

PSWA

# Employers Guide to Online Reporting

Employee Contributions Made Easy



## Getting Started

Using internet Explorer or Firefox, you can log into WebERF to report contributions.

Enter the WebERF URL <https://uaw.weberf.com> in your web browser's address bar. This will open the Terms of Use. To continue you must click on **I Agree** tab.

### **UAW Labor-Management Group Pension Plan**

## Terms of Use

Efforts have been made to ensure that the information on this website is accurate and complete. However, it is possible that there may be errors, omissions or other problems may have occurred. Neither the Trust Fund(s), nor the Plan Administrator and Plan Sponsors of the Trust Fund(s) take any responsibility for these and expressly disclaim responsibility for these.

This website contains a summary of the rights and benefits that pertain to you under each Plan. In the event of any difference between this website and the actual provisions of the Plan(s), the Plan(s) will govern. The Plan(s) are available from the Plan Administrator.

Please note that benefit information is subject to verification and updating. The Board of Trustees of the Fund(s) retains sole authority to interpret or amend the terms of the Plan(s) or benefits. To avoid confusion, note the date through which the information provided is current. If you believe the information is inaccurate, notify the Plan Administrator as soon as possible. Obtain confirmation of the information from the Plan Administrator before making decisions affecting your benefits.

This website is not intended to provide you with financial counseling or tax advice. You should consult your own advisers for guidance on when to retire and when making other important financial decisions.

If you have any questions or concerns about any of the data and/or information at this website or wish to obtain a copy of the Plan document(s), please contact the Plan Administrator.

**Pacific Southwest Administrators (PSWA)**  
**4399 Santa Anita Avenue, Suite 150 \* El Monte, CA 91731**  
**Office Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m. (PST)**  
**Phone: (626) 279-3072 or (626) 279-3046**

**I Agree**

\*Google has dropped support many 3<sup>rd</sup> party plug-ins. The pdf files created by WebERF are not supported on Google Chrome.

# Site Login

## Web Employer Reporting Form (WebERF)

### Site Login

To access the secure information on this Web site, you must provide a valid login. Enter your User ID and Password in the fields below and then click the Submit button.

<b>User ID:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
	<input type="button" value="Submit"/>

WebERF requires a copy of the free Adobe® Reader® installed on the browser. Click on the button below to get the Adobe® Reader®.



On the **SITE LOGIN** page, enter your **UserID** and **Password** in their respective fields. Now click the **SUBMIT** option to continue to the **WEBERF HOME** page.

A **UserID** and **Password** will be provided to you for your initial login. You can change both your **UserID** and **Password** to make them easier to remember.

# Changing Your User ID and Password

WebERF Change Password - Initial Login - Internet Explorer  
https://uaw.weberf.com/WebERF/changeInitialPW.do?ChangepwAfterLogin=Yes

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

ZZZ Employer Test Account

## Change Password on Initial Login

Your new Password will take effect the next time you login.

**Passwords:**

- are case sensitive
- **should** be a minimum length of 7 characters and a maximum length of 12 characters
- **should** be a mix of numbers and letters (alphanumeric)
- **should not** contain special characters (do not use \$, %, &, etc.)
- **should not** be the same as previous passwords

Enter your old and new Passwords in the fields below and then click the Update button. Fields marked with an asterisk ("\*") are required.

Your new Password will take effect the next time you login.

Old Password\*:

New Password\*:

Confirm Password\*:

[Close Window](#)

Announcements

to Current Announcements

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When you login to the **WEBERF HOME** page for the first time, you will be prompted to change your password.\*

It is recommended to change your password right away. If you choose to not change your password at this time, you will be prompted to change it every time you log into the **WEBERF HOME** page until it is changed.

\*If your web browser has a pop-up blocker enabled, you will not see the initial **CHANGE PASSWORD** pop-up. You can still change your password by allowing this website to open pop-ups on your web browser, or by clicking the **Change User ID/Password** hyperlink on the right hand side of the **WEBERF HOME** page.

