

Contributions Manager User Guide

This guide provides step-by-step instructions for submitting earnings and reports using the Contributions Manager. If you need assistance, please [email us](#) or call (818) 973-4472, Monday through Friday between the hours of 8:30 a.m. - 4:30 p.m. PST.

Registering

Before you begin, you will need your Plan code. If you do not have a Plan code, please request one through the Contributions Manager or by calling (818) 973-4472.

Once you have a Plan Code:

1. Visit the Contributions Manager at <https://my.sagaftplans.org/employers/>.
2. Select **Register**.
3. Read and accept the **Terms of Use/Disclaimer** by selecting **I agree**.
4. Enter your company and personal information. **Note:** Each employee requiring access to the Contributions Manager will need to register independently but will use the same Plan code.
5. Select **Continue**.
6. On the next page, review the summary of the information you have entered. If you've made a mistake, select **Review** to go back to the previous page. If your information is accurate, select **Confirm**.
7. You will receive an email confirmation from the Contributions Management team within two business days with the next steps to complete the registration process.

Getting Started

After registration is approved, you will receive a temporary password. The first time you log in, you will use this password and be prompted to update your password. To use the Contributions Manager, you will need to log in using the username and password you created during the registration process. If you did not receive an email from us when you tried to register, please call (818) 973-4472.

SAG-AFTRA
HEALTH PLAN

Employers

Access Your Contributions Manager

Log In or Register

Register

user

.....

Forgot Username

Forgot Password

Sign in

Register for Your Contributions Manager

Viewing your reporting history, submitting earnings reports and paying contributions, has never been easier. Sign up for your account and access your information at anytime from any location.

Username: Your username will be assigned when you register, and you will be required to customize it after logging in for the first time.

Password: You will receive a temporary password and will be required to customize it after logging in for the first time.

Adobe Reader: Some of the documents on this website are provided in PDF format and require [Adobe Acrobat Reader](#).

Google Chrome: Some elements of this website are best viewed using the [Google Chrome](#) web browser.

Contact Us: If you have any questions, contact the Employer Contribution team by email at employerrequests@sagaftraplans.org or by phone (818) 973-4472, Monday through Friday, 8:30am-4:30pm PST.

Using Your Contributions Manager

Your Dashboard

Once you have logged in, you will be taken to your dashboard. The Dashboard provides all your account information at-a-glance, including:

1. Drop-down menu (available on all pages of the site).
2. Links for uploading and entering earnings.
3. Link to the help section.
4. Summary of your earnings reports.
5. Your current contact information.

The screenshot shows the SAG-AFTRA Health Plan Employers Dashboard for user Lisa Robertson. The dashboard is divided into several sections:

- 1 Menu:** A three-line menu icon in the top left corner.
- 2 Enter earnings information:** Two buttons in the top center: "Upload Earnings Information" and "Enter Earnings Information", both with "Instructions" links.
- 3 Help section:** A "Get Help" button in the top right corner.
- 4 Summary of earnings reports:** A table titled "Your Earnings Reports" showing a summary of reports from the last year. The table includes columns for Reporting instance, Type, Name, Submitted by, Submitted on, Details count, Total wages, Contributions due, and Payment status.
- 5 Contact Information:** A section on the right side of the dashboard displaying contact details for Lisa Robertson.

Your Earnings Reports Table:

Reporting instance	Type	Name	Submitted by	Submitted on	Details count	Total wages	Contributions due	Payment status
296796	Login Entry	Sept 6 payroll	LISA	09/06/2017	1	234,556.00	25,801.16	Pending
296795	Standard Upload	test sept 6	LISA	09/06/2017	92	306,598.71	35,258.86	E-check Rejected
296788	Login Entry	test august	LISA	09/06/2017	1	23,456.00	4,222.08	Pending
296633	Custom Upload	KOIT v110.csv	LISA	08/28/2017	16	34,751.90	3,996.46	Pending
296570	Custom Upload	Disney AFTRA Test File.csv	LISA	08/18/2017	6	1,320.36	221.82	Pending
296569	Login Entry	A0058466	LISA	08/18/2017	1	3,583.00	412.05	Pending
296568	Standard Upload	WIHT v1.csv	LISA	08/18/2017	92	306,598.71	34,492.42	Pending

