Employer Self-Service User Guide

Contents

1: Login to Application	
Login to Employer Self Service	2
Logout of Employer Self Service	
Change Email	5
2: User Management	7
Add an Employer User	7
Update an Employer User	
Delete Employer User	
3: View/Edit Member Info in ESS	
View Member Information	
Edit Member Information	
4: Setup New Member	
Add a New Member	
5: Update Billing Reports	
Update Billing Reports in Employer Self Service	
View Member Contacts in Employer Self Service	
View Payment History in Employer Self Service	
View Transactions in Employer Self Service	
6: View/Update Employer Information	
View/Update Employer Information	
View/Add Employer Contacts	
7: View/Update Billing Location Info	
View/Update Billing Location Information	
View/Add Employer Billing Contacts	
8: Import Files	
Import Files	
9: News & Billing Alerts	
View Alerts	

1: Login to Application



The Purpose of this Exercise is to illustrate how to login to the Employer Self-Service application.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

Login to Employer Self Service

1. To log in to the Employer Self-Service application, enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010 Amalgamated Life	2	
America's Labor Insurance Company		
	User: Password: Log In	
	we	work for working people

- 2. After successfully logging in, the ESS Home page displays. The following areas/features are available:
 - Employer Management
 - Member Management
 - Import Files

• Administration Functions

Amalgamated Life America's Labor Insurance Company*	-	
÷	-	
America's Labor Insurance Company®		
		[Change Employer]
PLEASE NOTE: Using the browser's back button within V3 may cause your s Back button	session to become invalid. Please do	o not use the browser's
Employer Management	News and Alerts	
<u>View/Update Employer Information</u> <u>View/Update Billing Location Information</u> <u>Review Employer Reports, Billing History & Payments</u>		
Members for Your Employer		
<u>View/Update Member Information</u> <u>Process a New Hire Member</u>		
Import Files		
Import New System Data		
Administration Functions		
View/Update User Information		
	we work for w	vorking people

Logout of Employer Self Service

3. To logout of Employer Self Service, click on the 'Logout' button.

Friday, January 22, 2010 Welcome Amalgamated Life America's Labor Insurance Company*	[Want To:	Account Settings Cogour
Home		

4. The logout confirmation page is displayed indicating that you have logged out of the Self-Service Application. To log in again, click the 'Log Back into the ESS solution' link.

	, January 22, 2010 Amalgamated Life America's Labor Insurance Company®
	You are now logged out of the SelfService Application.
v	/e recommend that you close your web browser when you have finished your online session. The information screens that you just viewed will remain in your browser's memory until the browser is closed.
	Log back into the V3 solution

Change Email

5. To change or reset your Employer Self-Service system password, return to the Login page and enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010 Amalgamated Life America's Labor Insurance Company	e •	
	User: Password: Log In	
	We	e work for working people

6. Click on the 'Account Settings' link in the upper right hand corner.

Friday, January 22, 2010 Welcome	I Want To:	🛛 🕂 🗸 🗸 🗸 🖌 🗸 🖌 🗸 🗸 🗸
Amalgamated Life		
0		[Change Employer]
America's Labor Insurance Company®		r
Home		

7. The Account Settings page is displayed. From this page you can change your email address. Click 'Save' when finished.

Friday, January 22, 2010 Welcome		I Want To:	👻 Account Settings Logout
Amalgam	ated Life		
America's Labor Inst		-	[Change Employer]
Home » Administration Function	ns » Update Account Settings		
	Account Settings		7
		check the Reset Email checkbox below in order to editable. After entering the appropriate information,	
	User:		
	Reset Email	1	
	Enter Email Address: Re-enter Email Address:		
	s	ave Reset	
		we work for w	orking people

2: User Management



The Purpose of this Exercise is to illustrate how to manage users in Employer Self-Service.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

Add an Employer User

1. To log in to the Employer Self-Service application, enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010 Amalgamated Life America's Labor Insurance Company*		
	User: Password: Log In	
	we wor	k for working people

2. From the Employer Self-Service Home page, click on the 'View/Update User Information' link under the Administration Functions section.

Friday, January 22, 2010 Welcome	I Want To:	🖌 Account Settings Logout
Amalgamated Life		
America's Labor Insurance Company [®]		[Change Employer]
Home		
PLEASE NOTE: Using the browser's back button within V3 may cause your sess Back button	ion to become invalid. Please do not u	ise the browser's
Employer Management	News and Alerts	
 <u>View/Update Employer Information</u> <u>View/Update Billing Location Information</u> <u>Review Employer Reports</u>, <u>Billing History & Payments</u> 		
Members for Your Employer		
 <u>View/Update Member Information</u> Process a New Hire Member 		
Import Files		
Import New System Data		
Administration Functions		
<u>View/Update User Information</u>		
	we work for wor	king people

3. The Employer User Administration screen is displayed. To add a user, click the "Add Employer User" tab.

Friday, January 22, 2010 Welcome	l Want To: 🗸 🗸	Account Settings Logout
Amalgamated Life America's Labor Insurance Company*		[Change Employer]
Home » Administration Functions » Employer User Administration		
View/Update Employer Users Add Employer User Security		
Billing Location:		

4. The Add Employer User screen is displayed. If the user already exists in ESS, but you want to add this person as a new Employer User you can search for the user by First Name, Last Name, or SSN by entering it in the search box, then clicking the 'Search' button.

<form><form><form><form></form></form></form></form>	Friday, January 22, 2010 Welcome		I Want To:	*	Account Settings Logout
ViewUpdate Employer User Add Employer User Security Billing Location:					[Change Employer]
Please enter the name or SSN of the person that will be responsible for the security user account that you are creating. If you would like to create a new user, please click <u>here</u> . Select Person Person: Search					
create a new user, please click here. Select Person Person: Search	Billing Location:				
we work for working people		Select Person	Search		
			we work for	workin	g people

5. The system will retrieve a list of relevant matches based on the information entered. Select the user you wish to add from the results list.

Amalgamated Life
View/Update Employer Users Add Employer User Security Billing Location:
Search Results
Please enter t create a new V Ser Name Son Sort Name First Name Last Name vould like to
we work for working people

6. The system will display a message indicating that the user's existing account has been found. Click 'Yes' to confirm.

Friday, January 22, 2010 Welcome	I Want To:	Account Settings Logou
Amalgamated Life		(Change Employ)
Home » Administration Functions » Employer User Administration View/Update Employer User Security Billing Location:		
Existing Account Found		
User: Use	Person: pplication. Would you like to merge with this account an	d grant
Yes	No	
	we work for workin	ig people

7. The system will briefly display a message that the user has been successfully added.



8. The screen will then refresh with the user information now displayed in the Employer Contacts list.

nployer Contacts		
Add Delete		
User	User	UserId Status
		Active
	······································	Active

9. If you wish to add a new Employer User that does not already exist in the system, click on the text link on the Add Employer User screen.

Friday, January 22, 2010 Welcome		l Want To: 🗸 🗸	Account Settings Logout
Amalgamated L America's Labor Insurance Comp			[Change Employer]
Home » Administration Functions » Employe View/Update Employer Users Add Employer User	r User Administration		
Billing Location:			
Please enter the name or SSN of the create a new user, please click there	person that will be responsible for the security user Select Person Person: Search	r account that you are creating. If y	ou would like to
		we work for workin	ng people

10. The New User page is displayed. Enter all required information. Then click 'Submit'.

Friday, January 22, 2010 Welcome			I Want To:		💉 Account Se	ettings Logout
Amalgamated Life						
America's Labor Insurance Company*				_	[Change Employer]
Home » Administration Functions » Employer User Administr	ation					
View/Update Employer Users Add Employer User Security	ution					
Billing Location:						
All fields are required. The password is case sensitive.						
New User	Business E	ntitu Liet				
User:						
Password:	+ Controls		Туре			
Confirm Password:				Receivable		~
Reset Password						
Lock Account:	Address Inf	ormation				
				7		
Title:	Add	Copy Stop	Print	J		-
Prefix:		Residence	*	Valid: 🔽	1212	
First Name: Test Middle Name:	Period:	Jan 22, 2010 -	*	Address Member Source:	~	_
Last Name: User	Address 1:					
Suffix: V Date of Birth: 01/01/1970	Address 2: Address 3:					
sex: OFemale		JS	*	Zip:		
 Male 	City: State:		~			
	County:		~			
	Contact Def	tails				
	Phone					÷
	Subtype Home	Country	Phone	Ext	t Primary	×
		US US	×			×
	Email					÷.
	Subtype	Email			Primary	
	Primary 💽					×
	Submit [Cancel				
			we wor	k for wo	rking peo	ple

11. The system will briefly display a message that the user has been successfully added.



12. The screen will then refresh, and the new user information will be displayed in the Employer Contacts list.

Employer Contacts		
Add Delete		
User	User	Userid Status
ing the second		Active
		Active

Update an Employer User

13. . To update a user, click on the username under the Employer Contacts list.

Employer Contacts

Add Delete		
User	User	Userid Status
		Active
(testuser2010)	USER, TEST	Active

14. The User Details page is displayed. From here you can edit User Details, Address Information, Contact Information, Applications, Business Entities, User Groups, and Subscriptions.

User Details	Application	
Password: ******** (Change)	0 unlighting	Suspended
Type: Administrative	Application Employer Self Service	Suspended
Reset Password	Employer Self Service	
Flag:		
Workflow Access:	Business Entity List	
Title:	+ Controls	
SSN:	Name Type	
Prefix:		
First Name: Test	Accounts Re	ceivable 💌
Middle Name:		
Last Name: User		
Suffix:		
Date of Birth:	User Groups	
^{Sex:} OFemale	Oser Groups	
 Male 		
	Employer Self Service 💌	Add Delete
	E Controls	
Address Information	Department Name	Priority
Address Information	Employer User *	100
Add Copy Stop Print	* Universal Role	
Address Type: Residence Valid: 🗸		
Address Jan 22, 2010 - 🛛 🗸 Address Member 🗸	Subscriptions	
Period: Source:		
Address 1:	E Controls	
Address 2:	Display Name	
Address 3:	V News	
Country: US Zip:		
City:		
State:		
County:		
Contact Information		
Phone		
Subtype Country Phone Ext Primary		
Home V US V	×	
Email		
	_	
Save	Delete	

15. The User Details section allows you to change or reset the user's password, lock the user's account in order to prohibit access, and enable/disable access to the Workflow application.

User:	
Password:	******** (Change)
Type:	Administrative 💙
Reset Password Flag:	
Lock Account:	
Workflow Access:	
Title:	
SSN:	
Prefix:	×
First Name:	Test
Middle Name:	
Last Name:	User
Suffix:	~
Date of Birth:	
Sex:	OFemale
	Male

16. The Address Information section allows you to perform the following:

- Clicking on the 'Add' button will enable you to create a new address for the member.
- Clicking on the 'Copy' button will automatically end the current address period, and starts a new address record with the existing address information which can then be modified as needed.
- Clicking on the 'Stop' button automatically puts a stop date on an existing address.
- Clicking on the 'Print' button enables you to print the user's address information for an envelope or mailing label.

Address In	formation		
Add	Copy Stop	Print]
Address Type:	Residence	*	Valid: 🗹
Address Period:	Jan 22, 2010 -	*	Address Member 💟 Source:
Address 1:			
Address 2:			
Address 3:			
Country:	US	~	Zip:
City:			
State:		~	
County:		~	

17. The Contact Information allows you to store the user's contact information such as a home, mobile, or other phone number. Click on the '+' symbol next to the Phone or Email section to add a new phone/email record. Click on the 'x' symbol to delete the phone/email record.