# WebERF Home Page

System Administrator

## WebERF Home

Welcome to WebERF, the UAW Labor-Management Group Pension Plan electronic Employer Report Form submission facility.

Select an option below:

- [Change Password](#)
- [Select Employer](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Add/Edit Employer Projects](#)

Announcements
No Current Announcements

On the **WEBERF HOME** page, you have many tools and options at your finger tips

**Create New Report:** Click on this link to create a new report.

**View List of Pended and Finalized Reports:** This link lets you view all past and current unfinished and finalized reports.

**Employer Administrative Reports:** This link allows you to view all contribution reports you have completed online.

**Add/Edit Projects:** This link allows you to view all projects that are setup on your account.

**Announcements:** At the bottom of the page, there are global and personal announcements that are general or specific for your account.

# Creating a New Report

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

System Administrator

## WebERF Home

Welcome to WebERF, the UAW Labor-Management Group Pension Plan electronic Employer Report Form submission facility.

Select an option below:

- [Change Password](#)
- [Select Employer](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Add/Edit Employer Projects](#)

**Announcements**

No Current Announcements

To create a new report, click on the [Create New Report](#) hyperlink. This will take you to the **PROCESSING OPTIONS** page.

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

System Administrator

## Select Employer ID

Enter an Employer ID or select an Employer from the list and then click the Submit button.

Employer ID:

OR

Select Employer:

Enter your Employer ID number

# Processing Options

System Administrator on behalf of ZZZ Employer Test Account

## Processing Options

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

<b>Reporting Period From*:</b>	August 1, 2017 <a href="#">change</a>
<b>Report Type*:</b>	<input checked="" type="radio"/> Regular <input type="radio"/> No Employees <input type="radio"/> Adjustment
<b>Data Source*:</b>	<input type="radio"/> Prelist <input checked="" type="radio"/> Blank Form <input type="radio"/> Import File
<b>Employer Report Form ID:</b>	<input type="text"/>
<b>Sort Order:</b>	First: <input type="text" value="None"/> Second: <input type="text" value="None"/> Third: <input type="text" value="None"/>

2 Agreements found, displaying all Agreements.

No.	NCH	Status	Agreement
1.	<input type="checkbox"/>	Not Reported	<a href="#">United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 - 509 Partic (LOCAL 887 - CBA)</a>
2.	<input type="checkbox"/>	Finalized (1)	<a href="#">United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 - 509 Partic (LU509 - CBA)</a>

In the **PROCESSING OPTIONS** page, you will need to choose the Reporting Period you will be reporting by clicking on [change](#).

From this page you can have various options to help you modify and simplify your report.

**Agreement:** Allows you to select the agreement for the type of work you will be reporting.

**Report Type:** You will need to select a report type, **Regular** for report with hours or **No Employee\*** for a report with no employees worked for that month.

**Data Source:** This option allows you to select how you want to start your report.

**Prelist:** Uses information from the last report you have submitted

**Blank Form:** Starts a blank form with no data.

**Import File:** Allows you to import data from a reporting program you may already use or from Excel.

**Employer Report Form ID:** This allows you to add your own custom name for easily identifying this report.

Agreements that you are required to report will be listed under **Agreement**. This also gives you information if you have **Not Reported** or have **finalized** any reports. Select and click on the **Agreement** option you will be reporting.

# General Reporting Information

In the **CREATE/REPORT** page, enter all the required information that is marked with an asterisk (\*).