Contact Information:

Payor name: Lisa Robertson
Plan code: 772892
Address: 999 9th Street, Los Angeles, CA 99999 USA
Payor phone: (999) 999-9999
Employee name: Lisa Robertson
Employee phone: (999) 999-9999
Employee email: cw-cb@sagph.org

The three-line pull-down menu at the top left of the site is available on every page. This menu provides links to:

- **Your Dashboard**
- **Upload Earnings:** Upload earnings reports, which is the optimal way to upload earnings information if you report on a regular basis.
- **Enter Earnings:** Enter earnings reports manually. This option is ideal for infrequent users who report on only a small number of employees or regular reporters who forget to include one or two employees on an upload.
- **Pay Contributions:** Securely pay contributions online.
- **Reports:** View, download and print reports individually or in bulk within a given date range.



Uploading Earnings Reports

An earnings report is a CSV file containing earnings information for work performed under SAG-AFTRA Collective Bargaining Agreements. If you are an infrequent reporter with a small number of employees, consider entering the information manually in the **Enter Earnings** section.

Before You Begin

There are two types of reports:

1. A **standard report** is an earnings report submitted using our CSV template. Uploading a standard report will expedite the upload process.
2. A **custom report** is an earnings report submitted using your own CSV file. Uploading a custom report will require a little more work, as you will need to map your column names so that they match ours. Even if you upload a custom report, we recommend looking at our templates and familiarizing yourself with the fields to be mapped or renaming your fields to match the labels used in our template.

Note: Broadcast employers who report station staff on a regular basis should use the abbreviated broadcast template. All other reporters should use the standard template. If you are reporting station staff earnings for the first time, please contact the Plans to confirm your call letter(s) necessary for reporting.

Note: Safari users should select **shift** when downloading the templates.

- [Download the station staff \(broadcast\) employers template.](#)
- [Download the template for all other employers.](#)
- [Download our template tips to learn how all data should be entered into the station staff template.](#)
- [Download our template tips to learn how all data should be entered into the non-station staff template.](#)

Uploading a Standard File

A standard earnings report file is generated using one of our standard CSV templates. Using one of our templates will make reporting earnings much easier. Download and fill in the template for station staff ([broadcast](#)) [employers](#) or [all other employers](#) prior to beginning your upload. Please be aware that the columns on the standard template [can](#) be reordered, however, all columns must be present, and the names cannot be changed for the file to upload successfully. You can review the Contributions Manager [Glossary of Terms](#) and the template tips for [station](#) or [non-station](#) reporting to review what information should go in each column. Some columns require standard terms in order to process. If you do not use our standard terms you will be asked to map your values once your file is uploaded.

1. Sign in to the [Contributions Manager](#) by entering the username and password you created during the registration process.
2. Select **Upload Earnings Information** from your dashboard or the drop-down menu.



3. **What is the file format?** Select **Standard**.
4. **Is this file for station staff?** If you are reporting for station (broadcast) employees using the station staff template, select **Yes**. If you are reporting on any other contract type, select **No**.
5. **Upload a file here:** Click **Select** to upload your earnings report or drag and drop your file into the upload area.
6. **Description name for the file:** Enter a description for your file. Every file is required to have a unique name that will be displayed on your dashboard. We recommend the project title or station and the pay period date.

1. Upload file 2. Map values 3. Validation results 4. Confirm/submit

We will process your file only after you complete all the steps.

What is the file format? ☒ Standard ☐ Custom

This file is for: ☐ Station Staff ☒ All Other Earnings
[Download the template to be used by all other employers.](#)

+ Select

Upload a file here:

Descriptive name for the file:

Cancel

7. Select **Next** in the lower right corner of the screen.
8. If you enter a standard report but the values in your file do not match our standard values, you will be taken to the **Map Values** page (as shown below). Here you will be asked to map the values from your file to one of our standard values for that field before proceeding to the error/warning section of the upload. Download template tips [for station staff reporting](#) or [non-station staff reporting](#). If your file does not require mapping you will skip this step and this page. If you have mapped fields in the past, you will see this data each time you see the mapping page. Once you map your values you will not need to do so again for future files.

