

# Teamsters National Pipe Line Pension Plan Electronic Contribution Website User Manual

This guide is intended to show you the quick and easy way to enter contributions using your new contributions website. This guide will walk you through the following:

- How to process a new contribution form
- How to process payments via ACH
- How to modify a saved contribution form
- How to copy/modify a previous contribution form
- How to view and delete contribution forms
- How to pay multiple saved invoices

# Web Address: www.tnpl-employers.org

The screenshot shows the homepage of the National Pension Pipeline website. The header includes the logo on the left and a navigation menu with items: Home, Electronic Contribution, Employer Information, News, and Contact Us. The 'Employer Information' menu is expanded to show 'Employer Forms' and 'Employer Links'. On the right, there is a 'Login' box with fields for 'User Name' and 'Password', a 'Login' button, and links for 'Create an Account' and 'Forgot Password?'. The date 'Thursday, February 26, 2026' is displayed above the login fields. The main content area on the left is titled 'Introduction' and contains instructions on how to navigate the site and log on. A 'News / Events' box on the right states 'No news is available.' The footer contains links for 'Privacy Statement' and 'Terms Of Use', and a copyright notice for '© 2026 by BeneSys, Inc.'

- **To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user name and password for your account.**
- **If you have any difficulty when creating your account, please call (925)-208-9999 or (866) 787-0162, where someone will assist you.**

# Let's Get Started

The screenshot displays the 'National Pension Pipeline' web application. At the top left is the logo for 'TEAMSTERS NATIONAL PIPELINE'. The main header includes the text 'National Pension Pipeline' and a date 'Thursday, February 26, 2026' with links for 'My Profile' and 'Logout'. Below the header is a navigation bar with tabs: 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' tab is active, and a dropdown menu is open, highlighting 'Process Contribution'. Other options in the dropdown are 'View All Contributions' and 'Frequently Asked Questions'. The main content area shows a form for entering contribution information. The form includes fields for 'Select Contractor' (set to 'BENESYS | TEST CONTRACTOR'), 'Work Start Date' (1/1/2026), 'Work End Date' (1/31/2026), 'Process Contribution' (set to 'Enter New Contribution'), 'Contribution Type' (set to 'Regular Contribution'), and 'CBA' (set to 'California Zone 1 Local 87'). There are 'Submit' and 'Cancel' buttons at the bottom of the form. A footer contains links for 'Privacy Statement', 'Terms Of Use', and '© 2026 by BeneSys, Inc.'

- Once you have logged in, to begin entering employee contribution information, mouse over the Electronic Contribution tab and select Process Contribution as shown above.
  - This option will allow you to create and process contributions.

# Processing Contributions

The screenshot shows the 'National Pension Pipeline' web application. At the top left is the logo with the text 'TEAMSTERS NATIONAL PIPELINE'. The top right shows the date 'Thursday, February 26, 2026' and links for 'My Profile' and 'Logout'. Below the header is a navigation bar with tabs: 'Home', 'Electronic Contribution' (selected), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The main content area is titled 'Electronic Contribution' and contains the instruction 'Select the contractor from the list to submit your contributions'. The form includes several fields: 'Select Contractor:' with a dropdown menu showing 'BENESYS | TEST CONTRACTOR'; 'Work Start Date:' with a date picker set to '1/1/2026'; 'Work End Date:' with a date picker set to '1/31/2026'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form'; and a checkbox labeled 'Report no Hours'. At the bottom of the page, there is a footer with links for 'Privacy Statement' and 'Terms Of Use', and a copyright notice '© 2026 by BeneSys, Inc.'


- **Enter New Contribution** – This allows manual entry of your contribution form
- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form
- **Upload Contribution File** – Allows you to upload a data file exported from your payroll system (.CSV or .TXT format) directly to the website
- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month's submitted contribution form and copy the information to the current month's contribution form

# Entering a New Form

The screenshot shows the 'National Pension Pipeline' web application interface. At the top left is the logo with the text 'TEAMSTERS NATIONAL PIPELINE'. To the right of the logo is the text 'National Pension Pipeline'. In the top right corner, the date 'Thursday, February 26, 2026' is displayed, along with 'My Profile' and 'Logout' links. Below the header is a navigation bar with tabs: 'Home', 'Electronic Contribution' (which is highlighted), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The main content area is titled 'Electronic Contribution' and contains the instruction 'Select the contractor from the list to submit your contributions'. The form includes several fields: 'Select Contractor:' with a dropdown menu showing 'BENESYS | TEST CONTRACTOR'; 'Work Start Date:' with a date picker set to '1/1/2026'; 'Work End Date:' with a date picker set to '1/31/2026'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Regular Contribution'; and 'CBA:' with a dropdown menu showing 'California Zone 1 Local 87'. There is also an unchecked checkbox labeled 'Report no Hours' and 'Submit' and 'Cancel' buttons at the bottom of the form. At the very bottom of the page, there is a footer with links for 'Privacy Statement', 'Terms Of Use', and '© 2026 by BeneSys, Inc.'