ZZZ Employer Test Account

## Create/Edit Report

**Employer ID:** 900000  
**Contractor:** ZZZ Employer Test Account  
**Address 1:** 4399 Santa Anita Ave., #150  
**Address 2:**  
**Address 3:**  
**City, State, Zip Code:** El Monte, CA 91731  
**Phone:** Ext:  
**Fax:**

**Federal ID Number:** null  
**Report Period:** 08/01/2017  
**EDI Reference Number:** Report Not Yet Finalized  
**Agreement:** United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 (LU509-CBA) - Current Rates  
**Job Class Type:** All

**Employer Notes** (maximum of 250 characters)

### Set Defaults

**Employees** (fields marked with an asterisk ("\*") are required)  1st Report in Area  Last Report in Area  Supplemental Report

SSN*	Last Name*	First Name*	MI	Job Class	Hours*	Remove
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
						<input type="checkbox"/>



# Report Editing Options

ZZZ Employer Test Account

Tuesday, September 19, 2017

## Create/Edit Report

Employer ID: 900000  
Contractor: ZZZ Employer Test Account  
Address 1: 4399 Santa Anita Ave., #150  
Address 2:  
Address 3:  
City, State, Zip Code: El Monte, CA 91731  
Phone: Ext:  
Fax:

Federal ID Number: null  
Report Period: 08/01/2017  
EDI Reference Number: Report Not Yet Finalized  
Agreement: United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 (AMER SVCS TECH-CBA) - Current Rates  
Job Class Type: All

Clr Form Remove Save Delete Rpt Pend Calculate

Employer Notes (maximum of 250 characters)

### Set Defaults

Employees (fields marked with an asterisk ("\*") are required)  1st Report in Area  Last Report in Area  Supplemental Report

SSN*	Last Name*	First Name*	MI	Job Class	Hours*	Remove
111-11-1111	Smith	John		Journeyman	100.00	<input type="checkbox"/>
222-22-2222	Russell	Bill		Journeyman	50.50	<input type="checkbox"/>
					0.00	<input type="checkbox"/>

The options on this page can help you edit your report in many ways.

**Clr Form:** allows you to completely clear all the information you have entered without deleting the report.

**Remove:** allows you to remove a single line of information on the report form after clicking on the small **Remove** box next to the **Term Date** field

**Save:** Allows you to save the current information you have entered on the report form.

### Once you are done adding/editing this information, there are three ways to handle the report:

**Delete Rpt:** Deletes the entire form for the work period you selected.

**Pend:** Pends your report for future editing/adding of information you have added.

**Calculate:** Calculates the contribution amounts you will need to submit to the Trust Fund for this report. Clicking this option also sends you the final steps of your online report.

# Computation of Payment



A message will pop up asking to open or save. Select Open.

## ZZZ Employer Test Account

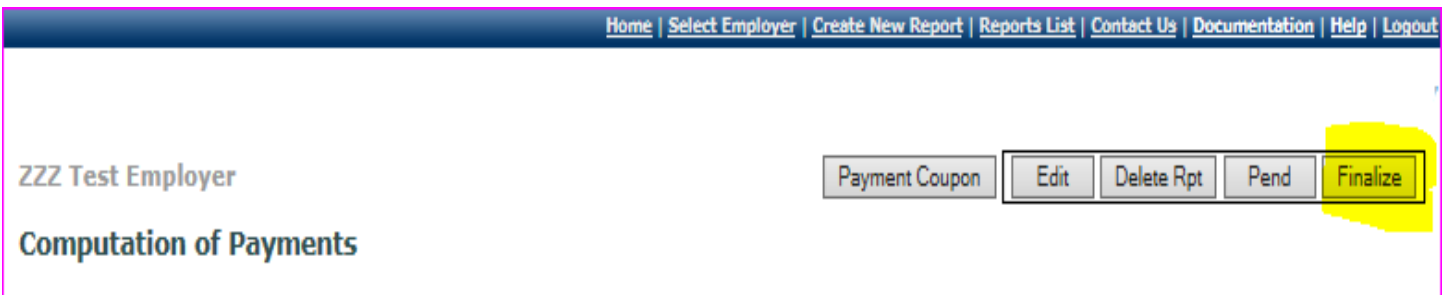
<b>Employer ID:</b> 900000	<b>Federal ID Number:</b>	08/01/2017
<b>Contractor:</b> ZZZ Employer Test Account	<b>Report Period:</b>	Report Not Yet Finalized
<b>Address:</b> 4399 Santa Anita Ave., #150 El Monte, CA 91731	<b>ED1 Reference Number:</b>	509 Partic (AMER SVCS TECH - CBA) - Current Rates
<b>Phone:</b>	<b>Agreement:</b>	United Automobile, Aerospace, Agricultural Implement Workers of America
<b>Fax:</b>	<b>Report Type:</b>	LU 509
	<b>Job Class Type:</b>	Regular
		All

