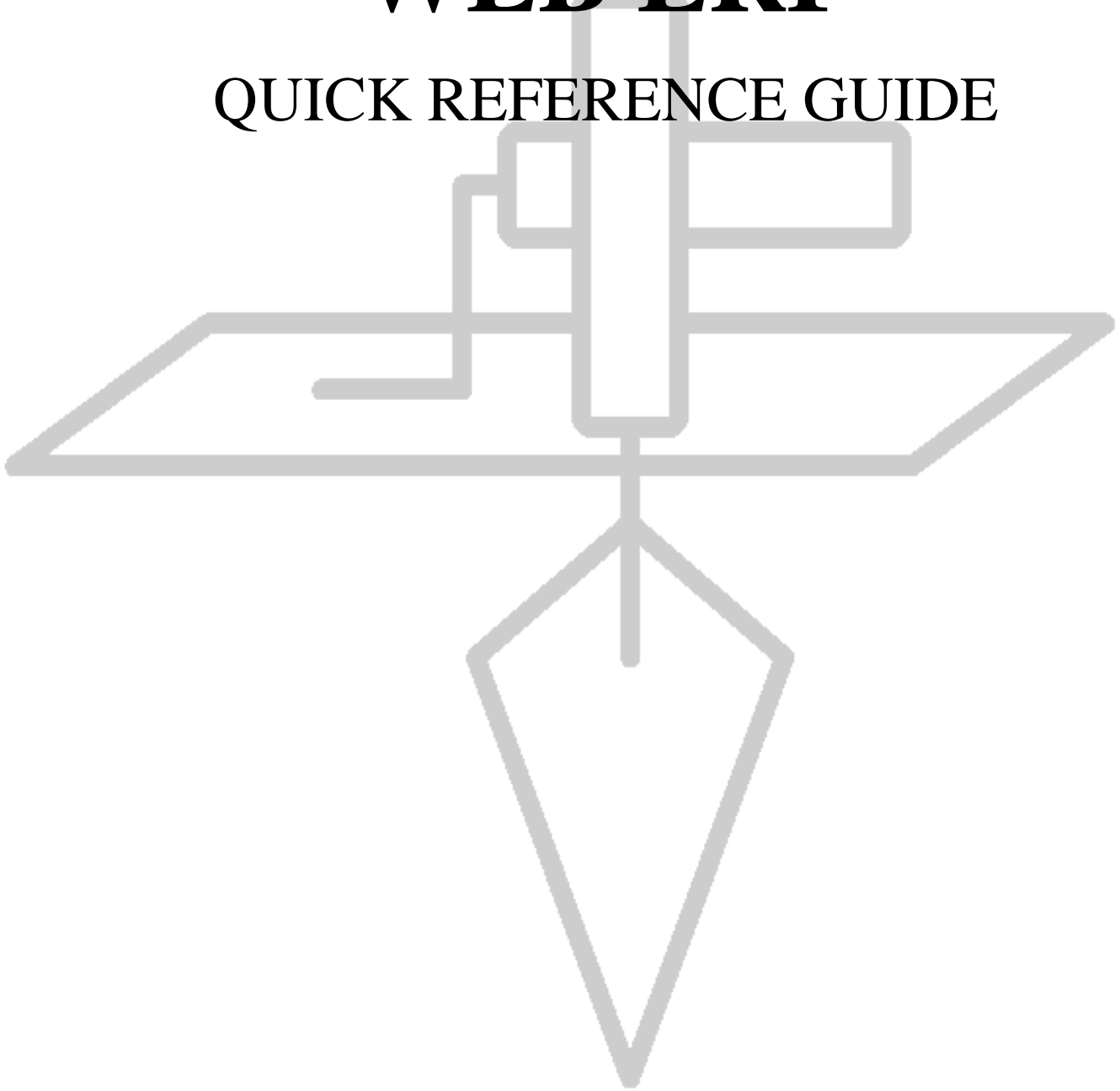


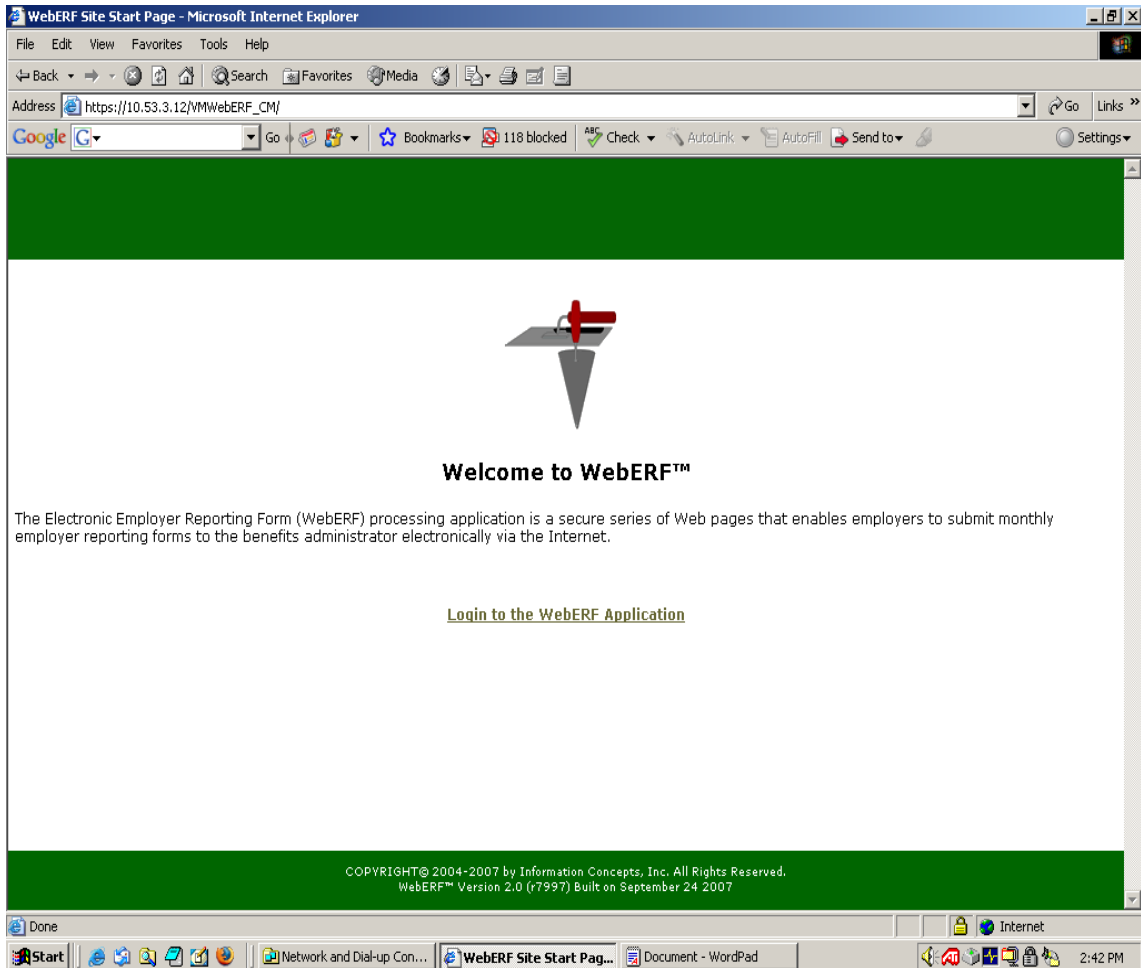
# WEB ERF

## QUICK REFERENCE GUIDE



Open a Web Browser capable of 128 Bit SSL.

