

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://scpd.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.

### **Southern California Painting and Drywall Industries Trust Funds**

## 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 200 \* El Monte, CA 91731**  
**Office Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m. (PST)**  
**Phone: (626) 279-3072 \* Toll Free: 1(800) 719-8963**

**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://scpd.review.weberf.com/WebERF/changeInitialPW.do?ChangepwAfte

**System Administrator**

## 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\*:

Update

[Close Window](#)

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

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

System Administrator Saturday, August 5, 2017

## WebERF Home

Welcome to WebERF, the Southern California Painting and Drywall Industries 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

The screenshot shows the 'WebERF Home' page for a System Administrator. At the top, there is a navigation bar with links: Home, Select Employer, Create New Report, Reports List, Contact Us, Documentation, Help, and Logout. Below the navigation bar, the page title is 'System Administrator' and 'WebERF Home'. A welcome message reads: 'Welcome to WebERF, the Southern California Painting and Drywall Industries electronic Employer Report Form submission facility.' Underneath, it says 'Select an option below:' followed by a list of links: 'Change Password', 'Select Employer', 'Create a New Report' (highlighted in yellow), 'View List of Pended and Finalized Reports', and 'Add/Edit Employer Projects'. Below the list is an 'Announcements' box with a dark blue header and the text 'No Current Announcements'.

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

The screenshot shows the 'Select Employer ID' page. At the top, there is a navigation bar with links: Home, Select Employer, Create New Report, Reports List, Contact Us, Documentation, Help, and Logout. Below the navigation bar, the page title is 'System Administrator' and 'Select Employer ID'. A message reads: 'Enter an Employer ID or select an Employer from the list and then click the Submit button.' Below this message is a form area with a light gray background. It contains an 'Employer ID:' label followed by a text input field. Below that is the word 'OR'. Then, there is a 'Select Employer:' label followed by a dropdown menu with the text 'Select an Employer...' and a downward arrow. At the bottom of the form area is a 'Submit' button.

Enter your Employer ID number

# Processing Options

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

System Administrator on behalf of ZZZ Test Employer

## Processing Options

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

**Reporting Period From\*:** May 1, 2017 [change](#)

**Report Type\*:**  Regular  No Employees  Adjustment

**Data Source\*:**  Prelist  Blank Form  Import File

**Employer Report Form ID:**

**Sort Order:** First:  Second:  Third:

12 Agreements found, displaying 1 to 10. ◀◀ 1, 2 ▶▶

No.	NCH	Status	Agreement
1.	<input type="checkbox"/>	Finalized (1)	<a href="#">P &amp; D Maintenance MLA DC 36 - Maint (BV HILTON FLAT - HOT)</a>
2.	<input type="checkbox"/>	Finalized (1)	<a href="#">P &amp; D Market Recovery MLA DC 36 - PntMktRcvy (COMMERCIAL - MLA)</a>
3.	<input type="checkbox"/>	Not Reported	<a href="#">Paint Makers MLA DC 36 - Paint Mkrs (PFI - MLA)</a>
4.	<input type="checkbox"/>	Not Reported	<a href="#">Painters MLA DC 36 (Non Bargaining) - PntNonBarq (STANDARD - MLA)</a>
5.	<input type="checkbox"/>	Finalized (2)	<a href="#">Painters MLA DC 36 (Painters) - Paint MLA (B LA,OC,SB,SD,R,I - MLA)</a>
6.	<input type="checkbox"/>	Not Reported	<a href="#">Painters MLA DC 36 (Painters) - Paint MLA (RES AFTER 070188 - FCASC)</a>
7.	<input type="checkbox"/>	Finalized (1)	<a href="#">Painters MLA DC 36 (Painters) - Paint MLA (RP LA.OC.SB.SD.R.I - MLA)</a>
8.	<input type="checkbox"/>	Not Reported	<a href="#">Painters MLA DC 36 (Painters) - Paint MLA (STANDARD - MLA)</a>
9.	<input type="checkbox"/>	Not Reported	<a href="#">So Cal Drywall Finishers Jt Agrmt DC 36 (Non Bargaining) - TapNonBarq (STANDARD - MLA)</a>
10.	<input type="checkbox"/>	Not Reported	<a href="#">So Cal Drywall Finishers Jt Agrmt DC 36 (Tapers) - Tapers MLA (COMPLIANCE - COM)</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 (only applicable if you have various types of agreements: I.e., Exhibit Builders, Sign Installation, Tradeshow Installers, etc.)

