

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://sdg.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.

SAN DIEGO LOCAL 1399 GLAZIERS AND FLOOR

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 3rd 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.

User ID:	<input type="text"/>
Password:	<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://sdg.review.weberf.com/WebERF/changeInitialPW.do?ChangepwAfterLogin

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*:

Update

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

Home Select Employer Create New Report Reports List Contact Us Documentation Help Logout			
System Administrator	Saturday, August 5, 2017		
WebERF Home			
Welcome to WebERF, the Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 Trust Funds electronic Employer Report Form submission facility.			
Select an option below:			
<ul style="list-style-type: none">• Change Password• Select Employer• Create a New Report• View List of Pended and Finalized Reports• Add/Edit Employer Projects			
<table border="1"><tr><td>Announcements</td></tr><tr><td>No Current Announcements</td></tr></table>		Announcements	No Current Announcements
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

The screenshot shows the 'WebERF Home' page for a 'System Administrator'. At the top, there is a navigation bar with links: Home, Select Employer, Create New Report, Reports List, Contact Us, Documentation, Help, and Logout. The date 'Saturday, August 5, 2017' is displayed in the top right corner. Below the navigation bar, the page title is 'WebERF Home'. A welcome message states: 'Welcome to WebERF, the Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 Trust Funds electronic Employer Report Form submission facility.' Below this, it says 'Select an option below:' followed by a list of links: 'Change Password', 'Select Employer', 'Create a New Report' (highlighted with a yellow background), 'View List of Pended and Finalized Reports', 'Add/Edit Employer Projects', and '()'. At the bottom, there is an 'Announcements' section with the text 'No Current Announcements'.

System Administrator

Saturday, August 5, 2017

WebERF Home

Welcome to WebERF, the Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 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.

The screenshot shows the 'Select Employer ID' page. At the top, there is a navigation bar with links: Home, Select Employer, Create New Report, Reports List, Contact Us, Documentation, Help, and Logout. Below the navigation bar, the page title is 'Select Employer ID'. A instruction says: 'Enter an Employer ID or select an Employer from the list and then click the Submit button.' Below this, there is a form with two options: 'Employer ID:' followed by a text input field, and 'OR' followed by 'Select Employer:' followed by a dropdown menu with the text 'Select an Employer...'. At the bottom of the form is a 'Submit' button.

System Administrator

Select Employer ID

Enter an Employer ID or select an Employer from the list and then click the Submit button.

Employer ID:

OR

Select Employer:

Enter your Employer ID number

Processing Options

[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:

9 Agreements found, displaying all Agreements.

No. NCH	Status	Agreement
1. <input type="checkbox"/>	Not Reported	Glaziers, Arch Metal & Glasswrkrs LU1399 (Glassworkers) - Glasswrkrs (Standard - MLA)
2. <input type="checkbox"/>	Finalized (1)	Glaziers, Arch Metal & Glasswrkrs LU1399 (Non-Barqaining) - NonBarq (Standard - MLA)
3. <input type="checkbox"/>	Not Reported	Glaziers, Arch Metal & Glasswrkrs LU1399 (Production Workers) - Production (Standard - MLA)
4. <input type="checkbox"/>	Not Reported	Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (MONTHLY - CBA)
5. <input type="checkbox"/>	Not Reported	Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (NON UNION - ASA)
6. <input type="checkbox"/>	Finalized (3)	Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (SETTLING - MLA)
7. <input type="checkbox"/>	Finalized (2)	Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (Standard - MLA)
8. <input type="checkbox"/>	Finalized (2)	Resilient Floor & Decorative Covering Workers LU 1399 - Floor (Standard - MLA)
9. <input type="checkbox"/>	Finalized (1)	San Diego Owner Op - Owner Op (MONTHLY - MLA)

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

Saturday, August 5, 2017

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: Resilient Floor & Decorative Covering Workers LU 1399 (Standard-MLA) - Current Rates

Job Class Type: All

Clr Form

Remove

Save

Delete Rpt

Pend

Calculate

Employer Notes (maximum of 250 characters)