1. Access the Internet. Go to the following URL:  
**<https://weberf.norcalaborers.org/NCALCM/login.jsp>**
2. When you get the home page select **Login to the WebERF Application**



3. Enter the following user ID and Password (user ID and Password are case sensitive):

**User ID: cmtest**  
**Password: cmtest**

Web Employer Reporting Form (WebERF) Site Login - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

Friday, February 15, 2008

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:

Password:

Submit

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Done Internet

Start Network and Dial-up C... WebERF Site Start Pa... Document - WordPad Web Employer Rep... 2:46 PM

4. Choose: **Create a New Report**

WebERF Home Page - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

Cement Test

**WebERF Home**

Welcome to WebERF, the NCAL Cement Masons VMTEST electronic Employer Report Form submission facility.

Select an option below:

- [Change User ID/Password](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Employer Administrative Reports](#)
- [Setup/Edit Employer EFT Account Details](#) (You may submit payments via EFT beginning 07/27/2006)

**Announcements**

No Current Announcements

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Start Network and Dial-up C... WebERF Site Start Pa... Document - WordPad WebERF Home Pag... 2:47 PM

5. Choose a **Reporting Period**. (Only choose last reporting month or current reporting month. Reporting date is always the first day of the month)

Example: To report work hours of September 2006  
Reporting Period From should be set to: September 1, 2006

The screenshot shows a web browser window titled "WebERF Processing Options - Microsoft Internet Explorer". The page has a green header with the logo on the left and the text "NCAL Cement Masons VMTEST" on the right. Below the header is a navigation bar with links: Home, Create New Report, Reports List, Contact Us, Documentation, Help, and Logout. The date "Friday, February 15, 2008" is displayed in the top right corner. The main content area is titled "Cement Test" and "Processing Options - Reporting Period". Under "Reporting Period", there is a sub-heading "Reporting Period" and a instruction: "Select a reporting period and then click the Report Options button." Below this is a form with the label "Reporting Period From\*:" followed by three dropdown menus: "January", "1", and "2008". A "Report Options" button is located below the form. At the bottom of the page, there is a green footer with the text: "COPYRIGHT© 2004-2007 by Information Concepts, Inc. All Rights Reserved. WebERF™ Version 2.0 (7997) Built on September 24 2007". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "2:47 PM".

6. Choose the **Agreement** you are creating a Contribution Report for.
7. Choose Regular report or No Employees (no hours)
8. Choose the **Data Source** (Blank form, Use Last Report, or Import File, Select Previous)

WebERF Processing Options - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

Cement Test

### Processing Options

#### Report Options

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

**Reporting Period From\*:** January 1, 2008

**Agreement\*:** M AGC APPRENTICE AGMT CM - MASONS 08/01/2005 - 06/30/2009 0001-AG

**Report Type\*:**  Regular  No Employees

**Data Source\*:**  Blank Form  Use Last Report  Import File  Select Previous

**Employer Report Form ID:**

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

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Done

Start | Network and Dial-up C... | WebERF Site Start Pa... | Document - WordPad | WebERF Processing... | 2:48 PM

9. Enter new data or modify existing data, depending on the source you used to create the Contribution Report.

10. The minimum required data is: SSN, Last Name, and Hours.

WebERF for M AGC APPRENTICE AGMT CM - MASONS 08/01/2005 - 06/30/2009 0001-AG - Microsoft Internet Explorer

**NCAL Cement Masons VMTEST**

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

Friday, February 15, 2008

Cement Test

**Create/Edit Report**

**Employer ID:** 123456  
**Contractor:** Cement Test  
**Address 1:** 220 Campus Lane  
**Address 2:**  
**Address 3:**  
**City, State, Zip Code:** Fairfield, CA 94534  
**Phone:** 456-789-12 **Ext:**  
**Fax:**

**Federal ID Number:**  
**Report Period:** 01/01/2008  
**EDI Reference Number:** Report Not Yet Finalized  
**Agreement:** M AGC APPRENTICE AGMT CM - MASONS 08/01/2005 - 06/30/2009 0001-AG  
**Report Type:** Regular  
**Job Class Type:** All