Phone					43
Subtype	Country	Phone	Ext	Primary	
Home 💉	US 💌	2420 24 024			×
Email					4

18. The Application section allows user access to be suspended by specific application(s).

Application	
Application	Suspended
Employer Self Service	

19. The Business Entity List section allows you to assign the user's title within the business entity.

Business Entity List					
🕂 Controls					
Name	Туре				
	Audit	¥			

20. The User Groups Section allows you to assign the user to a user group. Security privileges are assigned to the group thereby eliminating the need to assign security to each user individually

User Groups						
Employer Self Service	*	Add	De	eleti	в	
E Controls						
Department Name					Priority	
Employer User *						100
* Universal Role						

21. The Subscriptions section is where you can op-in the user to receive news or other alerts.

Subs	criptions	
🕀 Cor	ntrols	
	Display Name	
	News	

22. Once you have finished updating the user, click the 'Save' button.



Delete Employer User

23. To delete a user, click on their username in the Employer Contacts list, then click the 'Delete' button.

Employer Contacts		
Add Delete		
User	User	UserId Status
		Active
	- 1	Active
		Active
		Active

24. A delete confirmation pop-up window is displayed. Click 'OK'.



25. The screen refreshes and the user is no longer displayed in the list.

Employer Contacts					
Add Delete					
User	User	UserId Status			
		Active			

3: View/Edit Member Info in ESS



The Purpose of this Exercise is to illustrate how to view and edit Member information in Employer Self-Service.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

View Member Information

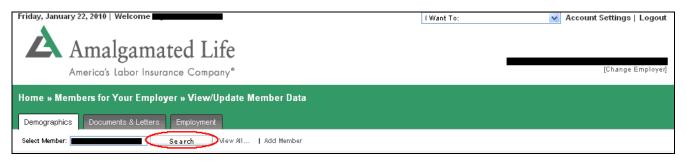
1. To log in to the Employer Self-Service application, enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010	
Amalgamated Life	
America's Labor Insurance Company	a
	User:
	Password:
	we work for working people

2. From the Home page, click on the 'View/Update Member Information' link under the Members for Your Employer section.

Friday, January 22, 2010 Welcome	I Want To: 🛛 🐼 Account Settings Lo	gout
Amalgamated Life		
e		_
America's Labor Insurance Company®	[Change Empl	loyer]
Home		
PLEASE NOTE: Using the browser's back button within V3 may cause your s Back button	ession to become invalid. Please do not use the browser's	
Employer Management	News and Alerts	
<u>View/Update Employer Information</u> <u>View/Update Billing Location Information</u>		
 <u>Review Employer Reports</u>, Billing History & Payments 		
Members for Your Employer <u>View/Update Member Information</u> Process a New Hire Member 		
Import Files		
Import New System Data		
Administration Functions		
View/Update User Information		
	we work for working people	

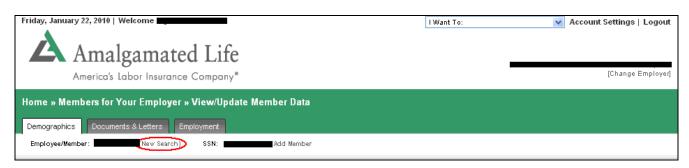
3. Search for the member you wish to view by entering an SSN, First Name or Last Name, then click the 'Search' button.



4. The Member Demographics page is displayed. Here you can edit Member Information, Additional Information, Address, and Contact Information.

Amalgamated	Life		
America's Labor Insurance ([Change
Members for Your Employer » \			
phics Documents & Letters Emple e/Member: New Search)	SSN: Add Member		
Member Information			
SSN: Prefix:	First Name:	Middle Name: Last Name:	Suffix:
Date of Birth	Gender: Female		
	OMale	Date of Death: //	
Person Id:]	Age:	
Enrollment Complete?:			
Additional Information			
Marital Status: Unknown 💉 Marriage Date: 🛛 /	1		
Divorce Date: 📝 /			
Member Start Date: / /			
Retirement Date: / /	1		
Primary Employer: Disabled:			
SSA Disability Date: / / Local:	*		
Insurance Date: //			
Address			
Add Copy Stop	Print		
Address Type: Residence Address Nov 3 2009 -	Valid: Valid: Valid: Valid:		
Period:	Source:	×	
Address 1: Address 2:			
Address 3: Country:	Zip:	\	
City:			
State: County:	×		
ood ny.	×		
Contact Information			
Phone		Φ	
Subtype Country		Ext Primary	
Home 💌 US 👔	*	×	
Email Web Address		ф ф	
		w	
		Save Reset	

5. To view a list of all Members, click on "New Search" link which provides "View All" link.



6. Click on "View All" link to see all the members for the employer.

Friday, January 22, 2010 Welcome	l Want To: 💙	Account Settings Logout
Amalgamated Life America's Labor Insurance Company*		[Change Employer]
Home » Members for Your Employer » View/Update Member Data		
Demographics Documents & Letters Employment		
Select Member: Se arch Cancel View All		

7. On the next screen, you can specify which Members should be returned on the list by selecting your desired filter criteria such as Billing Location and Start/Stop Dates. Click the 'Filter' button once all criteria have been selected.

Friday, January 2	22, 2010 Welcome		[I Want To:	¥	Account Settings L	Logout
	malgamated Life			-		[Change En	nployer]
Home » Emplo	oyer Management » Reports, Billing History	& Payments					
Transactions	Work History Employment Payment History	Documents					
Billing Locatio	n:						
Criteria							
Billing Locatio			Maga Aga	eement: Al		*	
Sta				Stop: Hire Date		✓ / /	
SS	N:			Filter			
Member Co	ontracts						
+ Controls							
SSN	User	Code	Barg. Unit Nam	e			Stop Date

Controls				
SSN	User	Code	Barg. Unit Name	Hire Date Stop Date
		115516000		11/02/2009 //
		16000		11/01/2009 11/01/200
		16000		01/01/1990 12/31/200
		16000	-	05/27/2003 08/31/200 05/27/2003 08/31/200
	-	16000		02/01/2010 //
		16000		06/17/2008 //
	-	16000		10/12/2004 12/09/200
		16000		08/01/2009 //
		16000		08/01/2009 //
		16000		11/24/2004 08/31/200
		16000		05/31/2000 //
		16000		11/01/2009 //
		16000		10/01/2009 //
		16000	-	05/31/2000 11/30/200
		16000		10/12/2004 08/31/200
		16000		10/29/2005 //
		16000		07/31/2000 08/31/200
		16000		04/17/2002 08/31/200
	3 ····	16000		07/30/2004 08/31/200
		16000		04/15/2003 04/01/200
		16000	-	03/20/2003 12/04/200
		16000		08/26/2000 / / 06/26/2000 08/31/200
		16000		06/26/2000 08/31/200 01/01/1990 //
		16000	-	01/01/1990 //
		16000		06/17/2006 //
		16000		05/14/2003 08/31/200
	-	16000		03/2 /2001 08/31/200
		16000		11/02/2009 //
		16000		11/01/2009 11/01/200
		16000		11/11/2003 //
		16000		05/23/2000 08/31/200
		16000		09/16/2006 //
		16000		05/09/2005 04/06/200
		16000	L.	01/27/2001 //
		16000		09/27/2000 08/31/200
		16000	-	05/25/2000 08/31/200
		16000	100	09/18/2008 //
	22	16000		06/12/2000 04/01/200
		16000		06/12/2000 //
		16000		10/02/2002 10/02/200
		16000		11/10/2004 // 08/15/2008 //
		16000		11/24/2002 12/31/200
		16000		05/29/2006 //
		16000		05/25/2006 //
		16000		07/09/2001 03/16/200
		16000		10/06/2003 08/22/200
		16000		07/31/2000 //
A Page	1 of 6 Rows: 1 - 5	and the second se		0110 12000, 11

8. The Member list is displayed based on the filter criteria specified.

9. To view or update details for a specific member, select the desired member from the list. A pop-up window appears below and you can click on the 'Member'' option to open the Member record for viewing/updating.

	10/EL 04/13/200	
	HOTEL 03/20/200	3 12/04/2005
	HOTEL 08/26/200) //
	HOTEL 06/26/200	08/31/2009
	HOTEL 01/01/199	11
	HOTEL 01/01/199	3 11
Member	HOTEL 06/17/200	5 77
Member Employment	HOTEL 05/14/200	3 08/31/2009
Member Enrollment	HOTEL 03/21/200	08/31/2009
<u>1, 1L31</u>	HOTEL 11/02/200) //
	HOTEL 11/01/200	9 11/01/2009

Edit Member Information

10. In the Member Information section, you can edit general details such as the member's SSN, first or last name, birth/death dates, and gender.

Member In	formation			
SSN:	Prefix:	First Name:	Middle Name: Last Name:	Suffix:
Date of Bi	rth:	Gender: OFemal OMale	e Date of Death: ///	
Person Enroll <i>in</i> Comple	ent 📃			

11. In the Additional Information section you can enter marital status and dates, disability status and dates, as well as an insurance date.

Additional Inf	ormation
Marital Status:	
Marriage Date:	
Divorce Date:	
Member Start Date:	
Retirement Date:	
Primary Employer:	
Disabled:	
SSA Disability Date:	
Local :	
Insurance Date:	

- 12. The Address section contains buttons which allow you to Add, Copy, Stop, and Print address information.
- 13. To add a new address record for the member, click on the 'Add' button. Enter the new address information into the pop-up window and then click 'OK' to save the record when done.

Address			
Add	Copy Stop Print]	
Address Type: Address Period:	Payment 💙 Nov 6, 2009 - 💙	Valid: 🗹 Address Member 🔽 Source:	
Address 1: Address 2: Address 3:			
Country: City:	US 💌	Zip:	
State:	· · · · · · · · · · · · · · · · · · ·		
County:	×		

14. To copy an address into a new record, click on the 'Copy' button. Using the copy button will automatically place a stop date on the current address record, and begin a new address record with the same information that can be edited as desired.

Address					
Add	Copy Stop [Print]		
Address Type:	Payment	*	Valid: 🧹		
Address Period:	Nov 6, 2009 -	*	Address M Source:	mber 💉	
Address 1:					
Address 2:					
Address 3:					
Country:		*	Zip:		
City:					
State:		*			
County:		~			

15. To inactivate a member address, click on the 'Stop' button. The system will automatically populate the stop date field on the address record with the current date. Note that the Address Period field changes from "Nov 2, 2009 –" to "Nov 2, 2009 – Nov 3, 2009". Also, the 'Valid' checkbox becomes unchecked after the address is stopped to indicate the address is no longer valid.

Address

Add Copy Stop	Print
Address Type: Payment	Valid: 🔽
Address Nov 6, 2009 - Period:	Address Member 💟 Source:

(Above: Before stopping the member address)

Add	ress				
E A	dd (Copy Stop	Print]	
Addr	ess Type:	Payment	*	Valid:	
	Address Period:	Nov 6, 2009 - Jan 21, 2010	~	Address Member Source:	

(Above: After stopping the member address)

16. To print a member's address information on an envelope or mailing label, click the 'Print' button. A print preview is displayed. You can adjust the font and/or envelope size by using the drop-down menus below. To initiate printing, press 'Print'.

Delivery Address:		
TEST MEMBER		
23 E. 57TH ST. #6B		
NEW YORK, NY 10016		
Font Size: 12 🛛 👻	Envelope Size: Envelope #10 41/8 x 91/2	
	Ļ	Print
		Cancel

- 17. The Contact Information section allows you to add or remove Phone, Email, and Website address information.
- 18. For example, to add a new phone number, click the '+' symbol in the Phone row.

Contact Information

Phone	¢
Email	¢
Web Address	¢

19. Select the desired subtype (Home or Cell Phone) and then enter the number. Additional numbers can be added by clicking on the '+' symbol multiple times. Click 'Save' when done to save the member information changes.

Phone					÷
Subtype	Country	Phone	Ext	Primary	
Home 💉	US 💌				×

20. To delete an item, click the 'X' symbol in the row next to the item you wish to delete.

Phone				4
Subtype	Country	Phone	Ext	Primary
Home 💙	US 💌			

21. When you are done making all desired Member Information changes, click the 'Save' button. If you wish to undo a change before saving it, click the 'Reset' button.

Save	Reset
------	-------

4: Setup New Member



The Purpose of this Exercise is to illustrate how to setup a new member in Employer Self-Service.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

Add a New Member

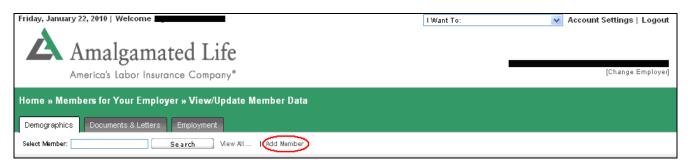
1. Log into the Employer Self-Service application.

Friday, January 22, 2010 Amalgamated Life	2
Timaigamated Em	
America's Labor Insurance Company	~
	User:
	Password:
	we work for working people

2. From the Home page, click on View/Update Member Information.

		Account Settings
Amalgamated Life		
America's Labor Insurance Company®		[Change
PLEASE NOTE: Using the browser's back button within ∀3 may caus	e your session to become invalid. Please do n	ot use the browser's
Back button		
Employer Management	News and Alerts	
<u>View/Update Employer Information</u>		
 <u>View/Update Billing Location Information</u> Review Employer Reports, Billing History & Payments 		
 Review Employer Reports, Billing Fistory & Payments 		
Members for Your Employer		
<u>View/Update Member Information</u>		
<u>Process a New Hire Member</u>		
Import Files		
Import New System Data		
Administration Functions		
 View/Update User Information 		
	we work for wo	

3. To add a new member, click the "Add Member" link.



4. Enter the new member's indicative information in the Member Information section. When creating a new member account, you must include the member's SSN, First Name, and Last Name.