Set Defaults

Job Class

Helper 7+ Mos

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*	Hire Date	Term Date	Remove
					0.00	0.00			
					0.00	0.00			
					0.00	0.00			
					0.00	0.00			

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

Report Editing Options

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

ZZZ Test Employer

Create/Edit Report

Employer ID: 900000 Federal ID Number: null
Contractor: ZZZ Test Employer Report Period: 04/01/2017
Address 1: 4399 Santa Anita Ave., #150 EDI Reference Number: Report Not Yet Finalized
Address 2: Agreement: Resilient Floor & Decorative Covering Workers LU 1399 (Standard-MLA) - Current Rates
Address 3:
City, State, Zip Code: El Monte, CA 91731 Job Class Type: All
Phone: Ext:
Fax:

Clr Form Remove Save Delete Rpt Pend Calculate

Employer Notes (maximum of 250 characters)

Set Defaults

Job Class
Helper 7+ Mos

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*	Hire Date	Term Date	Remove
111-11-1111	Ian	Janis		4th Apprentice	160.00	3470.4			<input type="checkbox"/>
222-22-2222	Bowie	David		Journeyman	160	4715.2			<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** (16.4 KB) from **sdg.review.weberf.com**? ✕

Open **Save** **Cancel**

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

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:
Agreement: Report Not Yet Finalized
Floor (Standard - MLA) - Current Rates
Resilient Floor & Decorative Covering Workers LU 1399

Report Type: Regular
Job Class Type: All

☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report

No.	SSN	Last Name	First Name	MI	J/C	Hire Date	Term Date	Hours	Wages
1	222-22-2222	Bowie	David		J			160.00	4,715.20
2	111-11-1111	Ian	Janis		A4			160.00	3,470.40
Totals:								320.00	\$ 8,185.60
Grand Totals:								320.00	\$ 8,185.60

ID	J/C	Hours	Wages	H&W	RPEN	VAC	DUES	APPR	PATCAT	LMCI	FTI
900000	A4	160.00	3,470.40	5,000.00	3,500.00	0.2300	0.0310	0.4000	0.3200	0.0500	0.0500
				800.00	500.00	30.80	107.58	04.00	51.20	8.00	8.00
900000	J	160.00	4,715.20	5,000.00	7,160.00	0.7000	0.0310	0.4000	0.3200	0.0500	0.0500
				800.00	1,145.00	112.00	140.17	04.00	51.20	8.00	8.00
Grand Totals:		320.00	\$ 8,185.60	\$ 1,600.00	\$ 1,705.60	\$ 148.80	\$ 253.75	\$ 128.00	\$ 102.40	\$ 16.00	\$ 16.00

ID	J/C	Totals
900000	A4	1,035.58
900000	J	2,334.97
Grand Totals:		\$ 3,370.55

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 Resilient Floor & Decorative Covering Workers LU 1399 (Standard-MLA)
Report Period: 04/01/2017

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Pymt Date	Mail To	Instructions
<input type="checkbox"/>	Check #1	Glaziers, Architectural Metal & Glassworkers Resilient Floor & Decorative Workers Local 1399 Health & Welfare Fund	\$3,970.55	<input type="text"/>	Glaziers, Local 1399 H&W Fund P.O. Box 30268 Los Angeles, CA 900300268	Send one copy of this 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 Resilient Floor & Decorative Covering Workers LU 1399 (Standard-MLA)
Report Period: 04/01/2017

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Pymt Date	Mail To	Instructions
<input type="checkbox"/>	Check #1	Glaziers, Architectural Metal & Glassworkers Resilient Floor & Decorative Workers Local 1399 Health & Welfare Fund	\$3,970.55	<input type="text"/>	Glaziers, Local 1399 H&W Fund P.O. Box 30268 Los Angeles, CA 900300268	Send one copy of this 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** (16.4 KB) from **sdg.review.weberf.com**?