1. Select the Contractor: If you only submit contributions for one contractor, that contractor will show by default and you won't have other contractors to select from. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors you submit for will show, from which you can select the desired contractor.
2. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
3. Select Enter New Contribution.
4. The contribution type should always be Regular Contribution.
5. Select the appropriate CBA based on the work you are reporting. This will pull the fringe rates for that CBA.
6. To report no work, please check the "Report no Hours" box.
7. Finally, click Submit to begin entry.

# Enter a New Form - Contribution Entry



## National Pension Pipeline

Thursday, February 26, 2026

[My Profile](#) [Logout](#)

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Welcome Democontractor
Last Signed In: Thursday, February 26, 2026

Home
Electronic Contribution
Contribution Payment
Employer Information
News
Contact Us

### Contribution Entry Form

**Contribution Batch**

|                  |                                      |                    |            |
|------------------|--------------------------------------|--------------------|------------|
| Contractor Name: | TEST CONTRACTOR                      | Contractor Number: | BENESYS    |
| Batch Number:    | CW26-00000004                        | Work End Date:     | 01/31/2026 |
| CBA:             | CAZ1L87 - California Zone 1 Local 87 |                    |            |

[Rate Inquiry](#)
[Add Employee](#)
[Delete Employee](#)
[Save and Complete Later](#)
[Calculate Contribution](#)
[Cancel](#)

\*Contact the Benefit Office to add new Work Classifications.  
 Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

| Row No | SSN       | Work Class                  | First Name | MI | Last Name | Hours Worked | Flat Rate | Gross Wages | Per Day | Delete?                  |
|--------|-----------|-----------------------------|------------|----|-----------|--------------|-----------|-------------|---------|--------------------------|
| 1      | 753869412 | LOCAL MEMBER                | Luke       |    | Smith     | 10.00        | 10.00     | 100.00      | 0       | <input type="checkbox"/> |
| 2      | 951874236 | TRAVELER                    | John       |    | Doe       | 20.00        | 1         | 100         | 10      | <input type="checkbox"/> |
| 3      | 741258963 | TRAVELER NO PERSON PER DIEM | Maria      |    | Johnson   | 30           | 0         | 100         | 0.00    | <input type="checkbox"/> |
| 4      |           | LOCAL MEMBER                |            |    |           | 0.00         | 0.00      | 0.00        | 0.00    | <input type="checkbox"/> |

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- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add anew employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee’s line and click Delete Employee.
- Entry of new employees is to be handled via file Dispatch or by calling the noted phone numbers.
- Enter the Hours Worked, Flat Rate, Gross Wages, and Per Day amounts in the appropriate fields.
  - Viewing of rates for each CBA & Work Class combination can be seen by clicking the Rate Inquiry.
- Click Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees’ hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

# Enter a New Form – Calculate Contributions

## Process Contribution

### Contribution Batch

Contractor Name: TEST CONTRACTOR      Contractor Number: BENESYS  
 Batch Number: CW26-00000004      Work End Date: 01/31/2026  
 CBA: CAZ1L87 - California Zone 1 Local 87

### Contractor Contribution Details:

| Work Class                   | Contractor      | Hours Worked | Flat Rate    | Gross Wages   | Per Day      | Amount          |                              |
|------------------------------|-----------------|--------------|--------------|---------------|--------------|-----------------|------------------------------|
| Local Member                 | TEST CONTRACTOR | 10.00        | 10.00        | 100.00        | 0.00         | \$4.50          | <a href="#">View Details</a> |
| Traveler                     | TEST CONTRACTOR | 20.00        | 1.00         | 100.00        | 10.00        | \$489.00        | <a href="#">View Details</a> |
| Traveler No Persion Per Diem | TEST CONTRACTOR | 30.00        | 0.00         | 100.00        | 0.00         | \$283.50        | <a href="#">View Details</a> |
| <b>TOTAL</b>                 |                 | <b>60.00</b> | <b>11.00</b> | <b>300.00</b> | <b>10.00</b> | <b>\$777.00</b> |                              |

