

# **Producers' Health Benefits Plan**

Electronic Contribution Website

Demo Manual  
February 1, 2014

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# GENERAL INFORMATION

## Description

The Electronic Contribution Website allows employers to submit fringe benefit contributions for their Employees over the Internet in a secure and expedient fashion. To ensure the security of the information being input, the website is protected with 128 bit security encryption (and uses the https protocol) when transmitting information to BeneSys' data center.

## Website Address

The website is located at:

[www.phbp.org](http://www.phbp.org)

## Basic Requirements

This website is best viewed with Internet Explorer version 8.0 or above. This product works with all types of Browsers.

# STATIC INFORMATION

The following types of information are available without logging in:

- Frequently Asked Questions. This section lists various questions on how the contribution process works.
- Employer Information – Contains Employer specific information related to forms and links of interest.
- News – Displays news items that are of interest to Employers.
- Contact Us – Displays the contact information for the Benefits Office. Please do not hesitate to contact the Benefits Office with any questions or concerns.

# LOG ON

The Electronic Contributions portion of the website is located in the secure area. The secure area is accessed by clicking the “Login” link at the top of the screen on the right hand side. After clicking “Login”, the user is taken to the Electronic Contribution Contractor Listing Screen.

Enter your login information for entry into the system.



- Both the Username and Password will be provided to the end user upon self-registration.

# ENTER NEW CONTRIBUTIONS

1. To submit contributions, the end user must go to the “Electronic Contribution” tab. Once in this tab, the end user must select the contractor name, as well as the work month and work year.

Screenshot of the PHBP website showing the 'Electronic Contribution' tab. A yellow arrow points to the 'Electronic Contribution' tab in the navigation bar. The form below includes fields for 'Select Contractor' (Sample Employer), 'Work Start Date' (12/1/2013), 'Work End Date' (12/31/2013), 'Process Contribution' (Enter New Contribution), 'Contribution Type' (Regular Contribution), and 'CBA'.

- Staff Employers, please choose the work month prior to the month you are paying coverage for; i.e. if you are paying for coverage for the March 2014 month, please select the work start and end dates for February 2014.
- There are three different PA’s
  - o Freelance – If you would like to submit contributions for Freelancers
  - o Staff Option 1 – Medical Only
  - o Staff Option 2 – Medical, Dental and Vision

2. The end user must submit a contribution for all Staff employees who will receive coverage.

Screenshot of the PHBP website showing the 'Contribution Entry Form'. It displays contractor information for BONEFIDE PRODUCTIONS and a table with two rows of employee data.

Row No	SSN	Work Class	First Name	MI	Last Name	Flat Rate	Days Worked	Hours Worked	Delete?
1		EMPLOYEE				1.00	0.00	0.00	<input type="checkbox"/>
2		EMPLOYEE				1.00	0.00	0.00	<input type="checkbox"/>

- There are four different Work Classifications:
  - o Employee
  - o Employee + Spouse/Domestic Partner
  - o Employee + Child(ren)
  - o Family

- All members who received a contribution the prior month will show up here. Enter a "1" under the Flat Rate Column if you will be paying the contribution for the next month's coverage. You can add employees, who are not listed, by typing in the employee's Social Security Number and hitting enter. This will populate the employee's information. Once a contribution has been entered for all members, click "Calculate Contribution."

3. This will take you to the totals page.

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Process Contribution

**Contribution Batch**

Contractor Name: Contractor ID: 22436  
 Batch Number: CW14-0000022 Work End Date: 12/31/2013  
 CBA: Staff Option 1

**Contractor Contribution Details:**

Work Class	Contractor	Flat Rate	Days Worked	Hours Worked	Amount
Employee		1.00	0.00	0.00	\$285.06 <a href="#">View Details</a>
<b>TOTAL</b>		<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$285.06</b>

**Employee Contribution Details:**

SSN	Work Class	First Name	MI	Last Name	Flat Rate	Days Worked	Hours Worked	Amount
	Employee				1.00	0.00	0.00	\$285.06 <a href="#">View Details</a>
<b>TOTAL</b>					<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$285.06</b>


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4. Review the amounts to make sure they correspond with your calculations. Once everything has been verified, click "Finalize Contribution."
5. Other functions:
  - a. If the end user finds an error, they may click the "Back" button and it will take them back to the previous screen to make adjustments.
  - b. If the end user verifies and agrees with the amounts, they will select "Finalize Contribution" which will bring them to the invoice receipt.
  - c. If the end user clicks "Cancel," they will be directed to the first screen. All information will be saved.
  - d. Clicking on the "View Details" link on either the Contractor or Employee portion of the screen will break down the amount to be contributed by fringe fund.

