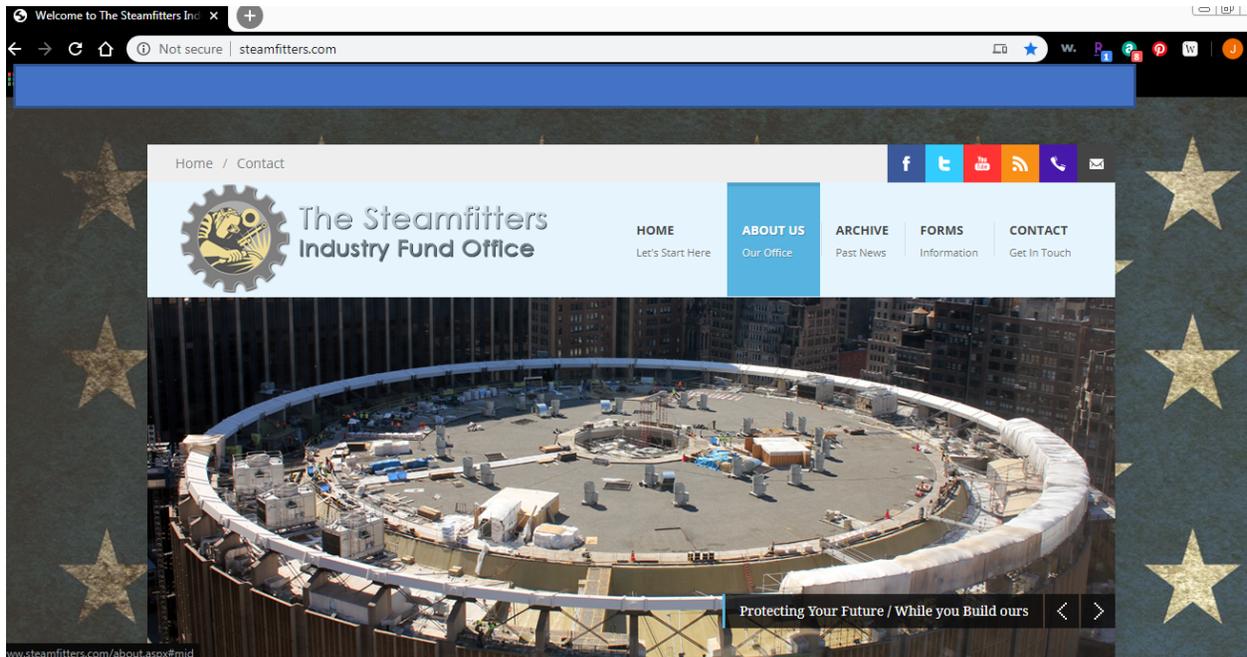


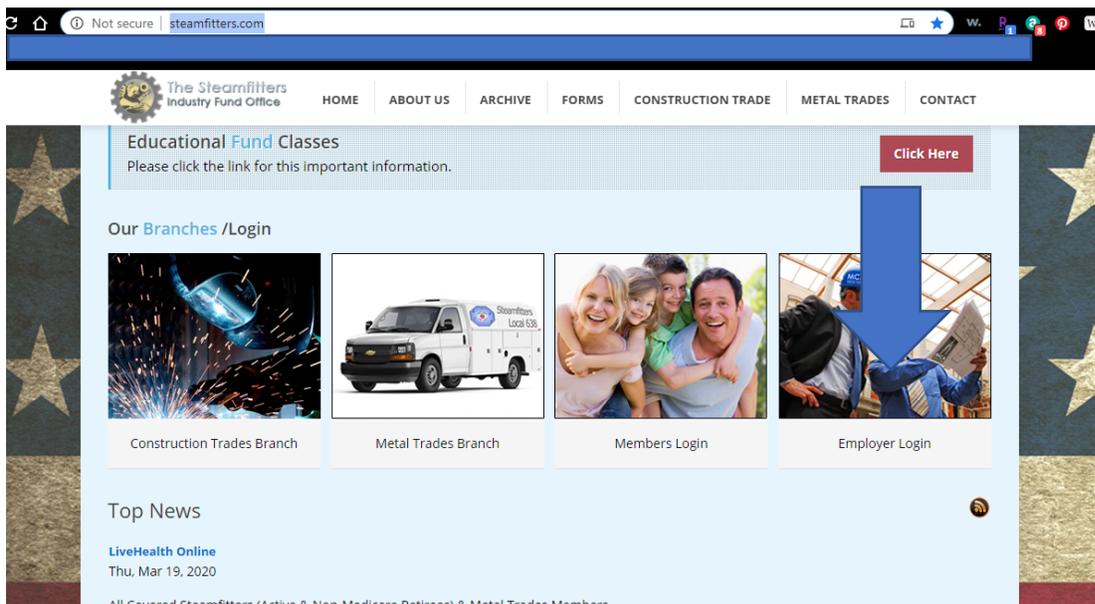
Submitting the members' hours online is a simple process. The steps listed below will show you exactly how to get on the system, input the hours and submit to the Fund Office.