### Employee Contribution Details:

| SSN          | Work Class                   | First Name | MI | Last Name | Hours Worked | Flat Rate    | Gross Wages     | Per Day      | Amount          |                              |
|--------------|------------------------------|------------|----|-----------|--------------|--------------|-----------------|--------------|-----------------|------------------------------|
| 951874236    | Traveler                     | John       |    | Doe       | 20.00        | 1.00         | 100.00          | 10.00        | \$489.00        | <a href="#">View Details</a> |
| 741258963    | Traveler No Persion Per Diem | Maria      |    | Johnson   | 30.00        | 0.00         | 100.00          | 0.00         | \$283.50        | <a href="#">View Details</a> |
| 753869412    | Local Member                 | Luke       |    | Smith     | 10.00        | 10.00        | 100.00          | 0.00         | \$4.50          | <a href="#">View Details</a> |
| <b>TOTAL</b> |                              |            |    |           | <b>60.00</b> | <b>11.00</b> | <b>\$300.00</b> | <b>10.00</b> | <b>\$777.00</b> |                              |

- The View Details link under Contractor Contribution Details will show you a breakdown of all calculated fringes
- The View Details link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee
- Use the Back button to return to the prior screen if you'd like to adjust work details for any employee. ***At no time*** should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.
- When all the information you've entered is correct, click the Finalize Contribution button. Note: once you've clicked Finalize Contribution, you cannot go back and make changes.

# Enter a New Form - Contractor Details

## Contractor Contribution Details

**Contractor Name:** TEST CONTRACTOR

| Fund Name | Units | Basis        | Rates   | Amount                 |
|-----------|-------|--------------|---------|------------------------|
| PENSION   | 20.00 | Hours Worked | 9.00000 | \$480.00               |
| TRAINING  | 20.00 | Hours Worked | 0.25000 | \$5.00                 |
| LAB MGMT  | 20.00 | Hours Worked | 0.20000 | \$4.00                 |
|           |       |              |         | <b>Total: \$489.00</b> |

Close

# Enter a New Form - Employee Details

## Employee Contribution Details

**First Name:** John

**Last Name:** Doe

| Fund     | Units | Basis        | Rate    | Amount                 |
|----------|-------|--------------|---------|------------------------|
| PENSION  | 20.00 | Hours Worked | 9.00000 | \$480.00               |
| TRAINING | 20.00 | Hours Worked | 0.25000 | \$5.00                 |
| LAB MGMT | 20.00 | Hours Worked | 0.20000 | \$4.00                 |
|          |       |              |         | <b>Total: \$489.00</b> |

Close

# Enter a New Form - Finalize Contributions

| Contribution Batch |                                      |                    |            |
|--------------------|--------------------------------------|--------------------|------------|
| Contractor Name:   | TEST CONTRACTOR                      | Contractor Number: | BENESYS    |
| Batch Number:      | CW26-00000004                        | Work End Date:     | 01/31/2026 |
| CBA:               | CAZ1L87 - California Zone 1 Local 87 |                    |            |

INVOICE # CW26-00000004

Your Calculated Contributions for work ending 01/31/2026: \$777.00

Remittance Amount Due: \$777.00

Invoice #: CW26-00000004  
\* PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK(S).

Invoice Date: 02/26/2026

**Amount Due:**

| Work Class                   | Fund     | Fund Code | Hours Worked | Flat Rate | Gross Wages | Per Day | Calc Hrs | Basis        | Rate    | Amount          |
|------------------------------|----------|-----------|--------------|-----------|-------------|---------|----------|--------------|---------|-----------------|
| Traveler                     | PENSION  | DB        | 20.00        | 1.00      | 100.00      | 10.00   | 20.00    | Hours Worked | 9.00000 | \$480.00        |
| Traveler                     | TRAINING | TRNG      | 20.00        | 1.00      | 100.00      | 10.00   | 20.00    | Hours Worked | 0.25000 | \$5.00          |
| Traveler                     | LAB MGMT | LBR       | 20.00        | 1.00      | 100.00      | 10.00   | 20.00    | Hours Worked | 0.20000 | \$4.00          |
| Local Member                 | PENSION  | DB        | 10.00        | 10.00     | 100.00      | 0.00    | 10.00    | Hours Worked | 0.00000 | \$0.00          |
| Local Member                 | TRAINING | TRNG      | 10.00        | 10.00     | 100.00      | 0.00    | 10.00    | Hours Worked | 0.25000 | \$2.50          |
| Local Member                 | LAB MGMT | LBR       | 10.00        | 10.00     | 100.00      | 0.00    | 10.00    | Hours Worked | 0.20000 | \$2.00          |
| Traveler No Persion Per Diem | PENSION  | DB        | 30.00        | 0.00      | 100.00      | 0.00    | 30.00    | Hours Worked | 9.00000 | \$270.00        |
| Traveler No Persion Per Diem | TRAINING | TRNG      | 30.00        | 0.00      | 100.00      | 0.00    | 30.00    | Hours Worked | 0.25000 | \$7.50          |
| Traveler No Persion Per Diem | LAB MGMT | LBR       | 30.00        | 0.00      | 100.00      | 0.00    | 30.00    | Hours Worked | 0.20000 | \$6.00          |
| <b>TOTAL</b>                 |          |           |              |           |             |         |          |              |         | <b>\$777.00</b> |