Friday, January 22	, 2010 Welcome .				I Want To:	💉 Account Settings Logout
À A	malgamat	ed Life				
	erica's Labor Insurar					[Change Employer]
Home » Membe	ers for Your Employe	er » Process New Hire				
Demographics	Employment					
Billing Location:						
Messages(1) Creating new me	ember.					
Member Info	rmation					
SSN:		irst Name:	Middle Name:	Last Name:	Suffix:	
1	× .	Test		Member	~	
Date of Birth Person Id Enrollmen Complete?	l:	^{Gender:} ⊘Female ⊚Male	Date of Death: 📝 Age: 📃	/		
	esidence an 22, 2010 -	Valid: Valid: Address Address Member	M			
Address 2: Address 3: Country: City: State:	\$ 	Zip:	`			
County:		×	Save	Reset		

5. Click 'Save' to save the new member record.

ave Reset	Save
-----------	------

6. The system will automatically switch to the Employment tab so that you can create a new Member Employment Record. Enter all indicative information, then click 'Save' to save the Employment Record.

Friday, January 22,	2010 Welcome		l Want To: 💉	Account Settings Logout
	1			
	malgamated Life			
Ame	rica's Labor Insurance Company®		·	[Change Employer]
Homo » Mombo	rs for Your Employer » Process New Hire			
nome » membe	is for rour Employer # rocess new thre			
Demographics	Employment			
Billing Location:				
New Hire Em	ployment			
Barg. Unit Name:		×		
Hire Date:	12/26/2009			
Stop Date:				
Eligibility Change Reason:	New Employee/Hire	*		
Eligibility Status:	Benefits ⊟igible	*		
Eligibility Begin Date:	01/01/2010			
Eligibility End Date:				
Job Category:				
Job Class:	Assistant			
Job Site:		*		
Credit Flag:				
		Save Reset		

7. A message is displayed stating that the member and employment record have been saved.

January 22, 2010 Welcome	I Want To: 🗸 Account Settings Log
Amalgamated Life	
÷	IChange Empl
America's Labor Insurance Company®	[Change Empl
» Members for Your Employer » View/Update Member Data	
raphics Documents & Letters Employment	
yee/Member: (New Search) SSN: X006-X06-4447 Add Member	
nges(1)	
ember and employment record have been saved.	
Member Information	
	ddle Name: Suffix:
Test	Mem ber 🗸 🗸
Date of Birth:	
	Age:
Person Id:	
Enrollment Complete?:	
Additional Information	
Marital Status: Married 💙 Marriage Date: 🔽	
Divorce Date: / /	
Member Start Date: / /	
Retirement Date: / /	
Primary Employer:	
SSA Disability Date: 📝 /	
Local:	
Address	
Add Copy Stop Print	
Address Type: Residence Valid: 🗸	
	V
Address 1:	
Address 2:	
Address 3: Country: US Zip:	
City:	
State: County:	
Contact Information	
Contact Information	Ŷ
	<u>ه</u> ۵
Phone	

8. You can view the member's employment information that was just entered by clicking on the Employment tab. From here you can also add additional employment information, or delete employment information.

Friday, January 22, 2010 Welcome 🛲			l Want T	0:	*	Account Settings Logout			
Amalgamat America's Labor Insurar				_		[Change Employer]			
Home » Members for Your Employ	er » View/Update Member Dat	ta							
Demographics Documents & Letters	Employment								
Employee/Member: MBMBER, TEST (New Sea									
	*								
Employment Information									
Add Delete									
Controls Emp# Name Code	e Name	Barg. Unit Name	Hire Date 🝟	Stop Date	Job Categ				
Code	s Name	Darg. Onit Name	12/26/2009			Employee			

5: Update Billing Reports



The Purpose of this Exercise is to illustrate how to update billing reports in Employer Self-Service.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

Update Billing Reports in Employer Self Service

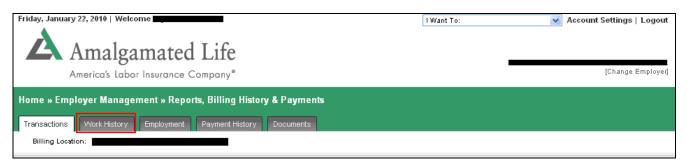
1. To log in to the Employer Self-Service application, enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010 Amalgamated Life America's Labor Insurance Company	2 •	
	User: Password:	
		ork for working people

2. From the Home page, click on the 'Review Employer Reports, Billing History, and Payments' link under the Employer Management area.

Amalgamated Life	[Chang
PLEASE NOTE: Using the browser's back button within $\lor3$ may cau Back button	use your session to become invalid. Please do not use the browser's
Employer Management	News and Alerts
View/Update Employer Information View/Update Billing Location Information Review Employer Reports, Billing History & Payments	
Nembers for Your Employer	
<u>View/Update Member Information</u> <u>Process a New Hire Member</u>	
mport Files	
Import New System Data	
Administration Functions	
<u>View/Update User Information</u>	

3. The Reports, Billing History, & Payments page is displayed, and defaults to the Transactions tab. Click on the 'Work History' tab.



4. From the Work History tab, select a Work Report in "Initial" status to update, and then click on the 'Edit Work Report' button.

State of the state	y 22, 2010 W	velcome				I Want Io:		Account 9	Settings Logo
	Amal America's L								[Change Employ
ome » Emp	lover Man	agement	» Reports	. Billing History	& Payments				
ransactions	Work Histo	ory Emp	loyment	Payment History	Diocuments				
Billing Local		and the second second		1 N	Report New Adjustment				
Dinnig Local	IOH.			DI NEW WORK	Report New Adjustment				
Work Rep	orts								
Report St	-		Rer	nort Turne: All	Show Converted Report	te: [2]			
	And the second second second				ECHIP .				
	Ropert Ec	dit Work R	cport	Release I D	elete				
I Controls Inserted	Report	D	D. L.		Desit 1				
Date 🐨	Туре	Report Status	Date Released	User Released	Start Date Identifier		Trans#	Total Due	Total Dalance
01/22/2010		Initial	((02/01/2010		1	\$0.00	\$0.00
01/10/2010	Regular		01/10/2010		12/01/2010		4000	\$0.00	\$0.0
01/18/2010	Regular	Released	01/18/2010						
01/18/2010					11/01/2010		4882	\$0.00	
	Regular	Keleased	01/18/2010		10/01/2010		4882	\$0.00 \$0.00	\$0.0
01/18/2010	Regular	Released Released	01/18/2010						\$0.0 \$U.U
01/18/2010					10/01/2010		4881	\$0.00	\$0.0 \$0.0 \$6.0 \$0.0
	Regular	Released	01/18/2010		10/01/2010 09/01/2010		4881 4880	\$0.00 \$8.00	\$0.0 \$0.0 \$6.0 \$0.0
01/07/2010	Regular Regular	Released Released	01/18/2010		10/01/2010 09/01/2010 01/01/2010		4881 4880 4050	\$U.UU \$8 00 \$0.00	\$0.0 \$U.U \$6 N \$0.0 \$0.0 \$0.8
01/07/2010 12/14/2009 12/14/2009 12/14/2009	Regular Regular Regular	Released Released Released Released	01/18/2010 01/07/2010 12/14/2000		1001/2010 09/01/2010 01/01/2010 12/01/2009 11/01/2009 10/01/2009		1881 4780 4050 4815 4812 4812 4808	\$0.00 \$6.00 \$0.00 \$0.80 \$3.34 \$0.16	\$0.0 \$U.U \$6 N \$0.0 \$0.8 \$0.8 \$3.3
01/07/2010 12/14/2009 12/14/2009 12/08/2009 12/08/2009	Regular Regular Regular Regular Regular Adjustment	Released Released Released Released Probill	01/18/2010 01/07/2010 12/14/2009 01/07/2010 01/07/2010 01/07/2010	1-	10/01/2010 05/01/2010 12/01/2010 11/01/2000 10/01/2009 10/01/2009		1881 4881 4050 4815 4812 4812 4818 4812 4807	\$0.00 \$6.00 \$0.80 \$3.34 \$0.16 (\$0.42)	\$0.0 \$0.0 \$6.0 \$0.8 \$3.3 \$0.4 (\$0.42
01/07/2010 12/14/2000 12/14/2009 12/08/2009 12/08/2009 12/01/2009	Regular Regular Regular Regular Regular Adjustment Adjustment	Released Released Released Released Probill Released	01/18/2010 01/07/2010 12/14/2009 01/07/2010 01/07/2010 01/07/2010 //		10/01/2010 09/01/2010 12/01/2010 11/01/2000 11/01/2009 10/01/2000 08/01/2000 08/01/2000		1881 4881 4050 4815 4812 4813 4807 4807 1793	\$U.00 \$6.00 \$0.80 \$3.84 \$1.16 (\$0.42) (\$15.00)	\$0.0 \$0.0 \$6.0 \$0.8 \$3.3 \$0.8 \$3.3 \$0.42 (\$0.42 (\$16.00
01/07/2010 12/14/2000 12/14/2009 12/08/2009 12/08/2009 12/07/2009 12/01/2009	Regular Regular Regular Regular Regular Adjustment Adjustment Regular	Released Released Released Released Released Probill Released Released	01/18/2010 01/07/2010 12/14/2000 01/07/2010 01/07/2010 01/07/2010 7// 12/01/2009 01/05/2010		100072010 190172010 010072010 120072000 1110172009 100012009 100012009 080012009 080012009 080012009		1881 4880 4050 4815 4812 4808 4807 1793 4754	\$0.00 \$6.00 \$0.80 \$3.34 \$0.16 (\$0.42) (\$16.00 \$3.20	\$0.0 \$U.U \$60.0 \$0.0 \$0.8 \$3.3 \$61 (\$0.42 (\$16.UU \$3.2
01/07/2010 12/14/2009 12/14/2009 12/08/2009 12/08/2009 12/01/2009 11/23/2009 10/10/2009	Regular Regular Regular Regular Regular Adjustment Regular Regular	Released Released Released Released Released Probill Released Released	01/18/2010 01/07/2010 12/14/2000 01/07/2010 01/07/2010 1//07/2010 12/01/2009 01/05/2010 01/05/2010		10/07/2010 19/01/2010 12/01/2010 11/071/2010 11/071/2009 10/07/2009 10/07/2009 09/07/2009 09/07/2009 09/07/2009		1881 4881 4050 4815 4812 4813 4812 4807 1/93 4807 1/93 4754 4754 2005	\$U.UU \$6 AD \$0.00 \$0.80 \$3.34 \$0.16 (\$0.42) (\$16.UU) \$3.20 \$020.00	\$0.0 \$0.0 \$0.0 \$0.0 \$0.8 \$3.3 \$0.1 (\$0.42 (\$15.0 \$3.2 \$3.2 \$3.2 \$3.2 \$3.2 \$3.2 \$3.2 \$3.2
01/07/2010 12/14/2000 12/14/2009 12/08/2009 12/08/2009 12/01/2009 11/23/2009 10/10/2009 09/15/2009	Regular Regular Regular Regular Adjustment Adjustment Regular Regular	Released Released Released Released Probil Released Released Released	01/18/2010 01/07/2010 12/14/2000 01/07/2010 01/07/2010 7/ 12/01/2009 01/05/2010 01/05/2010 01/05/2010		100072010 190172010 120172010 120172000 1110712000 1110712000 080012000 080012000 090012000 000012009 070012009		1881 4881 4815 4812 4812 4812 4812 4812 4817 4807 1/93 4754 20205 0150	\$U.UU \$86.00 \$0.80 \$3.34 (\$0.42) (\$15.UU) \$3.20 \$020.00 \$0,200.00	\$0.0 \$0.0 \$0.0 \$0.8 \$0.8 \$3.3 \$0.1 (\$0.42 (\$16.0 \$3.2 \$020.0 \$3.200.0 \$3.200.0
01/07/2010 12/14/2009 12/16/2009 12/08/2009 12/08/2009 12/01/2009 11/23/2009 10/10/2009 09/15/2009 06/00/2009	Regular Regular Regular Regular Adjustment Adjustment Regular Regular Regular	Released Released Released Released Probill Released Released Released Released	01/18/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/05/2010 01/05/2010 01/05/2010 01/05/2000		10/07/2010 09/07/2010 12/07/2010 12/07/2000 11/07/2000 10/07/2000 09/07/2009 00/07/2009 07/07/2009 07/07/2009 06/07/2009 06/07/2009		1881 4881 4050 4815 4812 4812 4812 4812 4812 4812 4754 2005 3150 064	\$U.UU #A nm \$0.00 \$0.80 \$3.34 #n 1A (\$14.UU) \$3.20 \$020.00 \$0,200.00 \$112.00	\$0.0 \$U.U \$R 0 \$0.0 \$0.8 \$3.3 \$0 1 (\$0.42 (\$15.UL \$3.2 \$020.0 \$020.0 \$0.0 \$0.0
01/07/2010 12/14/2009 12/14/2009 12/06/2009 12/01/2009 12/01/2009 10/10/2009 09/15/2009 06/00/2009 05/12/2009	Regular Regular Regular Regular Regular Adjustment Regular Regular Regular Regular	Released Released Released Released Probill Released Released Released Released Released Released	01/18/2010 01/07/2010 12/14/2000 01/07/2010 01/07/2010 01/05/2010 01/05/2010 01/05/2010 01/05/2010 01/05/2010 01/15/2000 01/19/2010		10/01/2010 01/01/2010 12/01/2000 11/01/2009 10/01/2009 10/01/2009 08/01/2009 00/01/2009 07/01/2009 06/01/2009 06/01/2009		4881 4880 4050 4812 4812 4812 4812 4812 4812 4754 4807 4754 2025 0150 064 4857	\$U.UU \$R 00 \$0.00 \$3.34 \$0.14 (\$0.42) (\$16.50) \$3.20 \$0.20 \$0.20 \$112.00 \$112.00 \$1145.06	\$0.0 \$U.U \$RA IN \$0.0 \$0.8 \$3.3 \$R0 I1 (\$16.UL \$3.2 \$0.42 \$0.42 \$3.2 \$0.00 \$0.200.0 \$0.200.0 \$0.200.0 \$0.200.0 \$1.45.0
01/07/2010 12/14/2009 12/14/2009 12/08/2009 12/08/2009 12/08/2009 11/23/2009 10/10/2009 09/15/2009 05/12/2009 05/12/2009	Regular Regular Regular Regular Adjustment Adjustment Regular Regular Regular Regular Regular Regular	Released Released Released Released Released Released Released Released Released Released Released Released Released	01/18/2010 01/07/2010 12/14/2000 01/07/2010 01/07/2010 01/05/2010 01/05/2010 01/05/2010 01/19/2010 01/19/2010 04/29/2009		10/01/2010 01/01/2010 11/01/2000 11/01/2009 10/01/2009 00/01/2009 00/01/2009 00/01/2009 00/01/2009 06/01/2009 06/01/2009 06/01/2009 06/01/2009		1881 4861 4050 4815 4812 4812 4812 4812 4812 4754 305 3150 064 4857 173	\$U.UU \$6.00 \$0.80 \$3.34 \$1.16 (\$14.UU) \$3.20 \$020.00 \$145.06 \$7,366.00 \$2,366.00	\$0.0 \$0.0 \$0.0 \$0.8 \$3.3 \$6.1 (\$0.4 (\$18.0 \$3.2 \$020.0 \$0,200.0 \$145.0\$\$145.0\$\$
01/07/2010 12/14/2000 12/14/2009 12/08/2009 12/08/2009 12/071/2009 09/15/2009 06/02/2009 05/12/2009 06/02/2009 04/28/2009	Regular Regular Regular Regular Adjustment Adjustment Regular Regular Regular Regular Regular Regular Regular Regular	Released Released Released Released Released Released Released Released Released Released Released Released Released Released Released Released	01/18/2010 01/07/2010 12/14/2000 01/07/2010 01/07/2010 11/07/2010 01/05/2010 01/05/2010 01/05/2010 00/15/2000 01/19/2010 04/23/2000		10/07/2010 19/01/2010 12/01/2010 11/07/2000 11/07/2009 10/07/2009 10/07/2009 00/07/2009 00/07/2009 00/07/2009 06/07/2009 06/07/2009 06/07/2009 06/07/2009 06/07/2009 06/07/2009 06/07/2009		1981 4880 4030 4815 4812 4807 1793 4754 3225 0150 064 4857 179 56	\$U.UU \$R 00 \$0.80 \$3.34 \$1.14 (\$0.42) \$3.20 \$020.00 \$142.00 \$145.06 \$2,268.00 \$2.00.00 \$145.06	\$0.0 \$0.0 \$0.0 \$0.8 \$0.8 \$3.3 \$0.1 (\$0.42 (\$15.0 \$3.2 \$0.0 \$3.200.0 \$3.000.000.0 \$3.000.000.000.000.000.000.000.000.000.0
01/07/2010 12/14/2000 12/14/2009 12/07/08 12/09/2000 12/07/2009 10/10/2009 09/15/2009 06/00/2000 05/12/2009 04/00/2000 04/00/2000	Regular Regular Regular Regular Adjustment Adjustment Regular Regular Regular Regular Regular Regular Regular Regular Regular	Released Released Released Released Released Released Released Released Released Released Released Released Released Released	01/18/2010 01/07/2010 12/14/2010 01/07/2010 01/07/2010 11/07/2010 01/05/2010 01/05/2010 01/05/2010 01/15/2010 01/19/2010 04/29/2009 06/05/2000		10/01/2010 19/01/2010 12/01/2000 11/01/2009 10/01/2009 10/01/2009 09/01/2009 09/01/2009 07/01/2009 06/01/		1981 4860 4870 4812 4812 4807 4754 2005 3150 064 4857 179 56 525 20150 064 4857 179 56 205 205 205 205 205 205 205 205 205 205	\$U.UU \$\$6 nf) \$0.00 \$0.80 \$0.80 \$1.34 \$1.41 (\$15.UU) \$3.20 \$020.00 \$145.00 \$2.00 \$145.00 \$2.00 \$2.00 \$145.00 \$2.00 \$2.00 \$2.00 \$2.00 \$2.00 \$2.000 \$2.000 \$2.000 \$2.000 \$2.000 \$2.000 \$2.00000 \$2.00000 \$2.000000 \$2.000000 \$2.000000000000000000000000000000000000	\$0.0 \$0.0 \$0.0 \$0.0 \$0.8 \$3.3 \$1.1 (\$0.4 \$1.4 \$0.20 \$0.20 \$0.0 \$1.45.0 \$1.45.0 \$0.21,0 \$1.45.0 \$1.45.0 \$1.45.0 \$2.141.5
01/07/2010 12/14/2000 12/14/2009 12/18/2009 12/08/2009 12/08/2009 11/23/2009 09/15/2009 05/12/2009 05/12/2009 04/20/2009	Regular Regular Regular Regular Adjustment Adjustment Regular Regular Regular Regular Regular Regular Regular Regular	Released Released Released Released Released Released Released Released Released Released Released Released Released Released Released Released	01/18/2010 01/07/2010 12/14/2000 01/07/2010 01/07/2010 11/07/2010 01/05/2010 01/05/2010 01/05/2010 00/15/2000 01/19/2010 04/23/2000	an an a	10/07/2010 19/01/2010 12/01/2010 11/07/2000 11/07/2009 10/07/2009 10/07/2009 00/07/2009 00/07/2009 00/07/2009 06/07/2009 06/07/2009 06/07/2009 06/07/2009 06/07/2009 06/07/2009 06/07/2009		1981 4880 4030 4815 4812 4807 1793 4754 3225 0150 064 4857 179 56	\$U.UU \$R 00 \$0.80 \$3.34 \$1.14 (\$0.42) \$3.20 \$020.00 \$12.200.00 \$145.06 \$145.06 \$2,268.00 \$10,000 \$10,000 \$10,000 \$11,000 \$10,000 \$11,000 \$10,0000\$ \$10,0000\$10,0000\$10,0000\$1000\$1	30.00 \$0.00 \$0.00 \$0.80 \$0.81 \$0.82 \$0.82 \$0.82 \$0.82 \$0.92 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.000 \$0.00000 \$0.0000 \$0.0000 \$0.00000 \$0.0000 \$0.00000 \$0.0000 \$0.00000 \$0.00000 \$0.00000 \$0.00000 \$0.000000 \$0.00000000