9. Once mapping is completed select the **Next** button at the bottom right of the page.
10. The **Validation** results page will show any errors or warnings within our file that should be reviewed and addressed. The **Summary** section will display a list of errors and warnings associated with your file and the row numbers these errors or warnings apply to. The **Details** tab provides all the details regarding each employee's earnings and shows any errors you may need to fix.

Message Type	Validation message	Row numbers	Invalid values	Valid values
Error	Station value is invalid	7,8,9	WESTWOOD	Not Applicable
Error	No valid contract found.	7,8,9	Not Applicable	Not Applicable
Warning	Contribution amounts do not match.	7,8,9	Not Applicable	Not Applicable

11. If errors or warnings are detected, select the **Details** tab, and the reported earnings with errors or warnings will be noted in the **Status** column. When you select on the **Warning** or **Error**, a validation message will appear to display any issues. Although it is best to address all warnings and errors in your original document and re-upload it, you can proceed without fixing the warnings.

Note: You will not be able to complete the upload if errors are found; you will need to fix the errors in your original document and re-upload it.

Summary Details					
To view more information or any errors/warnings, select the links under Status .					
Status	Row	Agreement	Agreement subtype	Employer name	Project/Seri
Error	2			Test Company	Test Project
Validation messages			Performer SSN	Pension fund	Compensation type
1. Agreement is required					

12. Once you are ready to upload your report, select **Next** in the bottom, right corner of the screen.

13. The **Confirm/submit** page shows a summary of the information you've submitted including your upload name, your file name, the upload type, number or details, and total wages and contributions in your file. Review the summary information for accuracy then agree to the Plan's **Terms of Use and Terms and Conditions** and select **Submit**.

1. Upload file	2. Map values	3. Validation results	4. Confirm/submit
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Here is a summary of your file. Please review this information and select **Submit** to proceed.

Upload name:	Audiobooks Feb 2022.csv
File name:	Audiobooks Feb 2022.csv
Upload type:	Standard Upload
Detail count:	17
Total wages:	\$25,715.01
Reported contributions:	\$3,342.97

☐ I agree to the [Terms of Use](#) and the [Terms and Conditions](#):

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14. Once you have submitted your file your file receipt will display. This page includes your earning File ID, the summary information for your file and the mailing address of the Plans.

- If you are mailing your payment, print the receipt page and send a copy with your check to the address shown. Be sure to include the File ID on your check.
- If you are paying electronically, select the **Pay contributions** button on this page or pay later through your dashboard.

The file named Aug 2022 Earnings.csv has been saved. Your **Earning File ID** is: **460802**.

If you will be mailing your payment to the Plan, print and send a copy of this receipt with your check payable to:

Upload name:	Aug 2022 Earnings.csv	<div>SAG-AFTRA Health Plan P.O. Box 54867 Los Angeles, CA 90054-0867</div>
File name:	Aug 2022 Earnings.csv	
Upload type:	Standard Upload	
Detail count:	1	
Total wages:	\$466.50	
Reported contributions:	\$95.63	

[Pay contributions](#) [Dashboard](#)

[Using Your Contributions Manager](#) | [Visit Employers Website](#)

Uploading a Custom File

A custom file is a CSV file using your own formatting. With this function, after you have uploaded the file, you can map your columns to match the standard column names for the Plans. Once saved, the mapped categories will automatically be recognized in future uploads. Even if you are uploading a custom file, we recommend modifying your file with the column names shown in our templates for [all other employers](#) prior to beginning your upload. This will make matching the columns easier.

1. Sign in to the [Contributions Manager](#) by entering the username and password you created during the registration process.
2. Select the link to upload earnings information on your dashboard or in the menu.