**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

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

**ZZZ Test Employer**  
**Create/Edit Report**

**Employer ID:** 900000  
**Contractor:** ZZZ Test Employer  
**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:** 05/01/2017  
**EDI Reference Number:** Report Not Yet Finalized  
**Agreement:** Painters MLA DC 36 (Painters) (B LA,OC,SB,SD,R,I-MLA) - Current Rates  
**Job Class Type:** All

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

**Set Defaults**

**Job Class**  
7th Period Appr Prev. Wage

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

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

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



# Report Editing Options

Saturday, August 5, 2017

ZZZ Test Employer

## Create/Edit Report

**Employer ID:** 900000  
**Contractor:** ZZZ Test Employer  
**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:** 05/01/2017  
**EDI Reference Number:** Report Not Yet Finalized  
**Agreement:** Painters MLA DC 36 (Painters) (B LA,OC,SB,SD,R,I-MLA) - Current Rates  
**Job Class Type:** All

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

**Set Defaults**

**Job Class**  
7th Period Appr Prev. Wage

**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*	WkDues	Remove
111-11-1111	Garvey	Steve		Journeyman	160.00	161.6	<input type="checkbox"/>
222-22-2222	Russell	Bill		Journeyman	160.00	161.6	<input type="checkbox"/>
333-33-3333	Gibson	Kurt		Journeyman	160.	161.6	<input type="checkbox"/>
444-44-4444	Cey	Ron		Journeyman	160	161.6	<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.

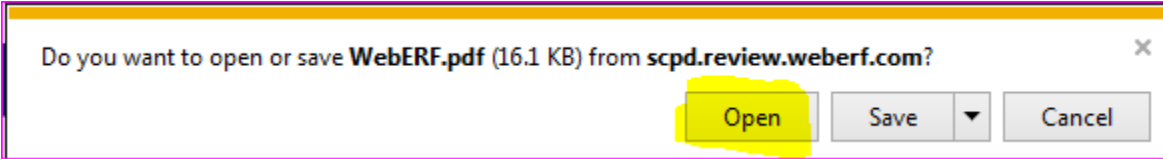
**Once you are done adding/editing this information, there are three ways to handle the report:**

**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.



Southern California Painting and Drywall Industries  
P.O. Box 5548  
El Monte, CA 91734

## ZZZ Test Employer

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

Federal ID Number:  
Report Period: 05/01/2017  
EDI Reference Number:  
Agreement: Report Not Yet Finalized  
Painters MLA (B LA,OC,SB,SD,R,I - MLA) - Current Rates  
Painters MLA DC 36 (Painters)  
Report Type: Regular  
Job Class Type: All

1st Report In Area   
  Last Report In Area   
  Supplemental Report

Employees							
No.	SSN	Last Name	First Name	MI	JIC	Hours	WkDues
1	444-44-4444	Cey	Ron		J	160.00	161.60
2	111-11-1111	Garvey	Steve		J	160.00	161.60
3	333-33-3333	Gibson	Kurt		J	160.00	161.60
4	222-22-2222	Russell	Bill		J	160.00	161.60
Totals:						640.00	\$ 646.40
Grand Totals:						640.00	\$ 646.40

ID	JIC	Hours	H&W	Pen	Vac	App	LMCC	FTI AP	LMCI-P	WkDues	Totals
900000	J	640.00	8,050.00	3,040.00	1,550.00	0,500.00	0,790.00	0,100.00	0,120.00	0,031.00	
Grand Totals:			\$ 5,152.00	\$ 1,945.00	\$ 992.00	\$ 320.00	\$ 505.00	\$ 64.00	\$ 76.80	\$ 646.40	\$ 9,702.40

The **COMPUTATION OF PAYMENT** page provides a complete and thorough breakdown of the contributions you will need to submit based on a number of categories (i.e., contributions by job class, trust fund, etc.). This page also shows the total contribution amount you will need to submit. Close the window

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ZZZ Test Employer

Computation of Payments

Payment Coupon
Edit
Delete Rpt
Pend
Finalize

## Finalizing your Report

ZZZ Test Employer  
Employer ID: 900000

**Details for Painters MLA DC 36 (Painters) (B LA,OC,SB,SD,R,I-MLA)**  
**Report Period: 05/01/2017**

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Pymt Date	Mail To	Instructions
<input type="checkbox"/>	Check #1	SCPDI Trust Fund	\$9,702.40	<input type="text"/>	SCPDI Trust Fund P O Box 54177 Los Angeles, CA 900540177 Phone #: 626-279-3020	Send payment and copy of the report.