5. The Work Report opens in a new window.

Wor	k Repo	rt Edi	tor - Mozilla Firefo	x						
3 h	tp://172	2.24.43.	58/unitega/app?service	e=external/EmployerPages:WorkReportI	age&sp=l2043950&sp=T					
loyer				Billing Location:					÷.v	Save Cancel
Crite	ria —									
	Billing L Ba sport Sta Ba Member	atch No: r Count:	02/01/2010 1,964 89	Report Stop Date: 02/28/2010 Billing Type: Contribution Row Count: 93	Report Status: Initial WH Source: Claims Date Received: // Contribution Date: // Date Released: // User Released:		Re	Identifier Trans Analyst ort Status Override port Release Code Ig Agent Key Value	WH Report	× ×
_	Releas	e	Release Deduction	ns	View	/ Summar	y Except	. Report	Payment Details	View Report
/ork	History -									
	ntrols									
		_	Seq No SSN	User	Job Category		Start Date 02/01/2010	Stop Date 02/28/2010	Small Desc	# Hours
			1		Banquet Employee	~			A	
	× X	0	2 [Banquet Employee	*	02/01/2010	02/28/2010	A 🔉	
		0	3 [Banquet Employee	~	02/01/2010	02/28/2010	A 🔉	
	× ×	0	4		Banquet Employee	~	02/01/2010	02/28/2010	A	
	F X	3	5		Banquet Employee	~	02/01/2010	02/28/2010	A	8
	X	0	6		Banguet Employee	~	02/01/2010	02/28/2010	A	
			7		Banguet Employee	~	02/01/2010	02/28/2010	A	
			8				02/01/2010	02/28/2010		
					Banquet Employee	~			A .	
		0	9 [Banquet Employee	*	02/01/2010	02/28/2010	A 💽	
	F X	0	10		Banquet Employee	¥	02/01/2010	02/28/2010	A 💽	2
		()	11		Banquet Employee	~	02/01/2010	02/28/2010	A	
	X	0	12		Banquet Employee	~	02/01/2010	02/28/2010	A	
	► X	0	13		Eligible Employee	~	02/01/2010	02/28/2010	A	2
			14		Eligible Employee	~	02/01/2010	02/28/2010	A	
			15		Eligible Employee	~	02/01/2010	02/28/2010	A N	
_		-	16				02/01/2010	02/28/2010		
					Eligible Employee	~	02/01/2010	02/28/2010	A	
			17		Eligible Employee	~			A 💊	

6. From here, you can update the report to include the number of hours worked by each employee. Once you have made the updates, click on the 'Save' button.

loyer				Billing Location:					T N	Save Cano
Criter Re	ia Billing Locatio Barg Un port Start Dat Batch N Member Cour	it: e: 07/01/2010 o: 1,880		pe: Contribution	Report Status: prebil WH Source: Date Received: / / Contribution Date: / / Date Released: / / User Released:		Re	Trans#: Type: W Identifier: Trans Analyst: rt Status Override: port Release Code: g Agent Key Value:	4877 /H Report	×
	Release	Release Dec	luctions			View Summa	ry Except	. Report Pay	/ment Details	View Report
Uark	History									
	ntrols									
		Seq No SSN	User		Job Category		Start Date	Stop Date	Small Desc	# Hours
	► X	1			Banquet Employee	~	07/01/2010	07/31/2010	A	
	► X	2			Banquet Employee	~	07/01/2010	07/31/2010	A	
	► X	3			Banquet Employee	~	07/01/2010	07/31/2010	A	
		4			Banguet Employee	~	07/01/2010	07/31/2010	A	
		5			Banguet Employee	*	07/01/2010	07/31/2010	A	
	► X	7			Banguet Employee	~	07/01/2010	07/31/2010	A	40,0
		8			Banguet Employee	~	07/01/2010	07/31/2010	A	
		9			Banquet Employee	~	07/01/2010	07/31/2010	A	
		10			Banquet Employee	~	07/01/2010	07/31/2010	A	
		11			Banquet Employee	v	07/01/2010	07/31/2010	A	
		12				V	07/01/2010	07/31/2010		
_		12			Banquet Employee		07/01/2010	07/31/2010	A	
	► X				Banquet Employee	~			A 🔊	
	► X	14			Banquet Employee	~	07/01/2010	07/31/2010	A 🔉	
	× ×	15			Eligible Employee	×	07/01/2010	07/31/2010	A	
	► X	16			Eligible Employee	×	07/01/2010	07/31/2010	A 🔊	A A A A A A A A A A A A A A A A A
		17			Eligible Employee	~	07/01/2010	07/31/2010	A	
	► X	18			Eligible Employee	~	07/01/2010	07/31/2010	A	

7. After the report is saved, click the 'Close' button.

C Work R	Report Editor - Windows Internet Explorer			
🧏 http://1	72.24.43.58/uniteqa/app			▼
Employer:	502201-CHICAGO GRILL ON THE ALLEY, LLC	Billing Location:	115516000 IN EXT 8/31/08-GRILL CONCEPTS	🔹 Edit Close

8. The Work Report window closes. The Work History tab is once again displayed. To release the completed work report, click the 'Release' button. *Employee members of ESS can Release Work Reports that are only in "Initial" status.*