**Employee Details:**

| SSN          | Name           | Work Class | HW           | F            | CW              | PD           | DB              | TRNG           | LBR            |
|--------------|----------------|------------|--------------|--------------|-----------------|--------------|-----------------|----------------|----------------|
| XXXXX4236    | Doe, John      | TRV        | 20.00        | 1.00         | \$100.00        | 10.00        | \$480.00        | \$5.00         | \$4.00         |
| XXXXX8963    | Johnson, Maria | TRVNPD     | 30.00        | 0.00         | \$100.00        | 0.00         | \$270.00        | \$7.50         | \$6.00         |
| XXXXX9412    | Smith, Luke    | LCMBR      | 10.00        | 10.00        | \$100.00        | 0.00         | \$0.00          | \$2.50         | \$2.00         |
| <b>TOTAL</b> |                |            | <b>60.00</b> | <b>11.00</b> | <b>\$300.00</b> | <b>10.00</b> | <b>\$750.00</b> | <b>\$15.00</b> | <b>\$12.00</b> |

- **Clicking Finalize Contribution will take you to the above screen, which gives the below options.**
  - **Pay Now** – Takes you to the next step so you can remit payment via ACH or Check
  - **Print Invoice** – Use this option to print a copy of the invoice for your records
  - **Done** - Use this option to enter another contribution form before making your payment

# Enter a New Form - Pay Invoice(s)

Home    Electronic Contribution    **Contribution Payment**    Employer Information    News    Contact Us

Pending Payment

Select Contractor: BENESYS | TEST CONTRACTOR ▼    Invoice Number:

\* Invoice Begin Date: 2/20/2026 ▼    \* Invoice End Date: 2/26/2026 ▼

In accordance with the Collection Procedures, remittance reports and contributions must be delivered and post marked no later than the 15th day of the month following the month in which work was performed (the "Due Date") and are considered delinquent if not received by the Due Date. Pursuant to the Collection Procedures adopted by the Trustees of the Teamsters National Pipeline Pension, Training, and Labor-Management Cooperation Trust fund, all contributions not received by the Due Date are due liquidated damages assessed in the amount of 20% of the delinquent contributions and interest at the rate of seven and a half percent (7.5%) per annum on a non-compounded basis, until delinquent contributions are paid in full. If reports and contributions are remitted within fifteen (15) calendar days after the Due Date, interest and liquidated damages on said contributions shall be automatically waived.

Pending Invoice:

| <input type="checkbox"/>            | Invoice #     | Wrk Date   | Section Code | Section                    | Cont No. | Amount     | Submitted By   | Trans. Date |
|-------------------------------------|---------------|------------|--------------|----------------------------|----------|------------|----------------|-------------|
| <input checked="" type="checkbox"/> | CW26-00000004 | 01/31/2026 | CAZ1L87      | California Zone 1 Local 87 | BENESYS  | \$777.00   | DemoContractor | 02/26/2026  |
| <input type="checkbox"/>            | CW26-00000001 | 01/31/2026 | NYZ1L282     | New York Zone 1 Local 282  | BENESYS  | \$1,092.00 | DemoContractor | 02/26/2026  |

- After selecting **Pay Now**, you will be taken to the **Pending Payment** page which will show all contribution forms entered on the website that have not yet been paid. Here, you will select the open invoice(s) you would like to remit payment for (via ACH or Check).
- Once you check the box(es) to the left of the invoice(s) desired, click the **Select Invoice** button.