Open

Save

Cancel

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

Computation of Payments

Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 Trust Funds
P.O. Box 5748
El Monte, CA 91734-1748

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: 0001-5019-5805-3955
Agreement: Floor (Standard - MLA) - Current Rates
Resilient Floor & Decorative Covering Workers LU 1399
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	Hire Date	Term Date	Hours	Wages
1	222-22-2222	Bowie	David		J			160.00	4,715.20
2	111-11-1111	Ian	Janis		A4			160.00	3,470.40
Totals:								320.00	\$ 8,185.60
Grand Totals:								320.00	\$ 8,185.60

ID	J/C	Hours	Wages	H&W	RPEN	VAC	DUES	APPR	PATCAT	LMCI	FTI
900000	A4	160.00	3,470.40	5.0000	3.5000	0.2300	0.0310	0.4000	0.3200	0.0500	0.0500
			800.00	500.00	30.80	107.58	04.00	51.20	8.00	8.00	
900000	J	160.00	4,715.20	5.0000	7.1600	0.7000	0.0310	0.4000	0.3200	0.0500	0.0500
			800.00	1,145.00	112.00	145.17	04.00	51.20	8.00	8.00	
Grand Totals:		320.00	\$ 8,185.60	\$ 1,600.00	\$ 1,705.60	\$ 148.80	\$ 253.75	\$ 128.00	\$ 102.40	\$ 16.00	\$ 16.00

ID	J/C	Totals
900000	A4	1,035.58
900000	J	2,334.07
Grand Totals:		\$ 3,370.55

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

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

ZZZ Test Employer

Computation of Payments

Payment Coupon

Computation of Payment. Select Payment Coupon.


Payment Details

Do you want to open or save **WebERF.pdf** (16.5 KB) from **sdg.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



Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 Trust Funds
P.O. Box 5748
El Monte, CA 91734-1748

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: 0001-5019-5805-3955
Agreement: Floor (Standard - MLA) - Current Rates
Resilient Floor & Decorative Covering Workers LU 1399
Report Type: Regular
Job Class Type: All
Date Report Finalized: 08/05/2017

ID	J/C	Hours	Wages	H&W	RPEN	VAC	DUES	APPR	PATCAT	LMCI	FTI
900000	A4	160.00	3,470.40	5.0000	3.5000	0.2300	0.0310	0.4000	0.3200	0.0500	0.0500
				800.00	500.00	30.80	107.58	04.00	51.20	8.00	8.00
900000	J	160.00	4,715.20	5.0000	7.1600	0.7000	0.0310	0.4000	0.3200	0.0500	0.0500
				800.00	1,145.00	112.00	140.17	04.00	51.20	8.00	8.00
Grand Totals:		320.00	\$ 8,185.60	\$ 1,600.00	\$ 1,705.00	\$ 148.80	\$ 253.75	\$ 128.00	\$ 102.40	\$ 16.00	\$ 16.00

ID	J/C	Totals
900000	A4	1,035.58
900000	J	2,334.07
Grand Totals:		\$ 3,370.55

REPORT DUE ON THE 20th OF THE MONTH

Be sure to include the EDI Reference Number 0001-5019-5805-3955 in the Memo portion of check(s).

Make Payment(s) As Follows:	Payment	Date	Amount Due	Payable To	Instructions	Mail To
Check #1			\$ 3,970.55	Glaziers, Architectural Metal & Glassworkers Resilient Floor & Decorative Workers Local 1399 Health & Welfare Fund	Send one copy of this report.	Glaziers, Local 1399 H&W Fund P.O. Box 30268 Los Angeles, CA 900300268

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 Glaziers, Local 1399 H&W Fund

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.



This screenshot shows the WebERF Home page. At the top is a navigation bar with links: Home, Select Employer, Create New Report, Reports List, Contact Us, Documentation, Help, and Logout. Below the navigation bar, the page is titled "System Administrator" and "WebERF Home". A welcome message states: "Welcome to WebERF, the Southern California Floor Covering Trust Funds electronic Employer Report Form submission facility." Below this, a section titled "Select an option below:" contains a list of links: Change Password, Select Employer, Create a New Report, View List of Pended and Finalized Reports, Add/Edit Employer Projects, and (). The "Create a New Report" link is highlighted with a yellow background. At the bottom of the page, there is a box titled "Announcements" which contains the text "No Current Announcements".