**Finalize** Cancel

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 Test Employer  
Employer ID: 900000

**Details for Painters ML**  
**Report Period: 05/01/**

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Pymt Date	Mail To	Instructions
<input type="checkbox"/>	Check #1	SCPDI Trust				Send payment and copy of the report.

Message from webpage

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

**OK** Cancel

Finalize **Cancel**

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

Do you want to open or save **WebERF.pdf** (16.1 KB) from [scpd.review.weberf.com](http://scpd.review.weberf.com)?

**Open** Save ▼ Cancel

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

# Computation of Payments

Southern California Painting and Drywall Industries  
 P.O. Box 5548  
 El Monte, CA 91734

**ZZZ Test Employer**

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

Federal ID Number:  
 Report Period: 05/01/2017  
 EDI Reference Number: 0001-5019-5045-3775  
 Agreement: Paint MLA (B LA,OC,SB,SD,R,I - MLA) - Current Rates  
 Painters MLA DC 36 (Painters)

Report Type: Regular  
 Job Class Type: All

1st Report in Area   
  Last Report in Area   
  Supplemental Report

Employees							
No.	SSN	Last Name	First Name	MI	J/C	Hours	WkDues
1	444-44-4444	Cey	Ron		J	160.00	161.60
2	111-11-1111	Garvey	Steve		J	160.00	161.60
3	333-33-3333	Gibson	Kurt		J	160.00	161.60
4	222-22-2222	Russell	Bill		J	160.00	161.60
Totals:						640.00	\$ 646.40
Grand Totals:						640.00	\$ 646.40

ID	J/C	Hours	H&W	Pen	Vac	App	LMCC	FTI AP	LMCI-P	WkDues	Totals
900000	J	640.00	8,050.00	3,040.00	1,550.00	0,500.00	0,790.00	0,100.00	0,120.00	0,031.00	
			5,152.00	1,945.60	992.00	320.00	505.60	64.00	76.80	646.40	9,702.40
Grand Totals:		640.00	\$ 5,152.00	\$ 1,945.60	\$ 992.00	\$ 320.00	\$ 505.60	\$ 64.00	\$ 76.80	\$ 646.40	\$ 9,702.40

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** (16.2 KB) from [scpd.review.weberf.com](http://scpd.review.weberf.com)?

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

# Payment Coupon



Southern California Painting and Drywall Industries  
 P.O. Box 5548  
 El Monte, CA 91734

## Payment Coupon for ZZZ Test Employer

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

Federal ID Number: \_\_\_\_\_  
 Report Period: 05/01/2017  
 EDI Reference Number: 0001-5019-5045-3775  
 Agreement: Paint MLA (B LA,OC,SB,SD,R,I - MLA) - Current Rates  
 Painters MLA DC 38 (Painters)  
 Report Type: Regular  
 Job Class Type: All  
 Date Report Finalized: 08/05/2017

ID	J/C	Hours	H&W	Pen	Vac	App	LMCC	FTI AP	LMCI-P	WkDues	Totals
900000	J	640.00	8.0500	3.0400	1.5500	0.5000	0.7900	0.1000	0.1200	0.0310	
			5,152.00	1,945.60	992.00	320.00	505.60	64.00	76.80	646.40	9,702.40
<b>Grand Totals:</b>		<b>640.00</b>	<b>\$ 5,152.00</b>	<b>\$ 1,945.60</b>	<b>\$ 992.00</b>	<b>\$ 320.00</b>	<b>\$ 505.60</b>	<b>\$ 64.00</b>	<b>\$ 76.80</b>	<b>\$ 646.40</b>	<b>\$ 9,702.40</b>

**REPORT DUE ON THE 20th OF THE MONTH**

Be sure to include the EDI Reference Number 0001-5019-5045-3775 in the Memo portion of check(s).

Make Payment(s) As Follows:			Instructions		Mail To
Payment	Date	Amount Due	Payable To		
Check #1		\$ 9,702.40	SCPDI Trust Fund	Send payment and copy of the report.	SCPDI Trust Fund P O Box 54177 Los Angeles, CA 900540177 626-279-3020

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 SCPDI – 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.