1st Report in Area   
  Last Report in Area   
  Supplemental Report

Employees							
No.	SSN	Last Name	First Name	MI	Hrs Class	J/C	Hours
1	222-22-2222	Russell	Bill		WORK	J	50.50
2	111-11-1111	Smith	John		WORK	J	100.00
<b>Totals:</b>							<b>150.50</b>
<b>Grand Totals:</b>							<b>150.50</b>

ID	Hours Class	J/C	Hours	PEN	Totals
900000	WORK	J	150.50	1,3500	
				203.18	203.18
<b>Grand Totals:</b>			<b>150.50</b>	<b>\$ 203.18</b>	<b>\$ 203.18</b>

The **COMPUTATION OF PAYMENT** page provides a complete and thorough breakdown of the contributions you will need to submit. This page also shows the total contribution amount you will need to submit. Close the window



# Finalizing your Report

To finalize your report, you will need to click the **FINALIZE** option. Window will pop-up giving details to of Payment. Click on Finalize option to complete transaction.

ZZZ Employer Test Account  
Employer ID: 900000

Details for United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 (AMER SVCS TECH-CBA)  
Report Period: 08/01/2017

Make Payment(s) As Follows:

Payment	Payable To	Amount	Mail To	Instructions
Check #1	UAW Labor-Management Group Pension Plan	\$203.18	UAW Labor-Management Group Pension Plan P O Box 5406 El Monte, CA 91734	Mail original and copy with your check.

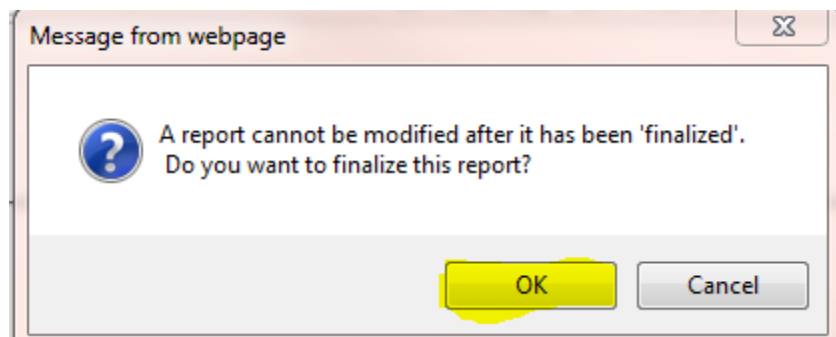
**Finalize** Cancel

## Computation of Payments

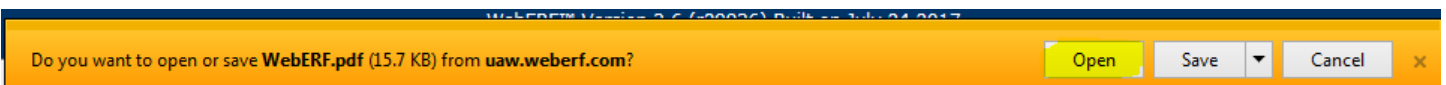
Local	Job Type	J/C	Fund	Hours	Rate	Amt Due
	JOURNEYMAN	J	UAW PENSION	150.50	1.3500	203.18
\$203.18	\$203.18					\$203.18
<b>Grand Totals</b>						
			Fund	Hours		Amt Due
			UAW PENSION	150.50		203.18
						<b>Pay This Amount: \$203.18</b>

Be sure to include the EDI Reference Number in the Memo portion of check(s).

Message will pop up advising a report cannot be modified after it has been 'finalized'. Click on OK to complete Report Form.



Message will pop up asking to open or save. Select open.