Clr Form Remove Save Delete Rpt Pend Calculate

**Employees (fields marked with an asterisk ("\*") are required)**

SSN*	Last Name*	First Name*	MI	Hours*	Remove
123-45-6789	Doe	Jane		125.6	<input type="checkbox"/>
987-65-4321	Jones	David		168.5	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Start | Network and Dial-up C... | WebERF Site Start Pa... | Document - WordPad | WebERF for M AGC ... | 2:50 PM

11. To import data from an Excel spreadsheet choose **Import File** and **Create Report**.

12. Browse to the location of the import file and choose OK to import file

WebERF Processing Options - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

cmtest1

**Processing Options**

Report Options

Select from the following options and

Reporting Period From

Agreement\*:

Report Type\*:

Data Source\*:

Employer Report Form ID:

Sort Order: First: None Second: None Third: None

Create Report

Upload Payroll Import File

Import File Type: Excel 5.0 WebERF default format

Click the Browse button to select a payroll data file to import.

Select File: C:\ftp\inbound\WebERF Browse...

OK Cancel

031-AG

risk (\*\*\*) are required.

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WebERF™ Version 2.0 (7997) Built on September 24 2007

Done

Start

Network and Di... Document - Wor... WebERF Site St... WebERF Proces... WebERF Uploa...

Internet

2:55 PM

13. Choose calculate. WebERF will calculate the due amounts.

WebERF for M EUCA MEMBER - MASONS 10/01/2005 - 06/30/2009 0527- L - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

cmtest1

### Create/Edit Report

**Employer ID:** 123456789  
**Contractor:** cmtest1  
**Address 1:**  
**Address 2:**  
**Address 3:**  
**City, State, Zip Code:** fairfield, CA 94534  
**Phone:** 707-555-1212 **Ext:**  
**Fax:**

**Federal ID Number:**  
**Report Period:** 01/01/2008  
**EDI Reference Number:** Report Not Yet Finalized  
**Agreement:** M EUCA MEMBER - MASONS 10/01/2005 - 06/30/2009 0527- L  
**Report Type:** Regular  
**Job Class Type:** All

Clr Form Remove Save Delete Rpt Pend Calculate

**Employees (fields marked with an asterisk ("\*") are required)**

SSN*	Last Name*	First Name*	MI	Hours*	Remove
123-45-6789	Armstrong	Jeff		170.00	<input type="checkbox"/>
123-45-6790	Blanco	Adriana		170.00	<input type="checkbox"/>
123-45-6791	Campiotti	Edward		170.00	<input type="checkbox"/>
123-45-6792	Campos	Fernando		170.00	<input type="checkbox"/>
123-45-6793	Cerda	Rafael		170.00	<input type="checkbox"/>
123-45-6794	Colon	Jennifer		170.00	<input type="checkbox"/>
123-45-6795	Darling	David		170.00	<input type="checkbox"/>
123-45-6796	De la Torre Jr	Marin		170.00	<input type="checkbox"/>

Done

Start | Network an... | Document - ... | WebERF Sit... | WebERF fo... | C:\ftp\inbo... | Internet | 2:59 PM

14. Review the details of the Contribution Report.

15. After review select **Finalize**.

WebERF Computation of Payments - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

cmtest1

Payment Coupon

Edit Delete Rpt Pend Finalize

Computation of Payments

1 / 2 75% Find

NCAL Cement Masons VMTEST  
220 Campus Lane  
Fairfield, California 94534-1499

cmtest1

Employer ID: 123456789  
Contractor: cmtest1  
Address: fairfield, CA 94534  
Phone: 707-555-1212 Ext:  
Fax:

Federal ID Number:  
Report Period: 01/01/2008  
EDI Reference Number: Report Not Yet Finalized  
Agreement: M EUCA MEMBER - MASONS  
Report Type: Regular  
Job Class Type: All