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System Administrator

## WebERF Home

Welcome to WebERF, the Southern California Painting and Drywall Industries 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

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

System Administrator

## WebERF Home

Welcome to WebERF, the Southern California Painting and Drywall Industries electronic Employer Report Form submission facility.

Select an option below:

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

**Announcements**

No Current Announcements

System Administrator on behalf of ZZZ Test Employer

### Processing Options

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

**Reporting Period From\*:** May 1, 2017 [change](#)  
**Report Type\*:**  Regular  No Employees  Adjustment  
**Data Source\*:**  Prelist  Blank Form  Import File  
**Employer Report Form ID:**   
**Sort Order:** First:  Second:  Third:

12 Agreements found, displaying 11 to 12.

« « 1, 2 » »

No.	NCH	Status	Agreement
11.	<input type="checkbox"/>	Finalized (1)	<a href="#">So Cal Drywall Finishers Jt Agrmt DC 36 (Tapers) - Tapers MLA (OWNER OP - MLA)</a>
12.	<input type="checkbox"/>	Finalized (1)	<a href="#">So Cal Drywall Finishers Jt Agrmt DC 36 (Tapers) - Tapers MLA (TSTANDARD - MLA)</a>

System Administrator on behalf of ZZZ Test Employer

### Processing Options

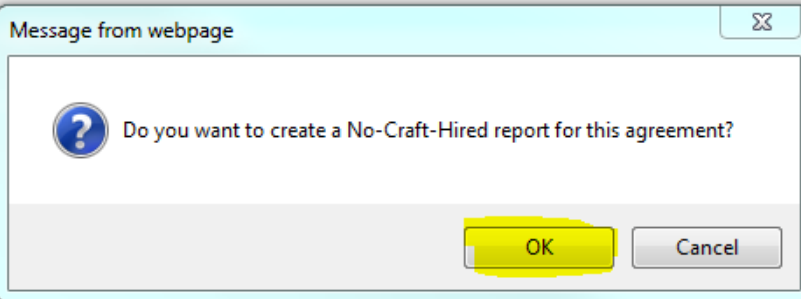
Select from the following options and then click the Create Report button. Fields marked with an asterisk ("\*") are required.

**Reporting Period From\*:** May 1, 2017 [change](#)  
**Report Type\*:**  Regular  No Employees  Adjustment  
**Data Source\*:**  Prelist  Blank Form  Import File  
**Employer Report Form ID:**   
**Sort Order:** First:  Second:  Third:

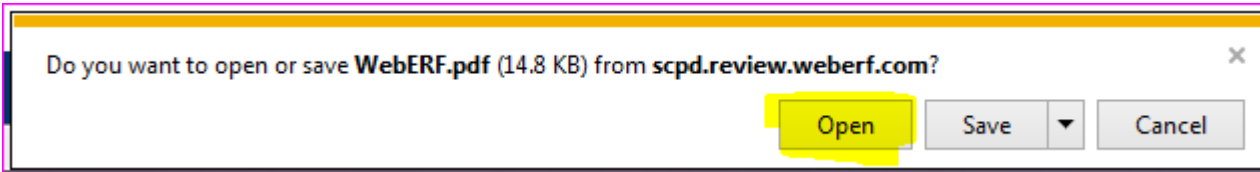
12 Agreements found, displaying 11 to 12.

« « 1, 2 » »

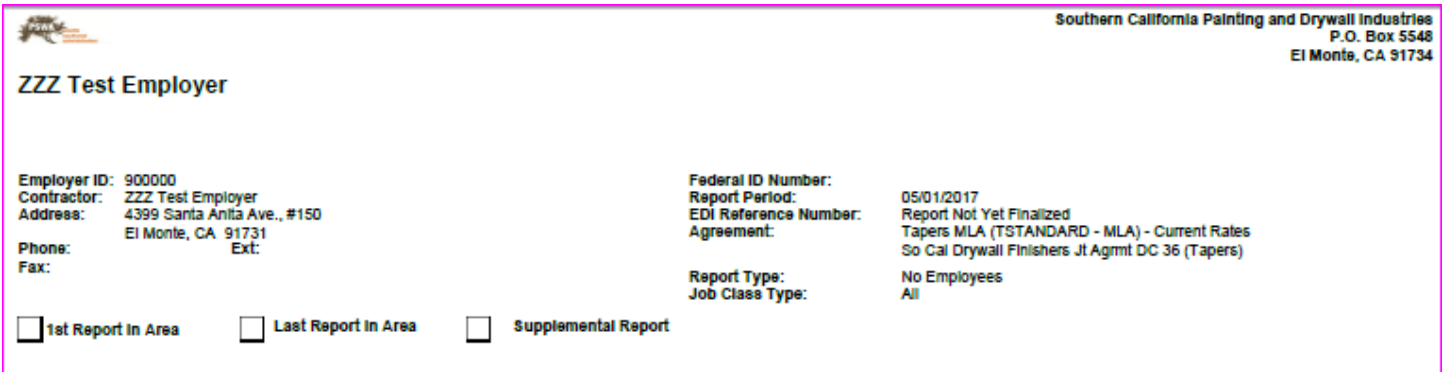
No.	NCH	Status	Agreement
11.	<input type="checkbox"/>	Finalized (1)	<a href="#">So Cal Drywall Finishers Jt Agrmt DC 36 (Tapers) - Tapers MLA (OWNER OP - MLA)</a>
12.	<input checked="" type="checkbox"/>	Finalized (1)	<a href="#">So Cal Drywall Finishers Jt Agrmt DC 36 (Tapers) - Tapers MLA (TSTANDARD - MLA)</a>