# Enter a New Form - Pay Invoice(s)

Home    Electronic Contribution    **Contribution Payment**    Employer Information    News    Contact Us

Pending Payment

**Payment Summary**  
**(1) Invoice Selected**  
**Total amount due: \$777.00**

Select Contractor:     Invoice Number:

\* Invoice Begin Date:     \* Invoice End Date:

In accordance with the Collection Procedures, remittance reports and contributions must be delivered and post marked no later than the 15th day of the month following the month in which work was performed (the "Due Date") and are considered delinquent if not received by the Due Date. Pursuant to the Collection Procedures adopted by the Trustees of the Teamsters National Pipeline Pension, Training, and Labor-Management Cooperation Trust fund, all contributions not received by the Due Date are due liquidated damages assessed in the amount of 20% of the delinquent contributions and interest at the rate of seven and a half percent (7.5%) per annum on a non-compounded basis, until delinquent contributions are paid in full. If reports and contributions are remitted within fifteen (15) calendar days after the Due Date, interest and liquidated damages on said contributions shall be automatically waived.

Pending Invoice:

| <input type="checkbox"/>            | Invoice #     | Wrk Date   | Section Code | Section                    | Cont No. | Amount     | Submitted By   | Trans. Date |
|-------------------------------------|---------------|------------|--------------|----------------------------|----------|------------|----------------|-------------|
| <input checked="" type="checkbox"/> | CW26-00000004 | 01/31/2026 | CAZ1L87      | California Zone 1 Local 87 | BENESYS  | \$777.00   | DemoContractor | 02/26/2026  |
| <input type="checkbox"/>            | CW26-00000001 | 01/31/2026 | NYZ1L282     | New York Zone 1 Local 282  | BENESYS  | \$1,092.00 | DemoContractor | 02/26/2026  |

- After clicking Select Invoice, the invoice(s) you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).
- If the amount is correct, click Make Payment.
  - Use the Edit Selection option if you selected the wrong invoice(s). This will allow you to change your selections.

# Enter a New Form - Pay Invoice(s)

Home    Electronic Contribution    **Contribution Payment**    Employer Information    News    Contact Us

Make Payment

| Invoice#      | Wrk Date   | Section                    | Cont No. | Amount          |
|---------------|------------|----------------------------|----------|-----------------|
| CW26-00000004 | 01/31/2026 | California Zone 1 Local 87 | BENESYS  | \$777.00        |
| <b>TOTAL</b>  |            |                            |          | <b>\$777.00</b> |

Total Invoice Amount : **\$777.00**  
Invoice Adjustment Amount:   
Total Amount Due: **\$777.00**  
Adjustment Reason:

Pay By:  ACH(Online)    Check

- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
  - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
  - When an adjustment amount is entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

# Enter a New Form - Pay Invoice(s)

| Invoice#      | Wrk Date   | Section                    | Cont No. | Amount          |
|---------------|------------|----------------------------|----------|-----------------|
| CW26-00000004 | 01/31/2026 | California Zone 1 Local 87 | BENESYS  | \$777.00        |
| <b>TOTAL</b>  |            |                            |          | <b>\$777.00</b> |

Total Invoice Amount : **\$777.00**  
Invoice Adjustment Amount:   
Total Amount Due: **\$777.00**  
Adjustment Reason:

Pay By:  ACH(Online)  Check

- Now select your Pay By type
  - If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).
    - First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.
  - This information will be saved for future contributions and only needs to be updated if it has changed.


Select Contractor:  NC

\* Routing Number:

\* Bank Account Number:

\* Account Type:  Checking  Saving

Bank Name:



Get New Image

\* Please enter the characters as shown in the image.

# Enter a New Form - Pay Invoice(s)

Home    Electronic Contribution    **Contribution Payment**    Employer Information    News    Contact Us

## ACH Payment

In accordance with the Collection Procedures, remittance reports and contributions must be delivered and post marked no later than the 15th day of the month following the month in which work was performed (the "Due Date") and are considered delinquent if not received by the Due Date. Pursuant to the Collection Procedures adopted by the Trustees of the Teamsters National Pipeline Pension, Training, and Labor-Management Cooperation Trust fund, all contributions not received by the Due Date are due liquidated damages assessed in the amount of 20% of the delinquent contributions and interest at the rate of seven and a half percent (7.5%) per annum on a non-compounded basis, until delinquent contributions are paid in full. If reports and contributions are remitted within fifteen (15) calendar days after the Due Date, interest and liquidated damages on said contributions shall be automatically waived.

**Total Amount Due: \$777.00**

Bank Account Number: ( Last 4 digits ) [REDACTED]

Routing Number: ( Last 4 digits ) [REDACTED]

Bank Name: [REDACTED]

Account Type: Checking

Settlement Date: 3/2/2026

\*Note:Click Edit Account to correct your bank account.