Employees

No.	SSN	Last Name	First Name	MI	Hours
1	123-45-6789	Armstrong	Jeff		170.00
2	123-45-6790	Bianco	Adriana		170.00
3	123-45-6791	Campioti	Edward		170.00
4	123-45-6792	Campos	Fernando		170.00
5	123-45-6793	Cerda	Rafael		170.00
6	123-45-6794	Colon	Jennifer		170.00
7	123-45-6795	Darling	David		170.00
8	123-45-6796	Dela Torre Jr	Mario		170.00
9	123-45-6797	Dillon	Victor		170.00
10	123-45-6798	Groh	Maria		170.00
11	123-45-6799	Hemstock	Gregory		170.00
12	123-45-6800	Macias	Victor		170.00
13	123-45-6801	Martinez	Vanessa		170.00
14	123-45-6802	Mireles	Jesse		170.00

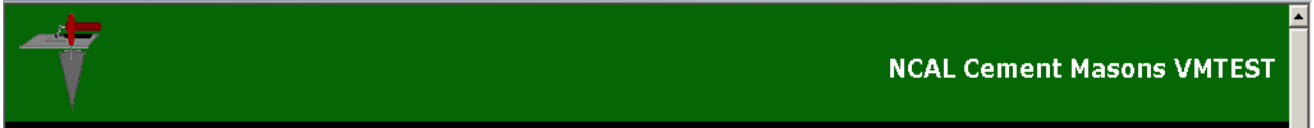
Done

Internet

Start

Network an... Document - ... WebERF Sit... WebERF C... C:\ftp\inbo...

3:00 PM



# NCAL Cement Masons VMTEST

Friday, February 15, 2008

cmtest1

## Computation of Payments

Payment Coupon               

2 / 2


75%

NCAL Cement Masons VMTEST  
220 Campus Lane  
Fairfield, California 94534-1499

**cmtest1**

RECAP OF ALL PAGES							
ID	Hours	VACATION	PENSION	HEALTH A	APPRENTI	INDUSTRY	Totals
1	3,740.00	4,920.00	4,200.00	6,100.00	0,410.00	0,050.00	
		18,400.80	15,708.00	22,814.00	1,533.40	187.00	58,643.20
<b>Grand Totals:</b>	<b>3,740.00</b>	<b>\$ 18,400.80</b>	<b>\$ 15,708.00</b>	<b>\$ 22,814.00</b>	<b>\$ 1,533.40</b>	<b>\$ 187.00</b>	<b>\$ 58,643.20</b>

16. If you are paying by check, review the amount due and choose **Finalize** a second time. (if you choose to pay by EFT select EFT and enter a payment date)

cmtest1  
Employer ID: 123456789

**Payment Details for M EUCA MEMBER - MASONS 10/01/2005 - 06/30/2009 0527- L**  
Report Period: 01/01/2008

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Pymt Date	Mail To	Instructions
<input type="checkbox"/>	Check 1	Cement Masons Trust Funds	\$58,643.20		Northern California Cement Masons Trust Funds PO Box 883273 San Francisco, CA 94188-3273 Phone #: 707-864-3300	Send Check and Original of This Report To the "Mail To" address:

Finalize    Cancel

---

**Computation of Payments**

No.	SSN	Last Name	First Name	MI	Hours
1	123-45-8789	Armstrong	Jeff		170.00
2	123-45-8790	Blanco	Adriana		170.00
3	123-45-8791	Campioti	Edward		170.00
4	123-45-8792	Campos	Fernando		170.00
5	123-45-8793	Cerda	Rafael		170.00
6	123-45-8794	Colon	Jennifer		170.00
7	123-45-8795	Darling	David		170.00
8	123-45-8796	Dela Torre Jr	Mario		170.00
9	123-45-8797	Dillon	Victor		170.00
10	123-45-8798	Groh	Maria		170.00
11	123-45-8799	Hemstook	Gregory		170.00
12	123-45-8800	Maclias	Victor		170.00
13	123-45-8801	Martinez	Vanessa		170.00
14	123-45-8802	Mireles	Jesse		170.00