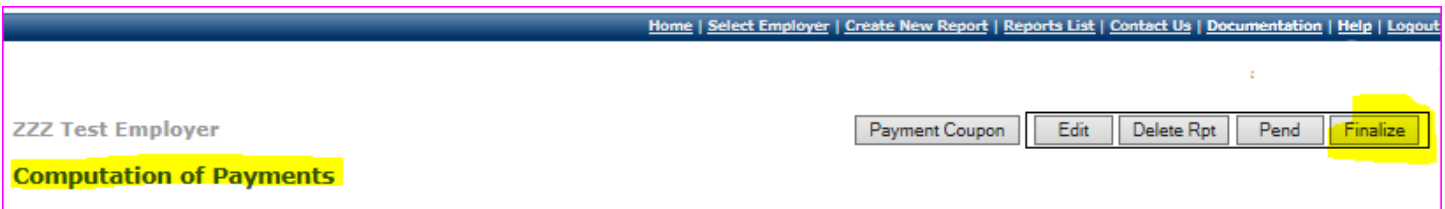
If you have no hours to report, click on, **NCH** and you will get a pop up asking “Do you want to create a No-Craft –Hired report for this agreement?” By clicking on OK the system will generate a “**No Employees**” report form.



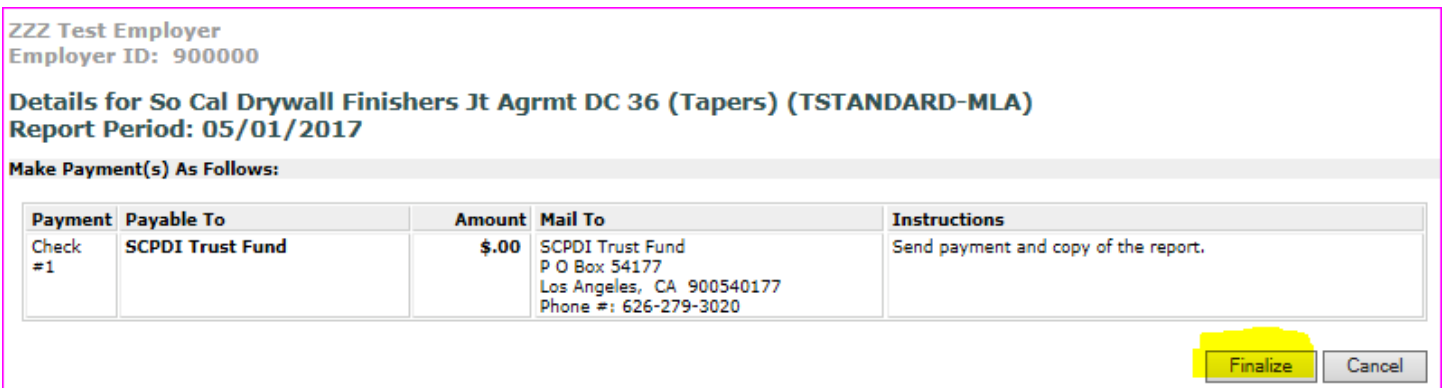
A message will appear asking to open or save. Select Open