		Velcome .					I Want To:		Account	Settings Log
	Amal		. 1	T 'C						
	Amal	gam	ated	Life						
	merica's L									[Change Empl
P	mericas L	abor insu	irance Co	mpany						[
	lever Man		Den este	, Billing History 8	Doumonto					
me » cmp	ioyer man	agement	» Reports	, billing history a	* Payments					
ansactions	Work Histo	From	loyment	Payment History	Documents					
ansactions	v von c nate	a y Emp	loyment		ocamenta					
Billing Locat	on:			New Work F	Report – New Adju	stment				
Vork Rep	orts									
							7			
Report St				ort Type: All		iow Converted Reports:				
View Work	Report E	dit Work R	eport	Release De	elete					
+ Controls										
Inserted	Report	Report	Date	User Released	Report	Identifier		Trans#	Total Due	Total Balance
Inserted Date 🔻	Туре	Status	Date Released	User Released	Start Date	Identifier		Trans#		
Inserted Date - 01/22/2010	Type Regular	Status Initial	Released //	User Released	Start Date 02/01/2010	Identifier			\$0.00	\$0.
Inserted Date	Type Regular Regular	Status Initial Released	Released // 01/18/2010	User Released	Start Date 02/01/2010 12/01/2010	Identifier		4883	\$0.00 \$0.00	\$0 \$0
Inserted Date01/22/2010 01/18/2010 01/18/2010	Type Regular Regular Regular	Status Initial Released Released	Released // 01/18/2010 01/18/2010		Start Date 02/01/2010 12/01/2010 11/01/2010	ldentifier		4883 4882	\$0.00 \$0.00 \$0.00	\$0 \$0 \$0
Inserted Date - 01/22/2010 01/18/2010 01/18/2010 01/18/2010	Type Regular Regular Regular Regular	Status Initial Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010		Start Date 02/01/2010 12/01/2010 11/01/2010 10/01/2010	ldentifier		4883 4882 4881	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0. \$0. \$0. \$0.
Inserted Date	Type Regular Regular Regular Regular Regular	Status Initial Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/18/2010		Start Date 02/01/2010 12/01/2010 11/01/2010 10/01/2010 09/01/2010	Identifier		4883 4882 4881 4880	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$8.00	\$0. \$0. \$0. \$0. \$0. \$8.
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010	Type Regular Regular Regular Regular Regular Regular	Status Initial Released Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010		Start Date 02/01/2010 12/01/2010 11/01/2010 10/01/2010 09/01/2010 01/01/2010	Identifier		4883 4882 4881 4881 4880 4858	\$0.00 \$0.00 \$0.00 \$0.00 \$8.00 \$8.00 \$0.00	\$0 \$0 \$0 \$0 \$0 \$8 \$8
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009	Type Regular Regular Regular Regular Regular Regular	Status Initial Released Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009		Start Date 02/01/2010 12/01/2010 11/01/2010 10/01/2010 09/01/2010 01/01/2010 12/01/2009	Identifier		4883 4882 4881 4880 4858 4858 4858	\$0.00 \$0.00 \$0.00 \$0.00 \$8.00 \$8.00 \$0.00 \$0.80	\$0. \$0. \$0. \$0. \$0. \$8. \$0. \$0.
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 01/07/2010 12/14/2009 12/14/2009	Type Regular Regular Regular Regular Regular Regular Regular	Status Initial Released Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009 01/07/2010		Start Date 02/01/2010 12/01/2010 11/01/2010 09/01/2010 01/01/2010 01/01/2010 12/01/2009 11/01/2009	Identifier		4883 4882 4881 4881 4880 4858	\$0.00 \$0.00 \$0.00 \$8.00 \$8.00 \$0.00 \$0.80 \$3.34	\$0 \$0. \$0. \$8 \$8 \$0 \$0 \$0 \$3.
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 12/14/2009 12/14/2009 12/08/2009	Type Regular Regular Regular Regular Regular Regular Regular Regular	Status Initial Released Released Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009		Start Date 02/01/2010 11/01/2010 09/01/2010 09/01/2010 01/01/2010 01/01/2010 12/01/2009 11/01/2009 10/01/2009	Identifier		4883 4882 4881 4880 4850 4858 4815 4812 4808	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.80 \$3.34 \$0.16	\$0 \$0 \$0 \$8 \$8 \$0 \$0 \$3 \$3 \$0
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009 12/08/2009 12/08/2009	Type Regular Regular Regular Regular Regular Regular Regular Adjustment	Status Initial Released Released Released Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 //		Start Date 02/01/2010 12/01/2010 11/01/2010 10/01/2010 01/01/2010 01/01/2010 12/01/2009 11/01/2009 10/01/2009	Identifier		4883 4882 4881 4880 4858 4815 4812 4812 4808 4807	\$0.00 \$0.00 \$0.00 \$8.00 \$8.00 \$0.00 \$0.80 \$3.34 \$0.16 (\$0.42)	\$0 \$0 \$0 \$0 \$8 \$8 \$0 \$0 \$3 \$0 (\$0.4
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009 12/14/2009 12/08/2009 12/08/2009	Type Regular Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment	Status Initial Released Released Released Released Released Released Prebill Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009 01/07/2010 01/07/2010 01/07/2010 1/ 12/01/2009		Start Date 02/01/2010 11/01/2010 09/01/2010 01/01/2010 01/01/2010 01/01/2010 12/01/2009 11/01/2009 10/01/2009 08/01/2009	Identifier		4883 4882 4881 4880 4858 4815 4815 4812 4808 4807 4793	\$0.00 \$0.00 \$0.00 \$8.00 \$0.00 \$0.00 \$0.80 \$3.34 \$0.16 (\$0.42) (\$16.00)	\$0 \$0 \$0 \$8 \$8 \$0 \$0 \$3 \$0 (\$0,4 (\$16.0
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 11/07/2010 12/14/2009 12/14/2009 12/08/2009 12/08/2009 11/23/2009	Type Regular Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment Regular	Status Initial Released Released Released Released Released Released Prebill Released Released	Released // 01//8/2010 01//8/2010 01//8/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/05/2010		Start Date 02/01/2010 12/01/2010 11/01/2010 09/01/2010 01/01/2010 01/01/2010 12/01/2009 10/01/2009 08/01/2009 08/01/2009 09/01/2009	Identifier		4883 4882 4881 4880 4858 4815 4812 4808 4815 4812 4808 4807 4793 4793	\$0.00 \$0.00 \$0.00 \$8.00 \$0.00 \$0.80 \$0.80 \$3.34 \$0.16 (\$0.42) (\$16.00) \$3.20	\$0 \$0 \$0 \$0 \$8 \$0 \$0 \$3 \$0 (\$0. (\$16. (\$16. \$3
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009 12/08/2009 12/08/2009 12/08/2009 12/02/2009 10/10/2009	Type Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment Regular Regular	Status Initial Released Released Released Released Released Prebill Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 12/14/2009 01/07/2010 01/07/2010 01/07/2010 01/05/2010 01/05/2010		Start Date 02/01/2010 12/01/2010 10/01/2010 09/01/2010 09/01/2010 01/01/2009 11/01/2009 10/01/2009 08/01/2009 08/01/2009 08/01/2009	Identifier		4883 4682 4481 4880 4858 4815 4812 4808 4808 4808 4807 4793 4754 3265	\$0.00 \$0.00 \$0.00 \$8.00 \$0.00 \$0.00 \$0.80 \$3.34 \$0.16 (\$0.42) (\$16.00) \$3.20 \$3.20	\$0 \$0 \$0 \$8 \$8 \$0 \$3 \$0 (\$0. (\$16. \$3 \$8 \$828
Inserted Date 01/22/2010 01/82/2010 01/82/2010 01/82/2010 01/82/2010 01/82/2010 01/82/2010 12/14/2009 12/14/2009 12/08/2009 12/2012/2009 10/10/2009 00/15/2009	Type Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment Adjustment Regular Regular	Status Initial Released Released Released Released Released Released Released Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 1/ 12/01/2009 01/05/2010 01/05/2010		Start Date 02/01/2010 12/01/2010 11/01/2010 09/01/2010 01/01/2010 01/01/2010 12/01/2009 11/01/2009 10/01/2009 08/01/2009 08/01/2009 08/01/2009 07/01/2009	Identifier		4883 4882 4881 4880 4858 4815 4812 4808 4807 4793 4754 4793 4754 3265 3150	\$0.00 \$0.00 \$0.00 \$8.00 \$0.80 \$0.80 \$0.80 \$0.80 \$0.16 (\$0.42) (\$16.00) \$3.20 \$828.00 \$3.200.00	\$0 \$0 \$0 \$8 \$0 \$0 \$3 \$0 (\$16. (\$16. \$33 \$828 \$3,200
Inserted Date 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 12/14/2009 12/14/2009 12/08/2009 11/23/2009 10/10/2009 09/15/2009	Type Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment Regular Regular Regular Regular	Status Initial Released Released Released Released Released Released Released Released Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/05/2010 01/05/2010 01/105/2010 09/15/2009		Start Date 02/01/2010 12/01/2010 11/01/2010 01/01/2010 01/01/2010 01/01/2010 12/01/2009 10/01/2009 08/01/2009 08/01/2009 07/01/2009 06/01/2009	Identifier		4883 4882 4881 4880 4858 4815 4812 4808 4807 4793 4754 3265 3150 964	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.80 \$0.00 \$3.34 \$0.16 (\$16.00) \$3.20 \$828.00 \$3.200.00 \$112.00	\$0 \$0 \$0 \$8 \$0 \$3 \$0 (\$16. \$3 \$628 \$3,200 \$3 \$2,200 \$3 \$2,200 \$3 \$2,200 \$3,200 \$3,200 \$3,200 \$2,000 \$0 \$3,200 \$2,0000 \$2,00000 \$2,00000 \$2,0000000 \$2,000000
Inserted Date (1422/2010) 01/22/2010) 01/22/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 12/14/2009 12/14/2009 12/08/2009 11/23/2009 01/22/2009 06/09/2009 05/12/2009	Type Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment Adjustment Regular Regular Regular	Status Initial Released Released Released Released Released Prebill Released Released Released Released Released Released	Released // 8/2010 01/18/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 01/07/2010 01/07/2010 1/ 12/01/2009 01/05/2010 01/05/2010 01/05/2009 03/15/2009 03/15/2009		Start Date 02201/2010 12/01/2010 11/01/2010 01/01/2010 01/01/2010 01/01/2010 12/01/2009 10/01/2009 08/01/2009 08/01/2009 08/01/2009 06/01/2009 05/01/2009	Identifier		483 4882 4881 4881 4881 4885 4815 4812 4808 4807 4793 4793 4793 4793 4793 4793 4793 479	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.80 \$0.80 \$0.16 (\$0.42) (\$16.00) \$3.20 \$3.20 \$3.20 \$3.20 \$2.20 \$	Total Balance \$0 \$0, \$0, \$0, \$0, \$0, \$3, \$0, (\$0,4, (\$16, \$3, \$628, \$3,200, \$0, \$145, \$0, \$3, \$0, \$0, \$0, \$0, \$1, \$0, \$1, \$0, \$0, \$0, \$0, \$0, \$0, \$0, \$0
Inserted Date 01/22/2010 01/32/2010 01/32/2010 01/32/2010 01/32/2010 01/37/2010 12/32/2009 12/03/2009 12/03/2009 11/23/2009 10/10/2009 05/12/2009 05/12/2009	Type Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment Regular Regular Regular Regular Regular	Status Initial Released Released Released Released Released Prebill Released Released Released Released Released Released Released	Released // 8/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/05/2010 01/05/2010 01/05/2010 01/19/2010 04/29/2009		Start Date 02201/2010) 1201/2010 1201/2010 1001/2010 0101/2010 0101/2010 1101/2019 1001/2009 0801/2009 0801/2009 0801/2009 0801/2009 0601/2009 0601/2009 0601/2009 0601/2009	Identifier		4833 4882 4881 4880 4858 4815 4812 4807 4793 4754 3265 3150 964 4867 179	\$0.00 \$0.00 \$0.00 \$8.00 \$0.80 \$0.80 \$0.80 \$0.42 (\$16.00) \$3.20 \$828.00 \$3.200 \$3.200 \$112.00 \$112.00 \$145.06 \$2,368.00	\$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$15. \$3. \$528. \$3. \$0. \$145. \$0. \$145. \$0. \$145. \$0. \$145. \$0. \$145. \$0. \$145. \$0. \$145. \$0. \$145. \$0. \$15. \$15. \$15. \$15. \$15. \$15. \$15. \$15
Inserted Date 01/22/2010 01/22/2010 01/22/2010 01/22/2010 01/27/2010 01/27/2010 01/27/2010 12/14/2009 12/14/2009 12/05/2009 01/27/2009 05/12/2009 04/29/2009	Type Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment Adjustment Regular Regular Regular Regular Regular	Status Initial Released Released Released Released Released Released Released Released Released Released Released Released	Released // 01/18/2010 01/18/2010 01/18/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/05/2010 01/05/2010 01/05/2010 04/29/2009 06/09/2009		Start Date 02201/2010 12/01/2010 11/01/2010 01/01/2010 01/01/2010 01/01/2010 01/01/2010 12/01/2009 10/01/2009 08/01/2009 08/01/2009 06/01/2009 06/01/2009 06/01/2009 03/01/2009 03/01/2009	Identifier		4833 4882 4881 4880 4858 4815 4812 4807 4793 4793 4793 4793 4793 4793 4794 4807 4793 4794 4807 4793 4794 4877 7179 56	\$0.00) \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.80 \$3.34 \$0.16 (\$0.42) (\$16.00) \$3.200 \$12,200 \$12,200 \$12,000 \$112,000 \$145.06 \$2,268.00 \$0.00 \$0.00	\$0 \$00 \$0 \$0 \$0 \$0 \$0 \$3 \$0 (\$0 \$3 \$0 \$3 20 \$3 20 \$3 20 \$145. \$3 200 \$3 20 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
Inserted Date 01/22/2010 01/32/2010 01/32/2010 01/32/2010 01/32/2010 01/37/2010 12/32/2009 12/03/2009 12/03/2009 11/23/2009 10/10/2009 05/12/2009 05/12/2009	Type Regular Regular Regular Regular Regular Regular Regular Adjustment Adjustment Regular Regular Regular Regular Regular	Status Initial Released Released Released Released Released Prebill Released Released Released Released Released Released Released	Released // 8/2010 01/18/2010 01/18/2010 01/18/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/07/2010 01/05/2010 01/05/2010 01/05/2010 01/19/2010 04/29/2009		Start Date 02201/2010) 1201/2010 1201/2010 1001/2010 0101/2010 0101/2010 1101/2019 1001/2009 0801/2009 0801/2009 0801/2009 0801/2009 0601/2009 0601/2009 0601/2009 0601/2009	Identifier		4833 4882 4881 4880 4858 4815 4812 4807 4793 4754 3265 3150 964 4867 179	\$0.00 \$0.00 \$0.00 \$8.00 \$0.80 \$0.80 \$0.80 \$0.42 (\$16.00) \$3.20 \$828.00 \$3.200 \$3.200 \$112.00 \$145.06 \$2,368.00	\$0 \$0 \$0 \$8 \$0 \$0 \$3 \$0 (\$16, \$3 \$828 \$3,200 \$145 \$0 \$145 \$0 \$145 \$0 \$145 \$0 \$145 \$0 \$145 \$0 \$145 \$0 \$145 \$0 \$16 \$16 \$16 \$16 \$16 \$16 \$16 \$16 \$16 \$16