# Computation of Payments

UAW Labor-Management Group Pension Plan  
4399 Santa Anita Ave., #150  
El Monte, California 91731

**ZZZ Employer Test Account**

**Employer ID:** 900000  
**Contractor:** ZZZ Employer Test Account  
**Address:** 4399 Santa Anita Ave., #150  
 El Monte, CA 91731  
**Phone:**                      **Ext:**  
**Fax:**

**Federal ID Number:** 08/01/2017  
**Report Period:** 0001-5058-5009-2014  
**EDI Reference Number:** 509 Partic (AMER SVCS TECH - CBA) - Current Rates  
**Agreement:** United Automobile, Aerospace, Agricultural Implement Workers of America  
 LU 509  
 Regular  
 All

1st Report in Area   
  Last Report in Area   
  Supplemental Report

Employees							
No.	SSN	Last Name	First Name	MI	Hrs Class	J/C	Hours
1	222-22-2222	Russell	Bill		WORK	J	50.50
2	111-11-1111	Smith	John		WORK	J	100.00
<b>Totals:</b>							<b>150.50</b>
<b>Grand Totals:</b>							<b>150.50</b>

ID	Hours Class	J/C	Hours	PEN	Totals
900000	WORK	J	150.50	1.3500	
				203.18	203.18
<b>Grand Totals:</b>			<b>150.50</b>	<b>\$ 203.18</b>	<b>\$ 203.18</b>

Your report will now have an **EDI Reference Number** indicating transaction is now complete. Computation of Payments will give the Details of the Employees. Close the window

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

ZZZ Test Employer

**Computation of Payments**

**Payment Coupon**

Computation of Payment. Select Payment Coupon.

## Payment Details

ZZZ Test Employer

**Payment Details**

**Computation of Payments**

Do you want to open or save **WebERF.pdf** (15.8 KB) from [uaw.weberf.com](http://uaw.weberf.com)?

Payment Detail – message will pop up asking to open or save. Select open. Payment coupon will appear.

# Payment Coupon



UAW Labor-Management Group Pension Plan  
4399 Santa Anita Ave., #150  
El Monte, California 91731

## Payment Coupon for ZZZ Employer Test Account

Employer ID: 900000  
 Contractor: ZZZ Employer Test Account  
 Address: 4399 Santa Anita Ave., #150  
 El Monte, CA 91731  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Contractor License: \_\_\_\_\_  
 Business Type: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_  
 Report Period: 08/01/2017  
 EDI Reference Number: 0001-5058-5009-2014  
 Agreement: 509 Partic (AMER SVCS TECH - CBA) - Current Rates  
 United Automobile, Aerospace, Agricultural Implement Workers of America  
 LU 509  
 Report Type: Regular  
 Job Class Type: All  
 Date Report Finalized: 09/19/2017

ID	Hours Class	J/C	Hours	PEN	Totals
900000	WORK	J	150.50	1.3500 203.18	203.18
<b>Grand Totals:</b>			<b>150.50</b>	<b>\$ 203.18</b>	<b>\$ 203.18</b>

### REPORT DUE ON THE 15th OF THE MONTH

Be sure to include the EDI Reference Number 0001-5058-5009-2014 in the Memo portion of check(s).

Make Payment(s) As Follows:

Payment	Date	Amount Due	Payable To	Instructions	Mail To
Check #1		\$ 203.18	UAW Labor-Management Group Pension Plan	Mail original and copy with your check.	UAW Labor-Management Group Pension Plan P O Box 5406 El Monte, CA 91734

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

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

Once you have finalized the report, you will need to click the **Payment Coupon** option. The Payment Coupon is the breakdown of contribution you will need to print and mail to UAW– Trust Fund.

**Note:** you must always finalize your report once you are ready to send payment. This step will move your report into a permanent file. Once you finalize your report, you will not be able to change that report.