17. If you choose to pay by EFT select EFT and enter a payment date, then **finalize**

cmtest1  
Employer ID: 123456789

**Payment Details for M EUCA MEMBER - MASONS 10/01/2005 - 06/30/2009 0527- L**  
**Report Period: 01/01/2008**

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Pymt Date	Mail To	Instructions
<input checked="" type="checkbox"/>	Check 1	Cement Masons Trust Funds	\$58,643.20	02/19/2008	Northern California Cement Masons Trust Funds PO Box 883273 San Francisco, CA 94188-3273 Phone #: 707-864-3300	Send Check and Original of This Report To the "Mail To" address:

Finalize    Cancel

---

**Computation of Payments**

4	123-45-8792	Campos	Ferrando	170.00
5	123-45-8793	Cerda	Rafael	170.00
6	123-45-8794	Colon	Jennifer	170.00
7	123-45-8795	Darling	David	170.00
8	123-45-8796	Dela Torre Jr	Mario	170.00
9	123-45-8797	Dillon	Victor	170.00
10	123-45-8798	Groh	Maria	170.00
11	123-45-8799	Hemstock	Gregory	170.00
12	123-45-8800	Macias	Victor	170.00
13	123-45-8801	Martinez	Vanessa	170.00
14	123-45-8802	Mireles	Jesse	170.00

For Help, press F1

18. A warning message appears informing you that this process cannot be reversed once you choose OK. Once you choose **OK** the report will be sent to the Trust Fund Office over a secure, encrypted link

The screenshot shows a Microsoft Internet Explorer window displaying the 'WebERF Payment Details for 123456789' page. The page content includes:

- cmtest1  
Employer ID: 123456789
- Payment Details for M EUCA MEMBER - MASONS 10/01/2005 - 06/30/2009 0527- L**  
**Report Period: 01/01/2008**
- Make Payment(s) As Follows:**

EFT	Payment	Payable To	Amount	Pymt Date	Mail To	Instructions
<input type="checkbox"/>	Check 1	Cement Masons Trust Funds	\$58,643.20		Northern California Cement Masons Trust Funds PO Box 883273 San Francisco, CA 94188-3273 Phone #: 707-864-3300	Send Check and Original of This Report To the "Mail To" address:

Buttons: Finalize, Cancel

A warning dialog box is displayed in the foreground:

Microsoft Internet Explorer  
A report cannot be modified after it has been 'finalized'. Do you want to finalize this report?  
OK Cancel

The background page shows a table of employee details:

ID	Phone	First Name	Last Name	Amount
9	113-45-8187	Dillon	Victor	170.00
10	113-45-8788	Goh	Maria	170.00
11	113-45-8789	Hemstock	Gregory	170.00
12	113-45-8800	Macias	Victor	170.00
13	113-45-8801	Martinez	Vanessa	170.00
14	113-45-8802	Mireles	Jesse	170.00

The taskbar shows multiple instances of the WebERF application and the system clock is 3:02 PM.

19. The finalized report will be saved in a PDF format. Note that the EDI reference number is populated whether you choose to pay by check or EFT. This number is just a tracking number and does not mean you sent your payment via EFT.

20. Choose **Payment Coupon**

21. Print the Payment Summary Sheet (if not paying by EFT)

WebERF Computation of Payments - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

cmtest1

Payment Coupon

### Computation of Payments

cmtest1

NCAL Cement Masons VMTEST  
225 Campus Lane  
Fairfield, California 94534-9800

Employer ID: 123456789  
Contractor: CMTEST1  
Address: Fairfield, CA 94534  
Phone: 707-596-1212 Ext:  
Fax:

Federal ID Number: 014610256  
Report Period: 02/1-2008-180-410  
EDI Reference Number: M EUCA MEMBER - MASONS  
Agreement: Regular  
Report Type: All  
Job Class Type:

Employee No.	SSN	Last Name	First Name	MI	Hours
1	123-45-6789	Armstrong	Jeff		170.00
2	123-45-6790	Bianco	Adriana		170.00
3	123-45-6791	Campbell	Edward		170.00
4	123-45-6792	Campes	Fernando		170.00
5	123-45-6793	Carda	Rafael		170.00
6	123-45-6794	Cohen	Jennifer		170.00
7	123-45-6795	Clarking	David		170.00
8	123-45-6796	Chen Yon	Mario		170.00
9	123-45-6797	Dillon	Victor		170.00
10	123-45-6798	Grub	Maria		170.00
11	123-45-6799	Hensbick	Gregory		170.00
12	123-45-6800	Medica	Victor		170.00
13	123-45-6801	Martinez	Vanessa		170.00
14	123-45-6802	Mirnes	Jesse		170.00
15	123-45-6803	Nunez	Manuel		170.00
16	123-45-6804	Payne	Ted		170.00
17	123-45-6805	Petrovsky	David		170.00
18	123-45-6806	Quaranta	Michael		170.00
19	123-45-6807	Roche	Richard		170.00
20	123-45-6808	Shivaki-Cherovsk	Valerie		170.00
21	123-45-6809	Venezuela	Manuel		170.00
22	123-45-6810	Whitton	Nathan		170.00
Totals:					3,740.00
Grand Totals:					3,740.00

RECAP OF ALL PAGES

ID	Hours	VACATION	PENSION	HEALTH A	APPRENTI	INDUSTRY	Totals

WebERF  
Paper Report: M EUCA MEMBER - MASONS 18012008 02/1-180-410  
Page 1 of 2  
Print Created Friday, February 15, 2008

Done

Start

Network and Di... Document - Wor... WebERF Site St... WebERF Comp... C:\(ftp\inbound)... 3:04 PM

22. Sign the Payment Coupon sheet and mail the coupon along with your check to the address listed. If you are paying by EFT (Electronic Funds Transfer) you do not need to return anything to the Trust Fund.

23. Log off of WebERF

24. If you have problems or questions please contact:

Joyce Hebert 707-864-2800 Ext 269 or [jhebert@norcalaborers.org](mailto:jhebert@norcalaborers.org) or  
Debbie Culloty 707-864-2800 Ext 267 or [dculloty@norcalaborers.org](mailto:dculloty@norcalaborers.org) for rates and payment issues.

WebERF Payment Details - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

cmtest1

Payment Details

Computation of Payments

Payment Coupon for cmtest1

NCAL Cement Masons VMTEST  
220 Campus Lane  
Fairfield, California 94534-1429

Employer ID: 123456789  
Contractor: cmtest1  
Address: Fairfield, CA 94534  
Phone: 707-555-1212 Ext:  
Fax:  
Contractor License:  
Business Type:

Federal ID Number:  
Report Period: 01/01/2008  
EDI Reference Number: 0001-2001-1650-4249  
Agreement: M EUCA MEMBER - MASONS  
Report Type: Regular  
Job Class Type: All  
Date Report Finalized: 02/15/2008

ID	Hours	VACATION	PENSION	HEALTH A	APPRENTI	INDUSTRY	Totals
1	3,740.00	4,820.00	4,200.00	6,100.00	0.4100	0.0300	
	18,400.80	15,702.00	22,814.00	1,533.40	187.00		\$ 58,643.20
Grand Totals:	3,740.00	\$ 18,400.80	\$ 15,702.00	\$ 22,814.00	\$ 1,533.40	\$ 187.00	\$ 58,643.20

REPORT DUE ON THE 15th OF THE MONTH

Be sure to include the EDI Reference Number 0001-2001-1650-4249 in the Memo portion of check(s).