9. The row updates to indicate that the report status has been changed to "Pre-Bill".

lay, January	/ 22, 2010 W	veicome	-				I Want To:		Account	Settings Log
	Amal		1 1	r : c.						
	Amai	gama	ated .	Life						
	\merica's Lo									[Change Emplo
				iipaii)						
me » Emp	loyer Man	agement	» Reports,	Billing History &	Payments					
ansactions	VVork Histo	ory Emp	loyment l	Payment History	ocuments					
Billing Locati	ion:	_		L New Work F	Report New Adju	stroopt				
binnig Local	011.			I New WORKI	report new Auju	strierit				
Vork Rep	orts									
						_				
Report Sta	atus: All		🖌 Rep	ort Type: All	💉 Sh	ow Converted Reports: 📃	2			
View Work	Report Ec	dit Work R	eport I	Release 🚺 Di	elete					
Controls										
Inserted	Report	Report	Date		Report					
Date 🚽	Type	Status	Released	User Released	Start Date	Identifier		Trans#	Total Due	Total Balance
01/22/2010	Regular	Prebill	11		02/01/2010			4894	\$0.32	\$0.3
01/18/2010	Regular	Released	01/18/2010		12/01/2010			4883	\$0.00	\$0.0
01/18/2010	Regular	Released	01/18/2010		11/01/2010			4882	\$0.00	\$0.0
01/18/2010	Regular	Released	01/18/2010		10/01/2010			4881	\$0.00	\$0.0
01/18/2010	Regular	Released	01/18/2010		09/01/2010			4880	\$8.00	\$8.0
01/07/2010	Regular	Released	01/07/2010		01/01/2010			4858	\$0.00	\$0.0
12/14/2009	Regular	Released	12/14/2009		12/01/2009			4815	\$0.80	\$0.8
12/14/2009	Regular	Released	01/07/2010		11/01/2009			4812	\$3.34	\$3.3
12/08/2009	Regular	Released	01/07/2010		10/01/2009			4808	\$0.16	\$0.1
12/08/2009	Adjustment	Prebill	11		10/01/2009			4807	(\$0.42)	(\$0.4
12/01/2009	Adjustment		12/01/2009		08/01/2009			4793	(\$16.00)	(\$16.0
11/23/2009	Regular	Released	01/05/2010		09/01/2009			4754	\$3.20	\$3.2
10/10/2009	Regular	Released	01/05/2010		08/01/2009			3265	\$828.00	\$828.0
09/15/2009	Regular	Released	11/06/2009		07/01/2009			3150	\$3,200.00	\$3,200.0
06/09/2009	Regular	Released	09/15/2009		06/01/2009			964	\$112.00	\$0.0 \$0.0
05/12/2009	Regular	Released	01/19/2010		05/01/2009			4857	\$145.06	\$145.0
05/12/2009	Regular	Released	04/29/2009		04/01/2009			4057	\$2,368.00	\$145.0 \$0.0
	Regular	Released	04/29/2009		03/01/2009			56	¢2,366.00 \$0.00	\$0.0
			06/09/2009		02/01/2009			25	\$2,644.56	
04/09/2009										\$2,144.5
04/08/2009	Regular	Released								
	Regular Regular Adjustment	Released Released	04/28/2009 01/16/2009		01/01/2009			23	\$6,630.11 (\$703.34)	\$5,998.1 \$0.0

View Member Contacts in Employer Self Service

10. Click on the Employment Tab.

iday, January	22, 2010 Welcome		I Want T	o: 🗸 🗸	Account Settings Logou
	malgamatec				[Change Employe
ome » Empl	oyer Management » Repo	rts, Billing History & Payments			
Transactions	Work History Employment	Payment History Documents			
Billing Locatio	on:				
Criteria					
	tart: Hire Date		Agreement: Stop:	Al Hire Date Filter	 ▼ ▼ 77
St.	tart: Hire Date			Hire Date	

11. From here you can use the filter criteria to generate a list of members for a specific Agreement and at a specific Billing Location. You may also view/edit member information by clicking on a member from the resulting member list.

View Payment History in Employer Self Service

12. Click on the Payment History Tab. This screen shows the payment history for the employer. Use the drop-down menu to display either 'All' 'Open' or 'Closed' payments.

	y 22, 2010	Welcome	e			I Want To:	V Accou	unt Settings Logou
		1.1	nated L				-	[Change Employe
a a la seconda de la second		in the second second						
me » Emj	ployer M	anageme	ent » Reports, B	lilling History & Payme	nts			
ransactions	Work H	listory E	Employment Pay	/ment History Documents				
Billing Loca			1200	All				
	ation: I							
bining 2000								
Payments All Deposit	621 (1996 A. A.	Payment	Charles	Charle & count Ma	Charle Alta Ma	2 million	Payment	Remaining
Payments Al Deposit Date	Batch No	Payment Type	Check No	Check Account No	Check Aba No	Fund Id	Payment Amount	Remaining Amount
Payments Al	Batch No		Check No	Check Account No	Check Aba No	Fund Id Totals		
Payments Al Deposit Date	Batch No	Туре	Check No	Check Account No			Amount	Amount
Payments Al Deposit Date	Batch No	Туре	Check No	Check Account No		Totals	Amount \$828.00	Amount \$828.00
Payments Al Deposit Date 10/14/2009	Batch	Туре	Check No	Check Account No		Totals Pension	Amount \$828.00 \$828.00	Amount \$828.00 \$828.00
Payments Al Deposit Date 10/14/2009 07/01/2009	Batch	Туре	Check No	Check Account No		Totals Pension Totals	Amount \$828.00 \$828.00 \$0.00	Amount \$828.00 \$828.00 \$0.00
Payments All Deposit Date 10/14/2009 05/08/2009	Batch No	Туре	Check No	Check Account No		Totals Pension Totals Totals	Amount \$828.00 \$828.00 \$0.00 \$858.00	Amount \$828.00 \$828.00 \$0.00 \$858.00
All Deposit Date 10/14/2009 06/08/2009 04/30/2009	Batch No	Туре	Check No	Check Account No		Totals Pension Totals Totals Totals	Amount \$828.00 \$828.00 \$0.00 \$658.00 \$0.00	Amount \$828.00 \$828.00 \$0.00 \$858.00 \$0.00

View Transactions in Employer Self Service

13. Click on the Transactions Tab. This screen shows transaction activity for the employer such as work history reports that have been created and payments that have been received.

