent to E DM The form can be accessed here: | | |
| Add Document | http://www.steamfitters.com/UL | WSiteResources/steam_industry_fund/Resource | | |
| New Message | | | | |
| Chat | | | | |
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| | Secure Message | | | |
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When you click on "Billing Location" it will bring you to this page, showing the billing locations associated with your account: Steam, Metal or both. Once here and depending on which hours you are entering, Steam or Metal, please click on the word "Details" next to the appropriate billing location.

| The Steamfitters ndustry Fund Otfice | STEAM FI | TTERS INDUSTRY FUND OFFICE | | | | | |
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| e | Employer I | r Information | | Billing Loc | ation | Documents | |
| Quick Links | | Billing L | ocation | | | | |
| | | Tools | Name | | Code | Balance | |
| | | <u>Details</u> | STEAM | | 01 | \$317.26 | |
| Add Doct | ument | Details | METAL | | 02 | \$2,911.18 | |
| Chat | | | | | | | |
| | | | | | | | |
| | | | | | | | |

This page will show you the details.... Address, Contacts, phone numbers, etc. You may make changes here as you see fit. Once here, click on the "Account" button under "Quick Links" to enter the hours.....

| 9 | The Stearnfitters Industry Fund Office | STEAM | I FITTERS INDU | JSTRY FL | | | |
|-------------|---|----------|----------------------------------|--------------|---------|---|---------------------|
| 3ack Pro | Billing Location Code: | 01 | Name: | STEAM | Account | | |
| | Quick Links | | Billing Location | Info | | | |
| | SIFO Func | l Office | Change Billing Location Code: | 01 Active | | Name: Stop Date: | STEAM 06/30/2011 |
| | | | Addresses Residence: | | | Contact Information Phone 1: Phone 2: | |
| | | | | | | | |

On this page, you will notice under "Account" all the weeks and/or months associated with your account. We suggest you filter the "Report Status" to "Prebill and Initial" to see only those reports that have not been submitted already.

Click once on the week you want to submit for so that it's highlighted in a light blue color. Then click on the word "Actions." This will provide a submenu in which you can choose "Details", "Edit", or "Submit". Click on "Edit"

| Industry Fund Office STEAM FIT | TERS IND | JSTRY FUND OFFICE | | | |
|--------------------------------|--------------------|--|--------------------|---------------------|----|
| ack Billing Location Code: 01 | Name: | STEAM | | | |
| Profile | | Account | | | |
| Quick Links | Account | | | | |
| SIFO Fund Office | Trans Type: | WH Report | | | |
| Profile | Report Status: | Prebill and Initial | | | |
| | | | | | |
| | | | | | |
| | Tools Report Stop | D Trans Identifier | Total Due Due Date | Trans Type Report S | St |
| | Actions 03/10/2020 | 2020-03-04 - 2020-03-10 15% DIFFERENTIAL | \$0.00 03/24/2020 | WH Report Prebill | |
| | Actions 03/17/2020 | 2020-03-11 - 2020-03-17 STM WEEKLY | \$0.00 03/31/2020 | WH Report Initial | |
| | Actions 03/24/2020 | 2020-03-18 - 2020-03-24 15% DIFFERENTIAL | \$0.00 04/07/2020 | WH Report Initial | |
| | Actions 03/24/2020 | 2020-03-18 - 2020-03-24 STM WEEKLY | \$0.00 04/07/2020 | WH Report Initial | |
| | | | | | |

Once you have clicked on "Edit" it will take you to this screen..... This is where you enter hours. We do caution that regardless of whether your reports are prepopulated or not, you select the job category (yellow arrow) each time to ensure members are listed in the correct category.

| Industry Fund Office STEAM FITTERS INDUSTRY FUND OFFICE | | | | | | | | | |
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| ork Report Editor | | | | | | | | a | |
| Save Apply Cancel | | | | | | | | | |
| Employer: Billing Location: 02 METAL | i, port Tj port S | /pe: Regular tatus: Initial | | Report Period: Identifier: | 03/01/2020 - 03 #10796942 - 03 | /31/2020 /01/2020 METAL | # of Participants: # of Rows: | 75 75 | |
| Summary Detail | | | | | | | | | |
| Barg Unit Id: 03 - METAL TR | ADES Job Category: | All | Exception Filter | Please Select | * | | | | |
| Add Member (CTRL-ALT-A) Add | Members(+) (CTRL-ALT-T) Dele | te Selected | | | | | | | |
| Tools Cools Ssn | Name | Туре | Class Code | Small Desc | Worked | Paid N | fonths Wage | es | |
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| | Page Totals | | | | 0.00 | 0.00 | 0.00 | \$0.00 | |
| | All Page Totals | | | | 0.00 | 0.00 | 0.00 | \$0.00 | |
| Page 1 of 3 | N I Z | | | | | | Displaying 1 - 25 | of 75 Records 2 | |

Once you have entered all the hours, click on "Save" on the upper left hand corner. You are now finished. This will bring you back to the below screen in which you can print and submit your report directly to the Fund Office.

As always, should you have any questions, or need any assistance, please do not hesitate to contact the Fund Office's Remittance Dept at 212-465-8888, option 5.