Make Payment(s) As Follows:

Payment	Date	Amount Due	Payable To	Instructions	Mail To:
Check 1		\$ 58,643.20	Cement Masons Trust Funds	Send Check and Original of This Report To the "Mail To" address.	Northern California Cement Masons Trust Funds PO Box 852273 San Francisco, CA 94188-2273 707-864-2300

BY SUBMITTING THIS REPORT THE EMPLOYER CERTIFIES THAT THE INFORMATION CONTAINED ON THIS SHEET AND ALL CONTINUATION SHEETS IS CORRECT, THAT ALL COMPENSATED HOURS PAID TO CEMENT MASONS EMPLOYED BY THE EMPLOYER DURING THE PERIOD COVERED ARE REPORTED HEREIN, THAT THE EMPLOYER IS BOUND BY, AND ALL PAYMENTS REPORTED HEREIN ARE MADE UNDER AND PURSUANT TO THE 48 NORTHERN CALIFORNIA COUNTIES CEMENT MASONS MASTER AGREEMENT OR THE APPROPRIATE WRITTEN AGREEMENTS APPLICABLE TO THE TRUST FUNDS AS REQUIRED BY SECTION 262 (1) (5) (B) OF THE LABOR-MANAGEMENT RELATIONS ACT, AS AMENDED, THAT ALL PERSONS REPORTED ARE EMPLOYEES OF SUCH EMPLOYER WITHIN THE MEANING OF THAT ACT AND ERISA, THAT THE DEPOSITORY BANK IS AUTHORIZED BY THE EMPLOYER TO TRANSFER THE MONIES REMITTED HEREWITH TO THE APPROPRIATE FUNDS IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY THE APPROPRIATE BOARDS OF TRUSTEES, AND THAT THIS REPORT, WHETHER OR NOT SIGNED IN THE SPACE PROVIDED BELOW, IS BEING SUBMITTED BY THE EMPLOYER OR A DULY AUTHORIZED REPRESENTATIVE OF THE EMPLOYER.

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

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

Done

Internet

Start | Network and Di... | Document - Wor... | WebERF Site St... | WebERF Paym... | C:\ftp\inbound... | 3:04 PM

## To Enroll for EFT payments.

If you want to have your Contribution Report payments submitted via EFT (ACH Debit) you must first set up your account for those payments.

Choose **Setup/Edit Employer EFT Account Details.**

WebERF Home Page - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

cmtest1

**WebERF Home**

Welcome to WebERF, the NCAL Cement Masons VMTEST electronic Employer Report Form submission facility.

Select an option below:

- [Change User ID/Password](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Employer Administrative Reports](#)
- [Setup/Edit Employer EFT Account Details](#) *(You may submit payments via EFT beginning 10/14/2006)*

**Announcements**

No Current Announcements

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WebERF™ Version 2.0 (r7997) Built on September 24 2007

Start | Network and Di... | Document - Wor... | WebERF Site St... | WebERF Home... | C:\ftp\inbound\... | Internet | 3:05 PM

Enter your **Bank's Routing Number** and the **Bank Account Number** you want the ACH debit to process against.

Choose **Save**. **ONLY CHOOSE SAVE ONCE**. An ACH pre-note file will be generated. Ten days after the pre-note is generated you will be able to submit Contribution Report payments via EFT.

WebERF Setup/Edit Employer EFT Account Details - Microsoft Internet Explorer

NCAL Cement Masons VMTEST

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

Friday, February 15, 2008

cmtest1

### Setup/Edit Employer EFT Account Details

Enter the bank routing and account number from which funds will be obtained and then click the Save button. Use extra care to enter the numbers correctly. Fields marked with an asterisk (\*\*) are required.

To de-activate a bank routing and account number, clear the values from both fields and click the Save button.

To view a sample check with the location of the bank routing number and account numbers identified, [click here](#).

**Bank Routing Number\*:** 121107882

**Bank Account Number\*:** \*\*\*\*\*7890

**Bank Name:** FREMONT BANK

Save

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WebERF™ Version 2.0 (r7997) Built on September 24 2007

Done Internet

Start Network and Di... Document - Wor... WebERF Site St... WebERF Setup... C:\ftp\inbound\... 3:06 PM