Internet Payment System Overview: Dashboard

**PAYMENTS HISTORY**
View payments authorized via the IPS (this includes ACH’s and Check Pledges)

**REQUEST PERIODS**
Access current or historical Reports and view remittance details

**FEEDBACK**
Have comments, concerns or suggestions pertaining to the IPS? Send the NBF’s an email

**QUICK LINKS**
- **For easy navigation throughout the site no matter where you are**
  - **Employer Profile:** Access and maintain employer managers, bank profiles and more
  - **Dashboard:** Return to dashboard from anywhere on the site
  - **Make A Payment:** Select finalized reports to confirm electronic payment or mailing a check
  - **Change Employer:** Easily navigate from one employer to another if managing multiple employers
  - **Logout:** Effectively closes your current active session

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IPS Dashboard: FAQ’s Coming Soon
Internet Payment System Overview: Requests

**FILTER CONTRACTS**
Allows narrowing to view only specific local contracts, useful for employers reporting under multiple contracts.

**REPORT LINE ITEMS**
Report lines are easily expandable or collapsible to view just the right amount of detail.
- **Line Item Descriptions:** Descriptions on the line items help make sense of contract codes.
- **Date/SSN Column:** Reflects the report end date (and start date when rates in the month are split).

**ADD REPORT CATEGORIES**
Select a wage category from available contract groups to add a report to the Remittance Request.

**FINALIZE ALL**
Quickly lock groups of reports all at once.

**GROUP HEADERS**
Displays valuable identifying information pertaining to the contract group.

**ACTION CONTROLS**
Quickly access essential functions and information:
- **Reports Button:** Generate pdf of your reports before and after payment.
- **Fund Amounts:** Provides details of the National and Local computed obligations.
- **Actions Button:** Conveniently delete unwanted line items, finalize completed reports or un-finalized locked items.

**CONTRACT GROUP SUMMARY INFORMATION**
Report totals for Hours, Wages, National Contributions computed and paid are conveniently displayed on each report header row.
- **Contract Group Totals:** Displays a grand total of all column data in the footer row of each contract group.

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Internet Payment System Overview: Make A Payment

Line Item Rows:
Each row represents finalized reports awaiting payment.

Line Item Details:
Identifies each row as a report under a specific contract and reflects the report month and year.

National Totals:
Totals columns provide summarized totals for each line item row.

Total Column:
Reflects the current computed total for each line item row.

National Paid:
Shows any monies previously paid/applied to a report.

National Due:
Is the amount that can be selected for payment (current computed amount less any monies previously paid/applied).

Payment Selection Columns:
Provides convenient access to view and select reports that will be authorized for payment.

Pay National Column:
Selects items for National Payments, selected items are totaled in green.

Pay Local Column:
Reflects the computed local fund obligations as a reference.

Pay Local - One Stop Program:
Items can be selected for direct payment to the local trust funds (applicable in Local Unions signed on to the NBF’s One Stop initiative).

Authorize Payments:
Pay buttons bring users into a convenient payment function to choose how reports will be paid; via ACH (electronic direct debit) or by Check Pledge (will be mailing a check).

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**Internet Payment System Overview: Employer Profile**

**COMPANY INFO FROM OUR DATABASE**
Basic identifying information is shown; let us know if we have it wrong.

**CONTROL MANAGERS & USERS**
Adding and removing additional managers is simple; an existing user/manager can now enable/disable access to the IPS for certain individuals within their organization.

**COMPANY INFORMATION**
Employer information is accessible from within the Employer Profile.

**Edit Company Info:** Some information can be updated or edited by users from within the site.

**BANK ACCOUNT PROFILES**
Convenient access to Add, Modify or Remove bank profile information.

A Bank Profiles is needed to authorize electronic payments on the IPS.

IPS Employer Profile: FAQ’s Coming Soon