○ **Once on the ACH Payment screen:**

- **Input a settlement date for when you would like the funds withdrawn from your account. Note: because there is a 2 work day lag between when ACH transactions are submitted and when they are deposited into the fringe fund's bank account, you must submit your payment at least 2 work days prior to when you want it to be considered paid.**
- **If you have an ACH block on your bank account, please make sure that you provide your bank the appropriate details in order for the payment to be processed.**
- **After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records.**

**This information will also be saved under the Contribution Payments tab of the website.**

**If you select to pay by check, after you click Submit on the Make a Payment screen, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.**

# Modify A Saved Contribution Form

Thursday, February 26, 2026

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 26, 2026

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR ▼

Work Start Date: 1/1/2026 ▼ Work End Date: 1/31/2026 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Enter New Contribution

CBA: **Modify / Submit Saved Contribution**

Upload Contribution File

Copy / Modify Previous Report Form

Report no Hours

Privacy Statement | Terms Of Use | © 2026 by BeneSys, Inc.

- If you select **Modify / Submit Saved Contribution** from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.

# Modify A Saved Contribution Form

The screenshot shows the 'National Pension Pipeline' web application. The header includes the logo and navigation links for 'My Profile' and 'Logout'. The main navigation bar has tabs for 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, displaying a form to select a contractor and process a contribution. The form includes a 'Select Contractor' dropdown set to 'BENESYS | TEST CONTRACTOR', a 'Process Contribution' dropdown set to 'Modify / Submit Saved Contribution', and a 'Batch Number' dropdown. Below the dropdown is a table of saved batches.

| Batch Number  | CBA                       | Work Start Date | Work End Date |
|---------------|---------------------------|-----------------|---------------|
| CW26-00000003 | ( CAZ11.87 ) California Z | 01/01/2026      | 01/31/2026    |

1. Select a saved batch by selecting its batch number from the Batch Number drop down list.
2. Click the Submit button.
3. The rest of the process is the same as entering a new contribution form (refer to instructions above).

# Copy/Modify Previous Report Form

Thursday, February 26, 2026  
My Profile Logout

Welcome Democontractor Last Signed In: Thursday, February 26, 2026

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR ▼

Work Start Date: 1/1/2026 ▼ Work End Date: 1/31/2026 ▼

Process Contribution: Copy / Modify Previous Report Form ▼

\* Invoice Number: Invoice Number | CBA | Work StartDate | Work EndDate

Check here to zero out hours and amounts from previous period

| Invoice Number | CBA                      | Work Start Date | Work End Date |
|----------------|--------------------------|-----------------|---------------|
| CW26-00000004  | ( CAZ1L87 ) California Z | 01/01/2026      | 01/31/2026    |
| CW26-00000002  | ( CAZ1L87 ) California Z | 01/01/2026      | 01/31/2026    |
| CW26-00000001  | ( NYZ1L282 ) New York    | 01/01/2026      | 01/31/2026    |

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- If you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously used by you for the selected CBA. This can be beneficial when you consistently report on the same employees each pay period.
  1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
  2. From the Invoice Number drop down list, select the Invoice you would like to copy.
  3. Check the box in the bottom left of the screen to zero out any information from the copied data. This will keep the same employees but zero out their form details so you can enter the correct amounts for this pay period.
  4. Click the Submit button.
  5. The rest of the process is the same as entering a new contribution form (refer to instructions above).

# Upload a Contribution File

The screenshot shows the National Pension Pipeline web application. At the top left is the logo for TEAMSTERS NATIONAL PIPELINE. The page title is "National Pension Pipeline". In the top right corner, it says "Thursday, February 26, 2026" and has links for "My Profile" and "Logout". Below the header is a navigation bar with tabs: "Home", "Electronic Contribution" (which is highlighted), "Contribution Payment", "Employer Information", "News", and "Contact Us". The main content area is titled "Electronic Contribution" and contains the instruction "Select the contractor from the list to submit your contributions". Below this is a form with several fields: "Select Contractor:" with a dropdown menu showing "BENESYS | TEST CONTRACTOR"; "Work Start Date:" with a date picker set to "1/1/2026"; "Work End Date:" with a date picker set to "1/31/2026"; "Process Contribution:" with a dropdown menu showing "Enter New Contribution"; "Contribution Type:" with a dropdown menu showing "Enter New Contribution", "Modify / Submit Saved Contribution", and "Upload Contribution File" (which is highlighted with a red box); and "CBA:" with a dropdown menu showing "Copy / Modify Previous Report Form". There is also a checkbox labeled "Report no Hours". At the bottom of the page, there are links for "Privacy Statement", "Terms Of Use", and "© 2026 by BeneSys, Inc."

- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported
  1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
  2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
  3. Click the Choose File button to find the .CSV or .TXT file you want to use.

# Upload a Contribution File

Whether you export from your payroll system or you use Excel to create spreadsheets with employee information, you need to save your file as a .CSV or .TXT file. Simply select “File,” “Save As,” and choose .CSV or .TXT from the “Save as type” drop down list.

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. A header line should *not* be used in your file (i.e. employee contribution information should begin in row 1). If a header line is included, it will cause errors when uploading.

| A         | B          | C          | D          | E              | F            | G         | H           | I       |
|-----------|------------|------------|------------|----------------|--------------|-----------|-------------|---------|
| SSN       | Work Class | Last Name  | First Name | Middle Initial | Hours Worked | Flat Rate | Gross Wages | Per Day |
| 789456222 | TRVNPD     | Conners    | Sarah      | G              | 10           | 12        | 20          | 10      |
| 445566123 | TRV        | Michaelson | Luke       | V              | 10           | 0         | 10          | 0       |
| 748596125 | LCMBR      | Petrov     | David      |                | 10           | 8         | 1000        | 1       |

# Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund's work classes are shown below.

| Code     | Description                           |
|----------|---------------------------------------|
| TRVNPD   | Traveler No Pension Per Diem          |
| TRVNDC   | Traveler No Defined Contribution/401k |
| TRV      | Traveler                              |
| LCMBR    | Local Member                          |
| JRNY     | JOURNEYMAN                            |
| GFOR     | General Foreman                       |
| FORE     | Foreman                               |
| DFLT-CNV | Default Conversion                    |
| DFLT     | Default Work Classification           |
| COLL     | Collection                            |
| APPR     | APPRENTICE                            |

# Upload a Contribution File

Home    Electronic Contribution    Contribution Payment    Employer Information    News    Contact Us

Contribution Entry Form

**Contribution Batch**

|                  |                                      |                    |            |
|------------------|--------------------------------------|--------------------|------------|
| Contractor Name: | TEST CONTRACTOR                      | Contractor Number: | BENESYS    |
| Batch Number:    | CW26-00000006                        | Work End Date:     | 01/31/2026 |
| CBA:             | CAZ1L87 - California Zone 1 Local 87 |                    |            |

[Rate Inquiry](#)   
 [Add Employee](#)   
 [Delete Employee](#)   
 [Save and Complete Later](#)   
 [Calculate Contribution](#)   
 [Cancel](#)

\*Contact the Benefit Office to add new Work Classifications.  
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

| Row No | SSN       | Work Class                   | First Name | MI | Last Name  | Hours Worked | Fiat Rate | Gross Wages | Per Day | Delete?                  |
|--------|-----------|------------------------------|------------|----|------------|--------------|-----------|-------------|---------|--------------------------|
| 1      | 789456222 | TRAVELER NO PERSION PER DIEM | Sarah      | G  | Conners    | 10.00        | 12.00     | 20.00       | 10.00   | <input type="checkbox"/> |
| 2      | 445566123 | TRAVELER                     | Luke       | V  | Michaelson | 10.00        | 0.00      | 10.00       | 0.00    | <input type="checkbox"/> |
| 3      | 748596125 | LOCAL MEMBER                 | David      |    | Petrov     | 10.00        | 8.00      | 1000.00     | 1.00    | <input type="checkbox"/> |
| 4      |           | LOCAL MEMBER                 |            |    |            | 0.00         | 0.00      | 0.00        | 0.00    | <input type="checkbox"/> |

- Upon clicking Submit, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.
- Once the file has been successfully uploaded, you can proceed as if you were entering a new contribution form (refer to instructions above).

# How to View Past Contribution Forms

The screenshot displays the 'National Pension Pipeline' web application. At the top left is the 'TEAMSTERS NATIONAL PIPELINE' logo. The page title is 'National Pension Pipeline'. In the top right corner, the date 'Thursday, February 26, 2026' is shown, along with 'My Profile' and 'Logout' links. Below the header is a navigation bar with 'Welcome Democontractor' on the left and 'Last Signed In: Thursday, February 26, 2026' on the right. The main navigation menu includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. Under the 'Electronic Contribution' menu, a dropdown is open, showing 'Process Contribution', 'View All Contributions' (highlighted with a red box), and 'Frequently Asked Questions'. Below the navigation is a search area with 'Select Contractor:' followed by a dropdown menu, a 'Search' button, 'Begin Date:' with a date selector set to '2/20/2026', and 'End Date:' with a date selector set to '2/26/2026'. A red 'Special Note' is visible below the search area. At the bottom of the page, there are links for 'Privacy Statement', 'Terms Of Use', and '© 2026 by BeneSys, Inc.'