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

System Administrator

WebERF Home

Welcome to WebERF, the Southern California Floor Covering 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



This screenshot shows the WebERF Home page. At the top is a navigation bar with links: Home, Select Employer, Create New Report, Reports List, Contact Us, Documentation, Help, and Logout. Below the navigation bar, the page is titled "System Administrator" and "WebERF Home". A welcome message states: "Welcome to WebERF, the Southern California Floor Covering Trust Funds electronic Employer Report Form submission facility." Below this, a section titled "Select an option below:" contains a list of links: Change Password, Select Employer, Create a New Report, View List of Pended and Finalized Reports, Add/Edit Employer Projects, and (). The "Create a New Report" link is highlighted with a yellow background. At the bottom of the page, there is a box titled "Announcements" which contains the text "No Current Announcements".

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

System Administrator

WebERF Home

Welcome to WebERF, the Southern California Floor Covering 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

Select create a new report

Processing Options

[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:

9 Agreements found, displaying all Agreements.

No. NCH	Status	Agreement
1. <input type="checkbox"/>	Not Reported	Glaziers, Arch Metal & Glasswrkrs LU1399 (Glassworkers) - Glasswrkrs (Standard - MLA)
2. <input type="checkbox"/>	Finalized (1)	Glaziers, Arch Metal & Glasswrkrs LU1399 (Non-Barqaining) - NonBarq (Standard - MLA)
3. <input type="checkbox"/>	Not Reported	Glaziers, Arch Metal & Glasswrkrs LU1399 (Production Workers) - Production (Standard - MLA)
4. <input type="checkbox"/>	Not Reported	Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (MONTHLY - CBA)
5. <input type="checkbox"/>	Not Reported	Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (NON UNION - ASA)
6. <input type="checkbox"/>	Finalized (3)	Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (SETTLING - MLA)
7. <input type="checkbox"/>	Finalized (2)	Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (Standard - MLA)
8. <input type="checkbox"/>	Finalized (3)	Resilient Floor & Decorative Covering Workers LU 1399 - Floor (Standard - MLA)
9. <input type="checkbox"/>	Finalized (1)	San Diego Owner Op - Owner Op (MONTHLY - MLA)

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.

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: Name, V, Second: Name, V, Third: Name, V

No. NCH

1.	<input type="checkbox"/>	
2.	<input type="checkbox"/>	
3.	<input type="checkbox"/>	
4.	<input type="checkbox"/>	
5.	<input type="checkbox"/>	Not Reported Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (NON UNION - ASA)
6.	<input type="checkbox"/>	Finalized (3) Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (SETTLING - MLA)
7.	<input checked="" type="checkbox"/>	Finalized (2) Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Glaziers (Standard - MLA)
8.	<input type="checkbox"/>	Finalized (3) Resilient Floor & Decorative Covering Workers LU 1399 - Floor (Standard - MLA)
9.	<input type="checkbox"/>	Finalized (1) San Diego Owner Op - Owner Op (MONTHLY - MLA)

Message from webpage: Do you want to create a No-Craft-Hired report for this agreement?

OK Cancel

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.

Do you want to open or save **WebERF.pdf** (14.8 KB) from sdg.review.weberf.com?