me » Employer Ma ansactions Work Hi Billing Location: Image: Control of the second	r's Labor Insura Management » History Employ	rance Co » Reports oyment	ompany® s, Billing Histo Payment History	Documents ave_Delete Activity Start: // Activity Stop: //	
Americo's me » Employer Ma ansactions Work Hi Billing Looation: riteria Mew: Defaut Trans Status: Open Fund Columns: Fund Filter Clex ransactions View Trans. Controls Trans# Insert 4894 01/22 4880 01/8 4857 01/07 4815 12/14 4808 12/08 4807 12/08 480 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4808 12/08 4807 12/08 4808 12/08 4807 12/08 4808 12/08 4808 12/08 4808 12/08 4808 12/08 4808 12/08 4808 12/08 4808 12/0	vis Labor Insura Management » History Employ ren v nd Groups v	rance Co » Reports oyment	Add Sa ans Types: All	Documents ave_Delete Activity Start: // Activity Stop: //	
Americo's me » Employer Ma ansactions Work Hi Billing Looation: riteria Mew: Defaut Trans Status: Open Fund Columns: Fund Filter Clex ransactions View Trans. Controls Trans# Insert 4894 01/22 4880 01/8 4857 01/07 4815 12/14 4808 12/08 4807 12/08 480 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4808 12/08 4807 12/08 4808 12/08 4807 12/08 4808 12/08 4808 12/08 4808 12/08 4808 12/08 4808 12/08 4808 12/08 4808 12/0	vis Labor Insura Management » History Employ ren v nd Groups v	rance Co » Reports oyment	Add Sa ans Types: All	Documents ave_Delete Activity Start: // Activity Stop: //	
Work Hi Billing Location: riteria Mew: Default Trans Status: Open Fund Columns: Fund Filter Clean rans actions View Trans. View Trans. Insert 4880 01/18 4857 01/07 4815 12/14 4808 12/08 4807 12/08 4793 11/130 4754 11/133 3265 10/13 3265 10/13 3265 10/13 3265 06/09 960 06/08	History Employ ten Markov nd Groups Markov	oyment	Payment History Add Sa ans Types: Al	Documents ave_Delete Activity Start: // Activity Stop: //	
Billing Location: riteria View: Default Trans Status: Open Fund Columns: Fund Fund Columns: Fund Filter Cle. ransactions View Trans. Controls Insert Trans# Insert 4894 01/22 4808 01/07. 4815 12/14. 4807 12/08. 4791 12/08. 4793 12/01. 4793 12/01. 4793 12/03. 4793 11/23. 3265 10/13. 3265 10/13. 3150 09/15. 963 06/09.	ven 💌 nd Groups 👻	• Tr:	Add Sa ans Types: All	ave Delete Activity Start: // Activity Stop: /	
Billing Location: riteria View: Default Trans Status: Open Fund Columns: Fund Fund Columns: Fund Filter Cle. ransactions View Trans. Controls Insert Trans# Insert 4894 01/22 4808 01/07. 4815 12/14. 4807 12/08. 4791 12/08. 4793 12/01. 4793 12/01. 4793 12/03. 4793 11/23. 3265 10/13. 3265 10/13. 3150 09/15. 963 06/09.	ven 💌 nd Groups 👻	• Tr:	Add Sa ans Types: All	ave Delete Activity Start: // Activity Stop: /	
riteria View: Default Trans Status: Open Fund Columns: Fund Filter Cle ransactions View Trans. Controls Trans# Insert 4880 01/12 4880 01/22 4880 01/22 4880 01/21 4880 01/22 4880 01/21 4880 01/22 4880 01/21 4880 12/14 4881 12/14 4807 12/08 4793 12/01 4793 12/01 4794 11/23 3265 10/01 3150 09/15 960 06/08 4793 12/01 4793 12/01 4794 11/23 4794 11/23 4794 11/23 4795 10/01 4794 11/23 4795 10/01 4795 10/01 479	nd Groups 💉	 Training 	ans Types: Al	Activity Start: / / Activity Stop: /	
View: Default Trans Status: Open Fund Columns: Fund Filter Cle. ransactions View Trans. View Trans. View Trans. Controls Insert Trans# Insert 4894 01/22 4880 01/07. 4815 12/14. 4808 12/08. 4807 12/08. 4807 12/08. 4793 12/01. 4793 11/30. 3265 10/13. 3265 10/13. 3265 10/13. 3265 10/10. 3150 09/15. 963 06/08.	nd Groups 💉	 Training 	ans Types: Al	Activity Start: / / Activity Stop: /	
Trans Status: Open Fund Columns: Fund Filter Cle. ransactions View Trans. Controls Trans# 10:84 4894 01/22 4880 4884 01/12 4884 4807 12/08 4808 12/08 4807 12/08 4808 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 11/30 4751 3265 10/13 3265 10/13 3265 10/13 3150 961 960 960	nd Groups 💉	 Training 	ans Types: Al	Activity Start: / / Activity Stop: /	
Trans Status: Open Fund Columns: Fund Filter Cle. ransactions View Trans. Controls Trans# 10:84 4894 01/22 4880 4884 01/12 4884 4807 12/08 4808 12/08 4807 12/08 4808 12/08 4807 12/08 4807 12/08 4807 12/08 4807 12/08 4807 11/30 4751 3265 10/13 3265 10/13 3265 10/13 3150 961 960 960	nd Groups 💉	 Training 	ans Types: Al	Activity Start: / / Activity Stop: /	
Fund Columns: Fund Filter Clex ransactions Clex view Trans. View Trans. Controls View Trans. Controls View Trans. Controls View Trans. Controls 1/22 4894 01/22 4880 01/18 4812 12/14 4808 12/08 4807 10/07 4812 12/14 4808 12/08 4807 11/30 4807 10/13 3205 10/13 3205 10/13 3205 10/13 3205 10/13 3150 09/15 963 06/09	nd Groups 💉	-			
Filter Clex ransactions View Trans. Controls Trans# Inserting 4894 01/22 4895 01/07 4815 12/04 4807 12/08 4808 12/08 4807 12/08 4793 12/01 4793 12/01 4793 12/01 4793 12/03 4793 12/03 4793 12/03 4793 12/03 4793 12/03 4793 11/23 3265 10/13 3265 10/13 3265 10/10 3150 09/15 963 06/09 960 06/08		×			
ransactions View Trans. Controls Trans# Inserb 4894 01/22 4880 01/07 4815 12/14 4815 12/14 4814 12/14 4807 12/08 4793 12/01 4791 11/30 3265 10/13 3265 10/10 3150 09/15 963 06/08	lear				
View Trans. Controls Trans# Inserti 4894 01/22 4880 01/82 4857 01/07. 4815 12/14. 4812 12/14. 4808 12/08. 4807 12/08. 4807 12/08. 4808 12/08. 4807 12/08. 4808 12/08. 4807 12/08. 4808 12/08. 4807 12/08. 4808 12/08. 4807 12/08. 4808 12/08. 4808 12/08. 4808 12/08. 4793 12/08. 4754 11/30. 3265 10/13. 3265 10/13. 3154 09/15. 3150 06/09. 960 06/08.					
Trans# Insert 4894 01/22 4880 01/82 4880 01/82 4880 01/82 4857 01/07 4815 12/14 4808 12/08 4807 12/08 4807 12/08 4793 12/01 4793 12/01 4791 11/30 4754 11/23 3265 10/13 3265 10/10 3154 09/15 3150 09/15 960 06/08					
4894 01/22 4880 01/18 4857 01/07 4815 12/14 4812 12/14 4808 12/08 4793 12/01 4793 12/01 4791 11/30 4754 11/23 3265 10/13 3265 10/13 3265 10/13 3150 09/15 3150 09/15 963 06/08	erted Date 🚽	Status	Туре	Identifier Activity Date Pension Balance	ce Total Balance
4857 01/07. 4815 12/14. 4815 12/14. 4808 12/08. 4807 12/08. 4793 12/01. 4793 12/01. 4793 12/01. 4794 11/23. 3286 10/13. 3285 10/13. 3265 10/10. 3154 09/15. 963 06/09. 960 06/08.	22/2010	Open	WH Report		.32 \$0.32
4815 12/14 4812 12/14 4808 12/08 4807 12/08 4793 12/01 4793 12/01 4791 11/20 3266 10/13 3265 10/13 3265 10/10 3154 09/15 3150 09/15 960 06/08	18/2010	Open	WH Report	09/01/2010 \$8	.00 \$8.00
4812 12/14 4808 12/08 4807 12/08 4793 12/01 4793 12/01 4791 11/30 3265 10/13 3265 10/13 3265 10/10 3154 09/15 3150 09/15 963 06/09		Open	WH Report	05/01/2009 \$145	
4808 12/08 4807 12/08 4793 12/01 4791 11/30 4754 11/23 3285 10/13 3285 10/13 3265 10/10 3154 09/15 963 06/09 960 06/08		Open	WH Report		.80 \$0.80
4807 12/08 4793 12/01 4791 11/30 4754 11/23 3266 10/13 3265 10/13 3265 10/10 3154 09/15 3150 09/15 963 06/09		Open	WH Report	11/01/2009 \$3	
4793 12/01. 4791 11/30 4754 11/23 3266 10//3 3265 10//3 3265 10//0 3154 09//5 3150 09//5 963 06/09 960 06/08		Open Open	WH Report Billing Adj.	10/01/2009 \$0 12/08/2009 (\$0.	
4791 11/30 4754 11/23 3265 10/13 3265 10/13 3265 10/10 3154 09/15 3150 09/15 963 06/09 960 06/08		Open	Billing Adj.	12/01/2009 (\$16.	
4754 11/23 3266 10/13 3265 10/13 3265 10/10 3154 09/15 3150 09/15 963 06/09 960 06/08		Open	Payment	1 10/14/2009 (\$828.	
3285 10/13 3265 10/10 3154 09/15 3150 09/15 963 06/09 960 06/08		Open	WH Report	09/01/2009 \$3	
3265 10/10 3154 09/15 3150 09/15 963 06/09 960 06/08		Open	Liq. Damages	10/13/2009 \$42	
3154 09/15 3150 09/15 963 06/09 960 06/08		Open	Interest	10/13/2009 \$42	
3150 09/15 963 06/09 960 06/08		Open	WH Report	08/01/2009 \$828	
963 06/09. 960 06/08.	15/2009	Open	Premium Assistance	05/15/2009 \$3,310	.00 \$3,310.00
963 06/09. 960 06/08.	15/2009	Open	WH Report	07/01/2009 \$3,200	.00 \$3,200.00
		Open	Premium Assistance	06/09/2009 \$116	
	09/2009	Open	Payment	0 06/08/2009 (\$858.)	
	09/2009	Open	WH Report	02/01/2009 \$2,144	
23 04/07	09/2009 08/2009 08/2009	Open	WH Report	01/01/2009 \$5,998	
	09/2009 08/2009 08/2009				\$14,141.01
	09/2009 08/2009 08/2009				2
	09/2009 08/2009 08/2009				
	09/2009 08/2009 08/2009				
	09/2009 08/2009 08/2009				

6: View/Update Employer Information



The Purpose of this Exercise is to illustrate how to view and update Employer Information in Employer Self-Service.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

View/Update Employer Information

1. To log in to the Employer Self-Service application, enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010 Amalgamated Life	
America's Labor Insurance Company®	
User:	
Password:	
we work for working	neonle

2. From the Employer Self-Service Home page, click on the 'View/Update Employer Information' link.

Friday, January 22, 2010 Welcome	I Want To: Account Settings	Logout
Amalgamated Life		
America's Labor Insurance Company®	[Change E	mployer]
Home		
PLEASE NOTE: Using the browser's back button within V3 may cause your ses Back button	ssion to become invalid. Please do not use the browser's	
Employer Management	News and Alerts	
<u>View/Update Employer Information</u>		
 <u>View/Update Billing Location Information</u> <u>Review Employer Reports</u>, Billing History & Payments 		
Members for Your Employer		
 <u>View/Update Member Information</u> Process a New Hire Member 		
Import Files		
Import New System Data		
Administration Functions		
<u>View/Update User Information</u>		
	we work for working people	

3. The View/Update Employer screen is displayed. From this page you can see important details about this employer such as the Employer Number, DBA, and Federal ID Number, as well as Employer Status, Address and Contact information.

riday, January 22, 2010 Welcome	I Want To: Account Settings Lo
Amalgamated Life	
America's Labor Insurance Company®	[Change Em;
ome » Employer Management » View/Update Employer	
Profile Contacts	
Prolife Contacts	
Employer Details	
Emp#:	
Name:	
FEDERAL ID #:	
Business Type: Corporation	
Sic Code 1:	
Additional Info	
Terminated Active V	
Address Information	
Add Copy Stop Print	
Address Type: Residence Valid: 🗸	
Address Apr 8, 2009 - Address Employer V	
Address 1:	
Address 2: Address 3:	
Address 3: Country: US Zip:	
City:	
State:	
Contact Information 0	
Subtype Country Phone Ext Primary	
Phone V US V X	
Email Φ	
Fax Ø	
Web Address	
Save Reset	
	we work for working people

4. Update the desired employer information then click 'Save'.



View/Add Employer Contacts

5. Click on the Contacts tab. From here you can view a list of contacts that are at this Employer. Select a contact from the Contacts section on top in order to view detailed information about that contact in the Role section below.

Friday, January 22, 2010 Welcome		I Want To:	💌 Account Settings Logout
Amalgamated Life			[Change Employed]
Home » Employer Management » View/Update Employer Profile Contacts			
Add Contact			
Contacts			
Name		vpe lember	
	М М А. А. О	ember ember ccounting ccounting ccounting ther dministrative	
Role			
Contact Information			
Prefix: First Name: Middle Name:	Last Name: Trained	Suffix:	
SSN: XXX-XX-0101 Date of Birth: 06/15/1972 Date of Death: // // Age: 37	^{Gender:} ○Female ●Male		
	Save Delete Reset		
		we work fo	or working people

6. To add a contact, click on the 'Add Contact' link.

Friday, January 22, 2010 Welcome	l Want To: 💌	Account Settings Logout
Amalgamated Life America's Labor Insurance Company*		[Change Employer]
Home » Employer Management » View/Update Employer		
Profile Contacts		
Rdd Contast		

8. A menu is displayed that will allow you to add a new contact for the current employer, add a new contact for another employer, or to link a contact.



7.

7: View/Update Billing Location Info



The Purpose of this Exercise is to illustrate how to view and update Billing Location Information in Employer Self-Service.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

View/Update Billing Location Information

1. To log in to the Employer Self-Service application, enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010 Amalgamated Life	
America's Labor Insurance Company®	
User: Password: Log In	
	we work for working people

2. From the Employer Self-Service Home page, click on the 'View/Update Employer Information' link.

riday, January 22, 2010 Welcome	I Want To: 🗸 Account Settings	Logout
Amalgamated Life		
America's Labor Insurance Company®	[Change E	mployer]
lome		
PLEASE NOTE: Using the browser's back button within V3 may cause y Back button	our session to become invalid. Please do not use the browser's	
Employer Management	News and Alerts	
View/Update Employer Information <u>View/Update Billing Location Information</u> Review Employer Reports, Billing History & Payments		
Members for Your Employer		
<u>View/Update Member Information</u> <u>Process a New Hire Member</u>		
Import Files		
Import New System Data		
Administration Functions		
<u>View/Update User Information</u>		
	we work for working people	
	we work for working people	

3. The View/Update Billing Location screen is displayed. From this page you can view and update employer billing related information.

Friday, January 22, 2010 Welcome	I Want To:	V Account Settings Logout
Amalgamated Life		
America's Labor Insurance Company®		[Change Employer]
Home » Employer Management » View/Update Billing Location	s	
Billing Location Contacts		
Billing Location:		
Billing Location		
Name:	Billing Report Level: Employer\Billing Enti	tv\Barg U
Code:	Billing Option: Prebill - Use Roster	
Location Status: Active Team: Midwest	Account Rep: Report Option: Direct Mail Bill	
Updated Date: 10/05/2009	Billing Group: Regular Bill	
Billing Stmt Print Date: 05/23/2006	Interest Type: standard	
Statement: Receive Statement	Work Location:	Search Clear New
Parent Billing Entity:		
Address Information		
Add Copy Stop Print		
Address Apr 8, 2009 - Address Employee		
Tenda. Source.		
Use Parent Address:		
Address 2:		
Address 3:		
City:	▶ I	
State:		
County:		
Contact Information		
Phone Subtype Country Phone Ext	Primary	
Phone V US V		
Email		
Fax	- -	
	u.	
	Save Reset	
	we wo	rk for working people

4. Update the desired billing location information then click 'Save'.



View/Add Employer Billing Contacts

5. Click on the Contacts tab. From this screen you can add a Employer Billing Contact. Click the 'Add Contact' link.

Amalgamated Life	I Want To:	Account Settings Logout
Home » Employer Management » View/Update Billing Locations Billing Location Contacts Billing Location: Rdd Contact		
Contacts Name	Type Member	

6. A pop-up menu is displayed that allows you to choose to add a new billing contact for the current employer, a new billing contact for a different employer, or to link a contact.

Add Contact	
Add Contact	1
New Other - Org	
Link Contact	

7. Select 'Add Contact'.



8. The Add contact screen is displayed. Enter the desired contact information and then click 'Save' to complete adding the contact.