- Clicking "Finalize Contributions" will bring you to the receipt. Feel free to print a copy for your records. But please note, under the "Electronic Contribution" tab, you have the option to view ALL submitted contributions; so it is not necessary to print the receipt.

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**Contribution Batch**

<b>Contractor Name:</b>		<b>Contractor ID:</b>	22436
<b>Batch Number:</b>	CW14-0000024	<b>Work End Date:</b>	12/31/2013
<b>CBA:</b>	Staff Option 1		

INVOICE # CW14-0000018

Your Calculated Contributions for work ending 12/31/2013: **\$285.06**

Your Adjustment: **\$0.00**

Remittance Amount Due: **\$285.06**

Mail Check To:

**Overnight Mail**  
 PHBP  
 ATTN:Customer LB #4650  
 5860 Uplander Way  
 Culver City, CA 90230

**Invoice #:** CW14-0000018  
\* 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

**Invoice Date:** 01/27/2014

**Amount Due:**

Work Class	Fund	Fund Code	Flat Rate	Days Worked	Hours Worked	Calc Hrs	Basis	Rate	Amount
Employee	Health & Welfare	HW	1.00	0.00	0.00	1.00	Flat Rate	285.0600	\$285.06
<b>TOTAL</b>									<b>\$285.06</b>

**Employee Details:**

Name	Work Class	FR	D	H	HW
Employee	Employee	1.00	0.00	0.00	\$285.06
<b>TOTAL</b>					<b>\$285.06</b>

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- Once everything has been completed, please click the “Pay Now” button and you will be directed to a different page.

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Pending Payment

Contractor Number: [ ] Invoice Number: [ ]  
 \* Invoice Begin Date: 12/27/2013 \* Invoice End Date: 1/27/2014  
 Search Clear

Submission and payment of Benefit Fund Contributions are due on or before the 15th day following the work month for Staff Employers and 10th of the month for Freelance contributions. Payments received after the due date will be subject to a liquidated damages fee of 20% of any delinquency.

Pending Invoices:

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Adj.Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/> CW14-00000018	12/31/2013	STA1	Staff Option 1	22436	\$285.06	\$0.00	DemoUser	01/27/2014
<input type="checkbox"/> CW14-00000016	12/31/2013	STA1	Staff Option 1	22436	\$285.06	\$0.00	DemoUser	01/27/2014
<input type="checkbox"/> CW14-00000015	12/31/2013	STA1	Staff Option 1	22436	\$285.06	\$0.00	DemoUser	01/24/2014
<input type="checkbox"/> CW14-00000014	12/31/2013	FREE	Freelance	22436	\$8.00	\$0.00	DemoUser	01/23/2014
<input type="checkbox"/> CW14-00000013	12/31/2013	FREE	Freelance	22436	\$8.00	\$0.00	DemoUser	01/23/2014
<input type="checkbox"/> CW14-00000012	12/31/2013	FREE	Freelance	22436	\$16.00	\$0.00	DemoUser	01/23/2014
<input type="checkbox"/> CW14-00000011	12/31/2013	STA1	Staff Option 1	22436	\$912.19	\$0.00	DemoUser	01/23/2014
<input type="checkbox"/> CW14-00000009	12/31/2013	FREE	Freelance	22436	\$8.80	\$0.00	DemoUser	01/23/2014
<input type="checkbox"/> CW14-00000008	12/31/2013	FREE	Freelance	22436	\$136.00	\$0.00	DemoUser	01/23/2014
<input type="checkbox"/> CW14-00000006	01/31/2014	FREE	Freelance	22436	\$2.40	\$0.00	DemoUser	01/23/2014
<input type="checkbox"/> CW14-00000001	12/31/2013	FREE	Freelance	22436	\$247.20	\$0.00	DemoUser	01/22/2014

Select Invoice Cancel Selection

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- Select the Invoice(s) you would like to pay for and click “Select Invoice” in the bottom left corner.

