Quick Start User Guide*
Employer Self Service (ERSS)

1. Contact Carpenter Funds Administrative Office (CFAO) at OnlineERreporting@carpenterfunds.com to enroll in ERSS.
2. Log in using the temporary password assigned by CFAO; change the password to a unique password.
3. Helpful Hints
    a. User may enter data in a Work Report that is in Initial Status only.
    b. Initial Billing Report will default to the month after the last work month submitted.
    c. If entering a new employee, type in the Social Security number and make sure the name that populates is that of your employee. If the name does not populate, use the contact us button at the bottom of the web page or email OnlineERreporting@carpenterfunds.com for assistance.
    d. Review the Summary prior to submitting your report. (You will not be able to Edit a report that has been submitted).
    e. If you receive an Error Message, you are required to correct the indicated error(s) prior to submitting your report.
    f. Never use the browser's back button. This will cause the session to end and any unsaved data will be lost.

How to process a Billing Report In ERSS:

A. Highlight the new report which is in "Initial Status"
B. Enter hours for each employee under H&W
C. SAVE
D. Review Report Summary
E. Correct error(s), if any
F. Review Report for final time
G. Submit
H. Save a copy of the file on your network for your records
I. Print a Deposit Slip from the WORK REPORTS screen
J. Mail the Deposit Slip and your check to the bank address provided.

* The Quick Start User Guide is intended to summarize processing of monthly reports. A detailed explanation for each step is found in the Employer Self Service User Guide that was sent to you upon enrollment in ERSS. This guide is also available online at:
www.carpenterfunds.com/PDF/Employers/OnlineReporting/erss_user_guide.pdf