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

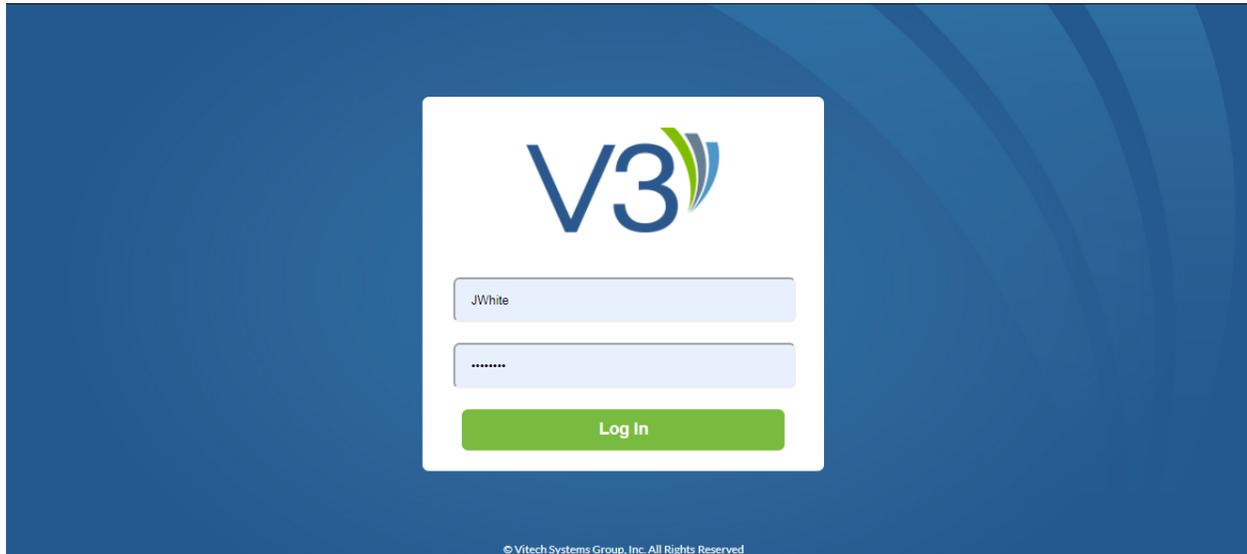
Once enrolled go to www.steamfitters.com



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



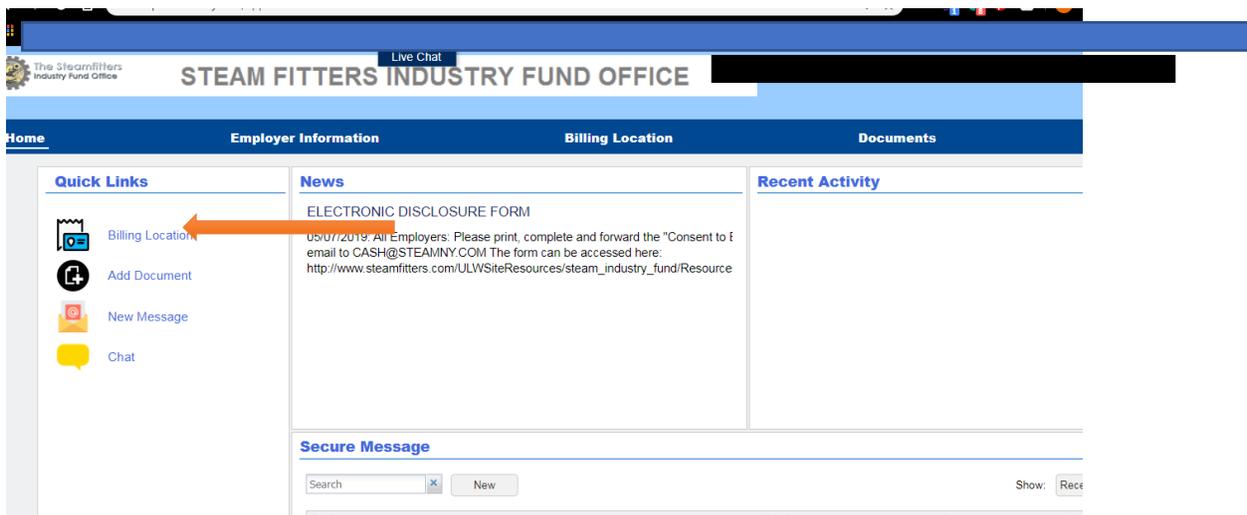
At the login page, the user name will be your 5 digit company code and the password will be supplied by the Fund Office.....



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.....



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 screenshot shows the dashboard for the Steam Fitters Industry Fund Office. The top navigation bar includes 'Home', 'Employer Information', 'Billing Location' (selected), and 'Documents'. A 'Live Chat' button is visible in the top right. The 'Quick Links' sidebar on the left contains 'Billing Location' (highlighted with an orange arrow), 'Add Document', 'New Message', and 'Chat'. The main 'Billing Location' section displays a table with the following data:

Tools	Name	Code	Balance
Details	STEAM	01	\$317.26
Details	METAL	02	\$2,911.18

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.....

The screenshot shows the 'Billing Location Info' page. The top navigation bar includes 'Profile' and 'Account' (selected). A 'Back' button is visible on the left. The page displays the following information:

Back Billing Location Code: 01 Name: STEAM

Quick Links: SIFO Fund Office, [Account](#) (highlighted with an orange arrow)

Billing Location Info:

Change

Billing Location Code: 01 Name: STEAM

Active Stop Date: 06/30/2011

Start Date: 07/01/2008

Addresses: Residence: [Redacted]

Contact Information: Phone 1: [Redacted], Phone 2: [Redacted]

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”

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.

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.