Review window opens. Close window



Computations of Payments window will open. Select Finalize



Select Finalize



ZZZ Test Employer  
Employer ID: 900000

**Details for So Cal Drywall Finis**  
**Report Period: 05/01/2017**

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

Payment	Payable To
Check #1	SCPDI Trust Fund

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

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

Open Save Cancel

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

**ZZZ Test Employer**

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

Federal ID Number:  
Report Period: 05/01/2017  
EDI Reference Number: 0001-5019-5135-4280  
Agreement: Tapers MLA (TSTANDARD - MLA) - Current Rates  
So Cal Drywall Finishers JT Agmt DC 36 (Tapers)

Report Type: No Employees  
Job Class Type: All

1st Report in Area  Last Report in Area  Supplemental Report

Southern California Painting and Drywall Industries  
P.O. Box 5548  
El Monte, CA 91734

The EDI number has been assigned to this report. Close 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 window will open. Select Payment Coupon

Do you want to open or save **WebERF.pdf** (15.4 KB) from **scpd.review.weberf.com**?

Open Save Cancel

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

# Coupon for No Employees Reported



**Southern California Painting and Drywall Industries**  
 P.O. Box 6648  
 El Monte, CA 91734

**Payment Coupon for ZZZ Test Employer**

<p><b>Employer ID:</b> 900000  <b>Contractor:</b> ZZZ Test Employer  <b>Address:</b> 4399 Santa Anita Ave., #150          El Monte, CA 91731  <b>Phone:</b>                      <b>Ext:</b>  <b>Fax:</b>  <b>Contractor License:</b>  <b>Business Type:</b></p>	<p><b>Federal ID Number:</b>  <b>Report Period:</b> 05/01/2017  <b>EDI Reference Number:</b> 0001-5019-5135-4280  <b>Agreement:</b> Tapers MLA (TSTANDARD - MLA) - Current Rates          So Cal Drywall Finishers Jt Agrmt DC 36 (Tapers)  <b>Report Type:</b> No Employees  <b>Job Class Type:</b> All  <b>Date Report Finalized:</b> 08/05/2017</p>
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**REPORT DUE ON THE 20th OF THE MONTH**

Be sure to include the EDI Reference Number 0001-5019-5135-4280 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	Send payment and copy of the report. SCPDI Trust Fund P.O. Box 54177 Los Angeles, CA 900540177 626-279-3020

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

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

Mail Payment Coupon to SCPDI – Trust Fund.

# Viewing Pended and Finalized Reports

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

System Administrator Saturday, August 5, 2017

## WebERF Home

Welcome to WebERF, the Southern California Painting and Drywall Industries 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.

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

System Administrator on behalf of ZZZ Test Employer

## Report History

### Select Unfinished Employer Reporting Form

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

**Unfinished Reports**

- [\[DEL\] 5/1/17 Paint MLA \(B LA,OC,SB,SD,R,I - MLA\) - Painters MLA DC 36 \(Painters\) - Current Rates](#)
- [\[DEL\] 5/1/17 Maint \(BV HILTON FLAT - HOT\) - P & D Maintenance MLA DC 36 - Current Rates](#)
- [\[DEL\] 5/1/17 Maint \(BV HILTON FLAT - HOT\) - P & D Maintenance MLA DC 36 - Current Rates](#)
- [\[DEL\] 5/1/17 Paint Mkr \(PFI - MLA\) - Paint Makers MLA DC 36 - Current Rates](#)
- [\[DEL\] 5/1/17 Paint MLA \(RP LA,OC,SB,SD,R,I - MLA\) - Painters MLA DC 36 \(Painters\) - Current Rates](#)
- [\[DEL\] 5/1/17 Paint MLA \(RP LA,OC,SB,SD,R,I - MLA\) - Painters MLA DC 36 \(Painters\) - Current Rates](#)
- [\[DEL\] 5/1/17 Paint MLA \(STANDARD - MLA\) - Painters MLA DC 36 \(Painters\) - Current Rates](#)
- [\[DEL\] 5/1/17 TapNonBarg \(STANDARD - MLA\) - So Cal Drywall Finishers Jt Agrmt DC 36 \(Non Bargaining\) - Current Rates](#)
- [\[DEL\] 5/1/17 Tapers MLA \(TSTANDARD - MLA\) - So Cal Drywall Finishers Jt Agrmt DC 36 \(Tapers\) - Current Rates](#)

### View Finalized Employer Reporting Form

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

**Finalized Reports**

- 2017

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. You cannot delete any finalized reports as the system will not allow you.

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.