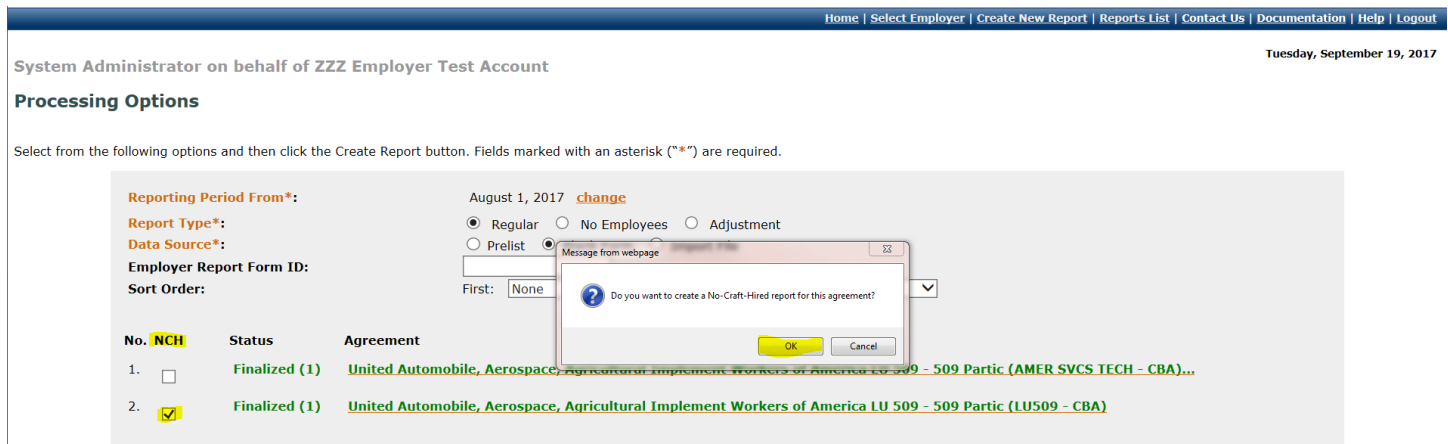
If you need to make an adjustment on a finalized report, contact the Trust Fund Office.

# If You Have No Employees to Report

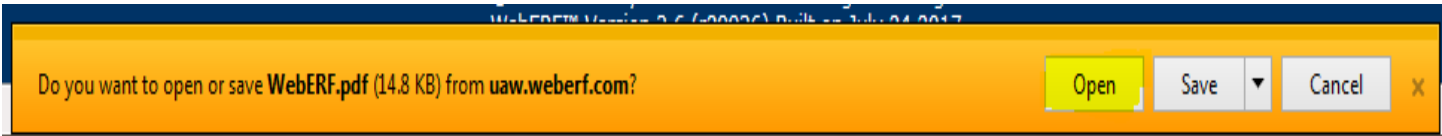
The same steps are used to file a no employees worked.




If you have no hours to report, click on, **NCH** and you will get a pop up asking “Do you want to create a No-Craft –Hired report for this agreement?” By clicking on OK the system will generate a “**No Employees**” report form.



Pop up Message below will appear at bottom of screen. Select open.



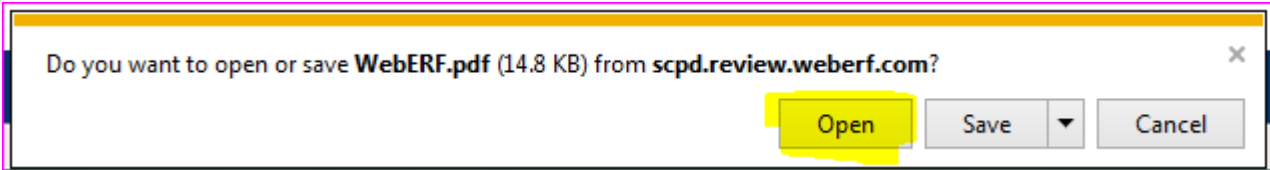
Review window below will opens showing no members and hours. Close window.