) Welcome			I Want To:	🖌 Account Settings Log
	algamate 's Labor Insurance				[Change Emplo
ome » Employer N	lanagement » Viev	w/Update Billing Locati	ons		
illing Location Cont	acts				
Billing Location:		Add Contact			
Contacts					
Name			Туре		
			Memi	ber	
Role					
Type: Att	omey	*			
Contact Inform	nation				
Title:					
0ip Type Id:	Accounting	 ▼ Oth	er Party Code:		
SSN:			Person Id:		
Prefix:	First Name: V Test	Middle Name:	Last Name: S Contact	Suffix:	
Date of Birth:	Date of Death:	Age:	Sex:		
	11		Emale		
			OMale		
Address Add here are no addres	s records on file.				
ontact Details				ф.	
hone	Country	Phone	Ext Primary		
hone ubtype	Country US 💌	Phone		×	
hone ubtype Cellphone 💌		Phone		×××	
Home 💌	US 💌 US 💌	Phone			
hone ubtype Cellphone V Home V	US 💙	Phone		×	

9. To delete the contact, select the contact to be deleted under the Contacts area, then click 'Delete'.

	2010 Welcome		I Want To:	🗙 Account Settings Logo
	malgamated	1 T : 60		
	margamatec	I LIIE		(Change Employ
Am	erica's Labor Insurance (Company®		[Lnange Employ
ne » Employ	yer Management » View	/Update Billing Locations		
ng Location	Contacts			
Billing Loostion:		//dd Contsot		
ontacts				
Manie			Туре	
			Member Mcmbcr	
-			Member	
ole Type	a:			
Ţjpe		×		
Ţjpe	nformation			
Ţjpe			Name: Suffix:	
Type Contact Ir	formation First Name:			
Type Contact Ir	First Name:	Middle Name: Last	Name: Quffix:	
Type Contact Ir	First Name:	Middle Name: Last	Bernler 💿 I emale	
Type Contact Ir	First Name:	Middle Name: Last	Bernler 💿 I emale	
Type Contact Ir	First Name:	Middle Name: Last	∩ษแษ ⊚Iemale Male	
Type Contact Ir	First Name:	Middle Name: Last	∩ษแษ ⊚iemale Male	
Type Contact Ir	First Name:	Middle Name: Last	Reale Male Deele Resel	or working people

10. The confirm delete window is displayed, click 'OK'.

Windows Internet Explorer 🛛 🛛 🔀
You are about to delete this record. Are you sure?
OK Cancel

11. The billing contact is deleted.

Friday, January 22, 2010 Welcome	l Want To: 💙	Account Settings Logout
Amalgamated Life		[Change Employer]
Home » Employer Management » View/Update Billing Locations		
Billing Location Contacts		
Billing Location: Billing Location:		
Contacts		
Name	Туре	
	Member Member	

8: Import Files



The Purpose of this Exercise is to illustrate how to import files in Employer Self-Service.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

Import Files

- 1. Open an Excel spreadsheet on your computer that you wish to import.
- 2. Press CTRL+A.
- 3. Click on the ESS_Import.RDP icon on your desktop. Enter your username and password to login.
- 4. After the blank spreadsheet is open press CTRL+V.
- 5. Close the ESS_Import Excel window. Choose to Save the document in the default location. Name the file to save ESSImport.
- 6. To log in to the Employer Self-Service application, enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010	
Amalgamated Life	
America's Labor Insurance Company	e
	User:
	Password:
	we work for working people

7. From the Home page, click on the 'Import New System Data' link from the Import Files area.

Friday, January 22, 2010 Welcome	I Want To:	🖌 Account Settings Logout
Amalgamated Life		
		[Change Employer]
America's Labor Insurance Company®		founde rubiolei
Home		
PLEASE NOTE: Using the browser's back button within $\lor3$ may cause your sess Back button	ion to become invalid. Pleas	se do not use the browser's
Employer Management	News and Alerts	
 <u>View/Update Employer Information</u> <u>View/Update Billing Location Information</u> 		
 <u>Review Employer Reports</u>, Billing History & Payments 		
Members for Your Employer		
<u>View/Update Member Information</u> Process a New Hire Member		
<u>Process a new File Member</u>		
Import Files		
Import New System Data		
Administration Functions		
<u>View/Update User Information</u>		
	we work fo	r working people

- 8. The Import Files tab is displayed. This screen lets you import data into ESS.
- 9. The Filter section allows you to display imports by Description or Status, as well as to refine results by Start Date.

Friday, January 22, 201	0 Welcome		I Want To:	💉 Account Settings Logout
	algamated Life			[Change Employer]
Home » Import File	s » Import Files			
Import Files Import E	Details			
Filter				
Import Description: Status:		Import Start Date: 11/22/200		

10. To create a new import, click the 'New' button.

New Validate Process Refresh Void View Report Auto-Refresh:								
E Contro	s							
Details	Import Header Id	Status	Process Flag	Import Name	Import Description	Import Start Date	Process Start Date	Performance Report
<u>Details</u>	2	Not Processed	Ready	Address Validation	Unite Here Pension Fund Payroll Import	10/22/09 11:30:17 AM		
<u>Details</u>	1	Voided	Completed	Address Validation	df	9/15/09 9:08:05 AM	9/15/09 12:13:48 PM	

11. The New Import pop-up window is displayed. Select an Import Description from the drop-down list, then click the 'Browse' button. Select ESSImport file and click Open button. Then, enter an Import Description.

🐸 New Import - Mozilla Firefox 📃 🗖	_
http://172.24.43.58/unitega/app?service=external/EmployerPages:NewImport	3
	2
Done	

12. Click 'Save' to import the file.



13. A message will display indicating the file has been uploaded successfully. Click the 'Close' button to close.

🖉 New Import - Windows Internet Explorer		$\mathbf{\times}$
1 Martha 1997 Martin 199		~
		~
Your file has been successfully imported File Name: D:\V3_import_export\uniteqa\jonathan_11_04_2009_1257369699024_123 Imp Import Header 3 Id: Close	ort Fil	
Done 🛛 🙀 😜 Internet 🔍	100% -	·

14. The new import file will be displayed with a status of 'Not Processed'

	New Validate Process Refresh Void View Report Auto-Refresh:							
E Control	s							
Details	Import Header Id	Status	Process Flag	Import Name	Import Description	Import Start Date	Process Start Date	Performance Report
<u>Details</u>	3	Not Processed	Ready	Address Validation	Test Import File	11/4/09 4:21:39 PM		
<u>Details</u>	2	Not Processed	Ready	Address Validation	Unite Here Pension Fund Payroll Import	10/22/09 11:30:17 AM		Γ
<u>Details</u>	1	Voided	Completed	Address Validation	df	9/15/09 9:08:05 AM	9/15/09 12:13:48 PM	

15. To process the file, click the 'Process' button. A confirmation pop-up window will appear. Click 'OK' to begin processing.

E Control	5						
Details	Import Header Id	Status	Proce Flag	Confirm	Imnort	Process Start Date	Performance Report
<u>Details</u>	3	Not Processed	Read	Vait for this file to complete processing . Then proceed to the \ Transactions, and Payment Manager to release the report.			
<u>Details</u>	2	Not Processed	Read	Ok Cancel	9 7		
<u>Details</u>	1	Voided	Complet	eu Address Validation di	9:08:05 AM	9/15/09 12:13:48 PM	Γ

16. To void a previous/existing import, click on the desired import transaction, then click the 'Void' button. The Status will change to 'voided'.

					New Validate Process Refresh Void View Report Auto-Refresh:						
+ Control	5										
Details	Import Header Id	Status	Process Flag	Import Name	Import Description	Import Start Date	Process Start Date	Performance Report			
<u>Details</u>	3	Voided	Completed	Address Validation	Test Import File	11/4/09 4:21:39 PM	11/4/09 4:29:53 PM				
<u>Details</u>	2	Not Processed	Ready	Address Validation	Unite Here Pension Fund Payroll Import	10/22/09 11:30:17 AM					
<u>Details</u>	1	Voided	Completed	Address Validation	df	9/15/09 9:08:05 AM	9/15/09 12:13:48 PM				

17. Click the 'View Report' button to generate a report of imports.

View Report Auto-Refresh:						
Standard Import Report						
ame	Import Description	Import Start Date	Process Start Date	Performance Report		
Validation	Test Import File	11/4/09 4:21:39 PM	11/4/09 4:29:53 PM			
Validation	Unite Here Pension Fund Payroll Import	10/22/09 11:30:17 AM				
Validation	df	9/15/09 9:08:05 AM	9/15/09 12:13:48 PM			

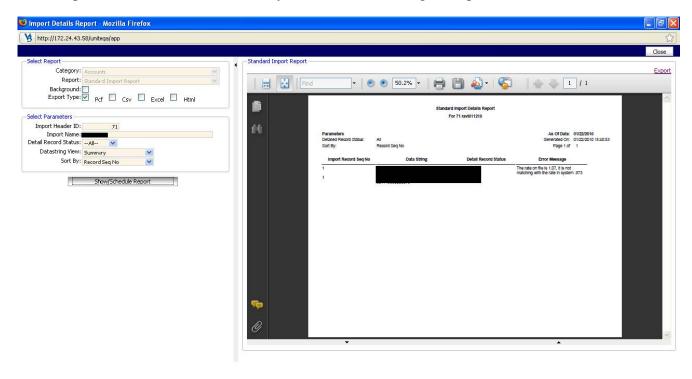
18. The Import Details Report pop-up window is displayed, allowing you to specify your report generation parameters. Once you have made your selections, click the 'Show/Schedule Report' button.

🕲 Import Details Report - Mozilla Firefox	
🛛 🧐 http://172.24.43.58/uniteqa/app?service=vcs/JasperReporting:PopupReportViewer&REPORT_DEf	
	Close
Select Report	
Category: Accounts	
Report: Standard Import Report	
Background:	
Export Type: 🗹 Pdf 🔲 Csv 💭 Excel 💭 Html	
- Select Parameters	
Import Header ID: 71	
Import Name: ravi011210	
Detail Record Status:All 💌	
Datastring View: Summary	
Sort By: Record Seq No 🛛 💉	
Show/Schedule Report	
Dest	
Done	



Done

19. The Import Details report is displayed. After reviewing the report, you can click the 'Export' link to export it to another format. Once you are done reviewing the report, click 'Close'.





9: News & Billing Alerts



The Purpose of this Exercise is to illustrate how to manage news and billing alerts in Employer Self-Service.

Please refer to the user ID / password information provided by Amalgamated Life Insurance Company.

View Alerts

20. To log in to the Employer Self-Service application, enter your User Name and Password then click 'Log In'.

Friday, January 22, 2010 Amalgamated Life America's Labor Insurance Company*		
Pa	ser: assword: Log In	
	we work f	or working people



21. From the Employer Self-Service Home page, click on the 'View/Update User Information' link.

Friday, January 22, 2010 Welcome	I Want To: 🛛 🗸 Account Settings	Logout
Amelanment of Life		
Amalgamated Life		_
America's Labor Insurance Company®	[Change E	Employer]
Home		
PLEASE NOTE: Using the browser's back button within V3 may cause you Back button	ur session to become invalid. Please do not use the browser's	
Employer Management	News and Alerts	
<u>View/Update Employer Information</u> <u>View/Update Billing Location Information</u>		
 <u>Review Employer Reports</u>, Billing History & Payments 		
Members for Your Employer		
<u>View/Update Member Information</u> Process a New Hire Member		
Import Files		
Import New System Data		
Administration Functions		
View/Update User Information		
	we work for working people	

22. The Employer User Administration screen is displayed. Select a user from the Employer Contact list.

Employer Contacts					
Add Delete					
ser	User	Userid Status			
		Active			

23. The User Details screen is displayed.

Friday, January 22, 2010 Welcome		I Want To:	Account Settings Logout
Amalgamated Life America's Labor Insurance Company*			[Change Employer]
Home » Administration Functions » Employer User Administration	n		
View/Update Employer Users Add Employer User Security			
Billing Location:			
User Details User: Password: Type: Accounting		Application Application Employer Self Service	Suspended
Reset Password Flag: Lock Account: Workflow Access: V		Business Entity List	t
Title:		Type Accou	unts Receivable 💌
Suffix: Date of Birth: /// Sex: OFemale I Male			unts Receivable
Address Information			
Add There are no address records on file.			×
Contact Information		Accou	unts Receivable 💌
Phone	¢	User Groups	
Email	Ģ	Employer Self Service Controls Department Name LOB User * LOB User - System Admin Employer User * * Universal Role	Add Delete Priority 100 istrator * 120 130
		Subscriptions Controls Display Name News	
	Save Delete		

24. The Subscriptions section is where you can opt-in the user to receive news or other alerts.

riptions
rols
Display Name
News

25. Once you have finished updating the subscriptions settings, click 'Save' to save these changes.

Save Delete