- This will show the total amount due. Click “Make Payment” and you will be directed to the payment center. Please follow the on-screen directions to submit the payment.

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Pending Payment

Payment Summary  
 (1) Invoice Selected  
 Total amount due: \$285.06  
 Make Payment Edit Selection

Contractor Number: [ ] Invoice Number: [ ]  
 \* Invoice Begin Date: 12/27/2013 \* Invoice End Date: 1/27/2014  
 Search Clear

Submission and payment of Benefit Fund Contributions are due on or before the 15th day following the work month for Staff Employers and 10th of the month for Freelance contributions. Payments received after the due date will be subject to a liquidated damages fee of 20% of any delinquency.

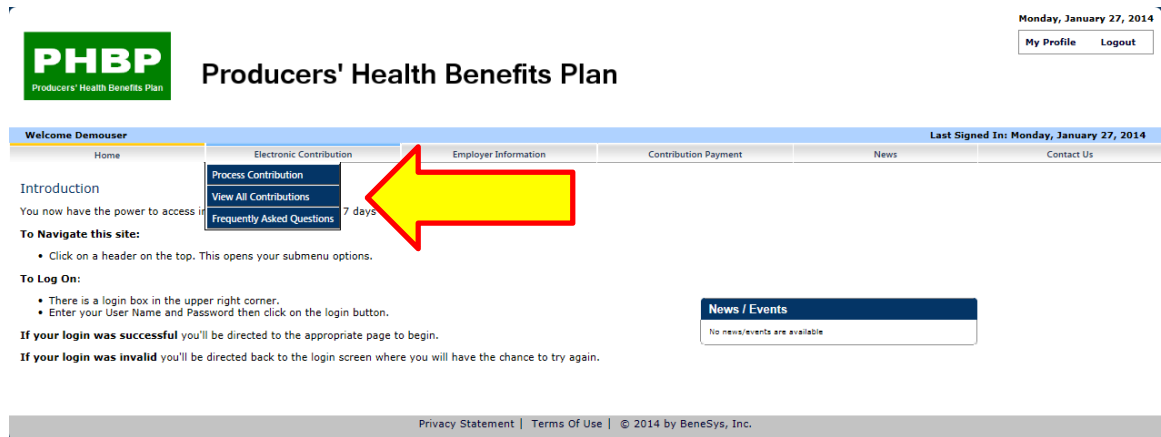
Pending Invoices:

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Adj.Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/> CW14-00000018	12/31/2013	STA1	Staff Option 1	22436	\$285.06	\$0.00	DemoUser	01/27/2014

# CONTRACTOR VIEW ALL CONTRIBUTIONS SUBMITTED.

To view all contributions submitted, from the “Electronic Contribution” menu, select “View All Contributions.”

Select the contractor for whom you want to view the contributions and click search.

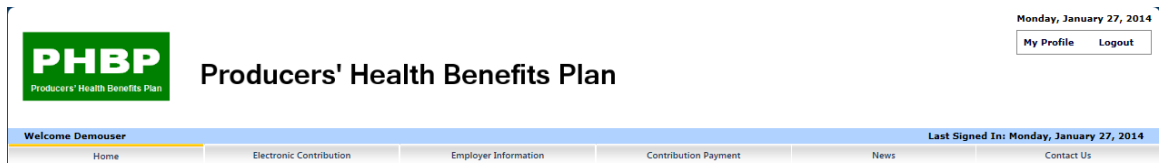


A listing of all contributions will be displayed.

Clicking on the Invoice # displays the Invoice with Details.

# LOG OFF

Clicking on the Logout link on the top right hand corner logs the end user out. The end user will automatically be logged out after extended periods of inactivity; all unsaved work will be lost.



# COMMONLY ASKED QUESTIONS

- 1) **I was entering data and stopped entering to do something else. When I returned later, the data was not there. Why did this happen?**

For any inactivity any unsaved data is lost and the user has to redo the unsaved portion of the work all over again. This is done to ensure that the data security is maintained.

- 2) **I realized after finalizing the data that I have made a mistake. What do I do?**

Once submitted, the contributions cannot be altered. However, the user has the option to delete out the bad contribution submitted using the View all Contributions Option from the left hand navigation menu, provided the invoice has *not* been marked as "Posted". If it has been marked as posted, the user will have to contact the Fringe Benefit Fund office.