 **UAW Labor-Management Group Pension Plan**  
4399 Santa Anita Ave., #150  
El Monte, California 91731


**ZZZ Employer Test Account**

<b>Employer ID:</b> 900000	<b>Federal ID Number:</b>	
<b>Contractor:</b> ZZZ Employer Test Account	<b>Report Period:</b> 08/01/2017	
<b>Address:</b> 4399 Santa Anita Ave., #150 El Monte, CA 91731	<b>EDI Reference Number:</b> Report Not Yet Finalized	
<b>Phone:</b>	<b>Agreement:</b> 509 Partic (LU509 - CBA) - Current Rates	
<b>Fax:</b>	United Automobile, Aerospace, Agricultural Implement Workers of America	
	LU 509	
	<b>Report Type:</b> No Employees	
	<b>Job Class Type:</b> All	

1st Report in Area     Last Report in Area     Supplemental Report



A message will appear asking to open or save. Select Open

 **UAW Labor-Management Group Pension Plan**  
4399 Santa Anita Ave., #150  
El Monte, California 91731

**ZZZ Employer Test Account**

<b>Employer ID:</b> 900000	<b>Federal ID Number:</b>	
<b>Contractor:</b> ZZZ Employer Test Account	<b>Report Period:</b> 08/01/2017	
<b>Address:</b> 4399 Santa Anita Ave., #150 El Monte, CA 91731	<b>EDI Reference Number:</b> Report Not Yet Finalized	
<b>Phone:</b>	<b>Agreement:</b> 509 Partic (AMER SVCS TECH - CBA) - Current Rates	
<b>Fax:</b>	United Automobile, Aerospace, Agricultural Implement Workers of America	
	LU 509	
	<b>Report Type:</b> Regular	
	<b>Job Class Type:</b> All	

1st Report in Area     Last Report in Area     Supplemental Report

Review window opens. Close window

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

ZZZ Test Employer

Payment Coupon Edit Delete Rpt Pend **Finalize**

**Computation of Payments**

Computations of Payments window will open. Select Finalize

ZZZ Employer Test Account  
Employer ID: 900000

**Details for United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 (LU509-CBA)**  
Report Period: 08/01/2017

Make Payment(s) As Follows:

Payment	Payable To	Amount	Mail To	Instructions
Check #1	UAW Labor-Management Group Pension Plan	\$ .00	UAW Labor-Management Group Pension Plan P O Box 5406 El Monte, CA 91734	Mail original and copy with your check.

**Finalize** Cancel

Select Finalize

ZZZ Employer Test Account  
Employer ID: 900000

**Details for United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 (LU509-CBA)**  
Report Period: 08/01/2017

Make Payment(s) As Follows:

Payment	Payable To	Amount	Mail To	Instructions
Check #1	UAW Labor-Management Group Pension Plan	\$ .00	UAW Labor-Management Group Pension Plan P O Box 5406 El Monte, CA 91734	Mail original and copy with your check.

Message from webpage

A report cannot be modified after it has been 'finalized'. Do you want to finalize this report?

**OK** Cancel

**Finalize** Cancel

A message will pop up stating the report cannot be modified after it has been finalized. Select ok

WebERF Version: 3.6 (2008) Build: July 04 2017

Do you want to open or save **WebERF.pdf** (14.8 KB) from **uaw.weberf.com**?

**Open** Save Cancel

A message will pop up asking to open or save. Select open.





## ZZZ Employer Test Account

**Employer ID:** 900000  
**Contractor:** ZZZ Employer Test Account  
**Address:** 4399 Santa Anita Ave., #150  
El Monte, CA 91731  
**Phone:**  
**Ext:**  
**Fax:**

**Federal ID Number:**  
**Report Period:** 08/01/2017  
**EDI Reference Number:** 0001-5058-6632-2744  
**Agreement:** 509 Partic (LU509 - CBA) - Current Rates  
United Automobile, Aerospace, Agricultural Implement Workers of America  
LU 509  
No Employees  
**Report Type:** All  
**Job Class Type:**

1st Report in Area     Last Report in Area     Supplemental Report

Your report will now have an **EDI Reference Number** indicating transaction is now complete. Close window

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

ZZZ Test Employer

Payment Coupon

Computation of Payments

Computation of Payment window will open. Select Payment Coupon

WebERF Version 3.6 (2006) Build 1.1.1.1.1.1.1

Do you want to open or save WebERF.pdf (15.3 KB) from uaw.weberf.com?