- You can view all your previously submitted contributions by selecting the View All Contributions link as shown above.

# How to View Past Contribution Forms

|      |                         |                      |                      |      |            |
|------|-------------------------|----------------------|----------------------|------|------------|
| Home | Electronic Contribution | Contribution Payment | Employer Information | News | Contact Us |
|------|-------------------------|----------------------|----------------------|------|------------|

View All Contributions

Select Contractor:  Begin Date:  End Date:

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their account is setup).
- Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).

# How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Thursday, February 26, 2026

Home | **Electronic Contribution** | Contribution Payment | Employer Information | News | Contact Us

View All Contributions

Select Contractor:  Begin Date:  End Date:

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

| Invoice #                     | Wrk Date   | Section Code | Section                    | No.Empl | Cont No. | Contractor      | Amount     | Status  | Payment        | Deposit Dt | Submitter      | Trans. Dt  | Del                      |
|-------------------------------|------------|--------------|----------------------------|---------|----------|-----------------|------------|---------|----------------|------------|----------------|------------|--------------------------|
| <a href="#">CW26-00000004</a> | 01/31/2026 | CAZ1L87      | California Zone 1 Local 87 | 3       | BENESYS  | TEST CONTRACTOR | \$777.00   | Pending |                |            | DemoContractor | 02/26/2026 | <input type="checkbox"/> |
| <a href="#">CW26-00000002</a> | 01/31/2026 | CAZ1L87      | California Zone 1 Local 87 | 2       | BENESYS  | TEST CONTRACTOR | \$622.50   | Pending | ACH - Adjusted | 03/02/2026 | DemoContractor | 02/26/2026 | <input type="checkbox"/> |
| <a href="#">CW26-00000001</a> | 01/31/2026 | NYZ1L282     | New York Zone 1 Local 282  | 3       | BENESYS  | TEST CONTRACTOR | \$1,092.00 | Pending |                |            | DemoContractor | 02/26/2026 | <input type="checkbox"/> |

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- If you wish to delete any of the invoices shown, you may do so from this screen, however, ***you can only*** delete invoices with a “Pending” status. To delete these invoices, check the box in the **Del** column next to the invoices to be deleted, then click the **Delete Contribution** button at the bottom of the page.
- To delete invoices with an “In Process” status, you will need to contact the fund office.
- Invoices with a “Paid” status cannot be deleted, as these have already been processed and entered into the contributions system.

# How to Make Payments on Multiple Saved Forms

The screenshot shows the National Pension Pipeline web application. The top navigation bar includes the logo, the title 'National Pension Pipeline', the date 'Thursday, February 26, 2026', and links for 'My Profile' and 'Logout'. Below the navigation bar, a welcome message 'Welcome Democontractor' is displayed, along with the last signed-in date. The main content area features a navigation menu with 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Contribution Payment' menu is expanded, showing options: 'Make a Payment' (highlighted with a red box), 'View All Payment', 'Account Management', and 'Make Variance Payment'. Below the menu, there is a form for selecting a contractor (BENESYS | TEST CONTRACTOR), invoice begin and end dates (2/20/2026 and 2/26/2026), and a search field. A red warning message is displayed below the form, stating that contributions must be delivered by the 15th day of the month following the month in which work was performed. Below the warning, there is a 'Pending Invoice' section with a table of invoices and 'Select Invoice' and 'Cancel' buttons.

**Pending Invoice:**

|                          | Invoice #     | Wrk Date   | Section Code | Section                    | Cont No. | Amount     | Submitted By   | Trans. Date |
|--------------------------|---------------|------------|--------------|----------------------------|----------|------------|----------------|-------------|
| <input type="checkbox"/> | CW26-00000004 | 01/31/2026 | CAZ1L87      | California Zone 1 Local 87 | BENESYS  | \$777.00   | DemoContractor | 02/26/2026  |
| <input type="checkbox"/> | CW26-00000001 | 01/31/2026 | NYZ1L282     | New York Zone 1 Local 282  | BENESYS  | \$1,092.00 | DemoContractor | 02/26/2026  |

- If you have entered and saved multiple invoices and have not yet processed a payment for them, you can process one payment for multiple invoices, whether by ACH or Check.
- From the Contribution Payment dropdown menu choose Make a Payment (see above).

# How to Make Payments on Multiple Saved Forms

- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice Numbers you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

## Questions

**For questions, enrollment, or training, please call (410) 872-9531 or (888) 290-4995 and ask to speak with someone from our Contributions Team.**