Open Save Cancel

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

Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 Trust Funds
P.O. Box 5748
El Monte, CA 91734-1748

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: Glaziers (Standard - MLA) - Current Rates
Glaziers, Architectural Metal and Glassworkers Local Union 1399

Report Type: No Employees
Job Class Type: All

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

Review window opens. Close 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**

Computations of Payments window will open. Select Finalize

ZZZ Test Employer
Employer ID: 900000

Details for Glaziers, Architectural Metal and Glassworkers Local Union 1399 (Standard-MLA)
Report Period: 04/01/2017

Make Payment(s) As Follows:

Payment	Payable To	Amount	Mail To	Instructions
	Glaziers, Architectural Metal & Glassworkers Resilient Floor & Decorative Workers Local 1399 Health & Welfare Fund	\$.00	Glaziers, Local 1399 H&W Fund P.O. Box 30268 Los Angeles, CA 900300268	SEND ONE CHECK TO:

Finalize Cancel

Select Finalize

ZZZ Test Employer
Employer ID: 900000

Details for Glaziers, Architectural Metal and Glassworkers Local Union 1399 (Standard-MLA)
Report Period: 04/01/2017

Make Payment(s) As Follows:

Payment	Payable To	Amount	Mail To	Instructions
	Glaziers, Architectural Metal & Glassworkers Resilient Floor & Decorative Workers Local 1399 Health & Welfare Fund	\$.00	Glaziers, Local 1399 H&W Fund P.O. Box 30268 Los Angeles, CA 900300268	SEND ONE CHECK TO:

Finalize Cancel

Message from webpage

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


OK Cancel

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

Do you want to open or save **WebERF.pdf** (14.8 KB) from **sdg.review.weberf.com**?

Open Save Cancel

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



Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 Trust Funds
P.O. Box 5748
El Monte, CA 91734-1748

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: 0001-5019-5866-0880
Agreement: Glaziers (Standard - MLA) - Current Rates
Glaziers, Architectural Metal and Glassworkers Local Union 1399
Report Type: No Employees
Job Class Type: All

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

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

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

ZZZ Test Employer

Payment Coupon

Computation of Payments

Computation of Payment window will open. Select Payment Coupon

Do you want to open or save **WebERF.pdf** (14.8 KB) from **sdg.review.weberf.com**?


Open

Save ▼

Cancel

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

Coupon for No Employees Reported

		<small>Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 Trust Funds P.O. Box 5748 El Monte, CA 91734-1748</small>	
Payment Coupon for ZZZ Test Employer			
Employer ID: 900000		Federal ID Number:	
Contractor: ZZZ Test Employer		Report Period: 04/01/2017	
Address: 4399 Santa Anita Ave., #150		EDI Reference Number: 0001-5019-5866-0880	
Phone: El Monte, CA 91731		Agreement: Glaziers (Standard - MLA) - Current Rates	
Fax: Ext:		Report Type: No Employees	
Contractor License:		Job Class Type: All	
Business Type:		Date Report Finalized: 08/05/2017	

REPORT DUE ON THE 20th OF THE MONTH

Be sure to include the EDI Reference Number 0001-5019-5866-0880 in the Memo portion of check(s).

Make Payment(s) As Follows:	Amount Due	Payable To	Instructions	Mail To
Payment Date	\$ 0.00		SEND ONE CHECK TO:	Glaziers, Local 1399 H&W Fund P.O. Box 30268 Los Angeles, CA 900300268

Signature _____ ☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report

Print Your Name _____

Mail Payment Coupon to Glaziers, Local 1399 H&W Fund.

Viewing Pended and Finalized Reports

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

System Administrator

Saturday, August 5, 2017

WebERF Home

Welcome to WebERF, the Glaziers, Architectural Metal and Glass Workers Resilient Floor & Decorative Workers Local Union #1399 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.

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

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 Glaziers \(SETTLING - MLA\) - Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Current Rates](#)
- [\[DEL\] 4/1/17 Glaziers \(NON UNION - ASA\) - Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Current Rates](#)
- [\[DEL\] 4/1/17 Glaziers \(MONTHLY - CBA\) - Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Current Rates](#)
- [\[DEL\] 4/1/17 NonBarg \(Standard - MLA\) - Glaziers, Arch Metal & Glasswrks LU1399 \(Non-Bargaining\) - Current Rates](#)
- [\[DEL\] 4/1/17 Glaziers \(SETTLING - MLA\) - Glaziers, Architectural Metal and Glassworkers Local Union 1399 - Current Rates](#)

View Finalized Employer Reporting Form

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

Finalized Reports

2017

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 pended 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.