Open Save Cancel x

A message will pop up asking to open or save. Select open.

# Coupon for No Employees Reported



**UAW Labor-Management Group Pension Plan**  
 4399 Santa Anita Ave., #150  
 El Monte, California 91731

## Payment Coupon for ZZZ Employer Test Account

**Employer ID:** 900000  
**Contractor:** ZZZ Employer Test Account  
**Address:** 4399 Santa Anita Ave., #150  
 El Monte, CA 91731  
**Phone:** \_\_\_\_\_ **Ext:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Contractor License:** \_\_\_\_\_  
**Business Type:** \_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_  
**Report Period:** 08/01/2017  
**EDI Reference Number:** 0001-5058-6632-2744  
**Agreement:** 509 Partic (LU509 - CBA) - Current Rates  
 United Automobile, Aerospace, Agricultural Implement Workers of America  
 LU 509  
**Report Type:** No Employees  
**Job Class Type:** All  
**Date Report Finalized:** 09/19/2017

### REPORT DUE ON THE 15th OF THE MONTH

Be sure to include the EDI Reference Number 0001-5058-6632-2744 in the Memo portion of check(s).

**Make Payment(s) As Follows:**

Payment	Date	Amount Due	Payable To	Instructions	Mail To
Check #1		\$ 0.00		Mail original and copy with your check.	UAW Labor-Management Group Pension Plan P.O. Box 5406 El Monte, CA 91734

**Signature** \_\_\_\_\_

1st Report in Area       Last Report in Area       Supplemental Report

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

Mail Payment Coupon to UAW – Trust Fund.

# Viewing Pended and Finalized Reports

System Administrator

## WebERF Home

Welcome to WebERF, the UAW Labor-Management Group Pension Plan electronic Employer Report Form submission facility.

Select an option below:

- [Change Password](#)
- [Select Employer](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Add/Edit Employer Projects](#)

### Announcements

No Current Announcements

**WebERF** offers simple online ways to keep track of all reports created.

To view any pended or finalized reports you have created, click the [View List of Pended and Finalized Reports](#) link on the WebERF Home page, this will take you to the **Available Reports** page.

System Administrator on behalf of ZZZ Employer Test Account

Tuesday, September 19, 2017

## Report History

### Select Unfinished Employer Reporting Form

To resume processing, select an unfinished report from the list below:

#### Unfinished Reports

- [\[DEL\] 8/1/17 509 Partic \(AMER SVCS TECH - CBA\) - United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 - Current Rates](#)
- [\[DEL\] 8/1/17 509 Partic \(LU509 - CBA\) - United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 - Current Rates](#)

### View Finalized Employer Reporting Form

To view a finalized employer reporting form, select from the list below:

#### Finalized Reports

- 2017
  - August, 2017
    - [8/1/17 509 Partic \(LU509 - CBA\) - United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 - Current Rates](#)
    - [8/1/17 509 Partic \(AMER SVCS TECH - CBA\) - United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 - Current Rates](#)
    - [8/1/17 509 Partic \(LU509 - CBA\) - United Automobile, Aerospace, Agricultural Implement Workers of America LU 509 - Current Rates](#)

On the Available Reports page, you will see two lists. On the left you'll see all unfinished reports you have created, and on the right you'll see all finalized reports.

Clicking the **[Del]** link under the **Unfinished Report** list will delete any pended reports.

Clicking on the link of any unfinished report will send you to the report form of that work period so it can be edited or finalized.

On the right you'll see all **Finalized Reports**. Open the year you want to view to select the specific work period. You cannot delete any finalized reports as the system will not allow you.