Introduction to employer•xg™ *and reporting in Local 9's jurisdiction*

- Reporting IBEW9-MSECA fringe benefits funds is accomplished exclusively through the EmployerXG portal.

- Portal Administrators, once we have your contact information, you will receive an email from teresa@ibew9mseca.org with an invitation code to sign up and begin setting up your account and users.

- Please visit our website, myfundoffice.com to review the tutorial slides for reporting via EmployerXG. We strongly advise that you take the time to view the slides, because this is your training tool.

- Google Chrome is the recommended browser; if it's not installed on your PC or Mac, please make sure installing it is the first thing you do.

- Please have your Portal Administrator sheet handy to reference your tax ID number and user first name and last name (it will only allow you to log in if those fields match exactly).

- EmployerXG will automatically cap wages during the reporting process.

- The uploaded file must be a .csv file (comma separated values), and must contain the following fields named exactly as shown: ID, Last Name, First Name, Address1, Address2, City, State, Zip, Country, Gender, Birth Date, Phone, Rate, Hours, GrossWages. Please refer to the example at myfundoffice.com to review data forms (dates, punctuation usage, etc).

- When entering new employees, *all fields must be completed*. The file will be rejected if information is missing.

- ALBAT contributions for work performed in Local 9 are integrated into EmployerXG; the Fund Office submits funds to ALBAT directly.

- Dues is reported utilizing EPR Live. Please contact Mary Beth Kaczmarek at the union office with questions regarding dues reporting. Mary Beth can be reached at 708-449-9000 or mb.kaczmarek@ibew9.org.

- Questions directly related to EPR Live, such as EFT, login information and file uploading, should be directed to Jessica Waterous at ECA of City of Chicago, 708-531-0022 or jwaterous@ecachicago.com.

- If you report under two Local 9 Collective Bargaining Agreements, they will be bundled together under a single sign-on and you will select which report you are accessing. You will not be required to have separate users for each CBA.