3. **What is the file format?** Select **Custom** from the options.
4. **Is this file for station staff?** If you are reporting for station (broadcast) employees, select **Yes**. If you are reporting for any other contract type, select **No**.
5. **Upload a file here:** Click **Select** to upload your earnings report or drag and drop your file into the upload area.
6. **Description name for the file:** Enter a description for your file. Every file is required to have a unique name that will be displayed on your dashboard. We recommend the project title or station and the pay period date.

7. Select **Next** in the right, lower corner.

8. Because you have entered a custom report, you will need to map the columns names in your file to our standard column name values on the **Map Columns** page. Once you create the mapping for this report, you will be able to use the saved mapping every time you upload the same custom report.
- Enter the **Descriptive name for the new mapping**, which is the name you give the mapping so you can select it again the next time you upload the same type of report.
 - Enter the **Row with the column titles**, which is the row on your CSV file where your column titles appear. Typically, this is row 1, but can vary based on the file you're using
 - Select **Add new** to create your custom mapping.

The screenshot shows the 'Map Columns' page with a progress bar at the top containing five steps: 1. Upload file, 2. Map columns (highlighted in red), 3. Map values, 4. Validation results, and 5. Confirm/submit. Below the progress bar, a text box explains: 'In order to process your report, you need to map your column titles to the Plans' standard field names. You can save your mapping for future use. If you have created mappings in the past, your list is below.' The form contains two input fields: 'Descriptive name for the new mapping:' with the text 'My New Mapping' and 'Row number with column titles: *' with the value '1'. To the right of the second field is a blue button with a gear icon and the text 'Add new'.

- A Mapping pop-up allows you to assign the Plans' standard column value to the column values in your file. For currency and date fields, you will need to map the data format accordingly. You can reference the Contributions Manager [Glossary of Terms](#) and the tips for either [station staff](#) or [non-station](#) for assistance with the column value definitions.
- Select **Save** and once the popup window closes, select **Next**.

- The **Validation** results page will show any errors or warnings within our file that should be reviewed and addressed. The **Summary** section will display a list of errors and warnings associated with your file and the row numbers these errors or warnings apply to. The **Details** tab provides all the details regarding each employee's earnings and shows any errors you may need to fix.

10. If errors or warnings are detected, select the **Details** tab, and the reported earnings with errors or warnings will be noted in the **Status** column. When you select on the **Warning** or **Error**, a validation message will appear to display any issues. Although it is best to address all warnings and errors in your original document and re-upload it, you can proceed without fixing the warnings. **Note:** You will not be able to complete the upload if errors are found; you will need to fix the errors in your original document and re-upload it.

Summary [Details](#)

To view more information or any errors/warnings, select the links under **Status**.

Status	Row	Agreement	Agreement subtype	Employer name	Project/Seri		
Error	2			Test Company	Test Project		
Validation messages				Performer SSN	Pension fund	Compensation type	Plan
1. Agreement is required							

11. Once you are ready to submit your report, select **Next** in the bottom right corner.

12. The **Confirm/submit** page shows a summary of the information you've submitted including your upload name, your file name, the upload type, number or details, and total wages and contributions in your file. Review the summary information for accuracy then agree to the Plan's **Terms of Use** and **Terms and Conditions** and select **Submit**.

The screenshot shows a web interface with a progress bar at the top containing four steps: 1. Upload file, 2. Map values, 3. Validation results, and 4. Confirm/submit (highlighted in red). Below the progress bar, a message reads: "Here is a summary of your file. Please review this information and select **Submit** to proceed." The summary includes the following details:

Upload name:	Audiobooks Feb 2022.csv
File name:	Audiobooks Feb 2022.csv
Upload type:	Standard Upload
Detail count:	17
Total wages:	\$25,715.01
Reported contributions:	\$3,342.97

Below the summary, there is a checkbox labeled "I agree to the [Terms of Use](#) and the [Terms and Conditions](#):" which is currently unchecked. A blue "Submit" button with a checkmark icon is positioned below the checkbox. At the bottom of the form, there are two buttons: a blue "< Back" button and a blue "Cancel" button with an 'x' icon. A footer link reads "Using Your Contributions Manager | Visit Employers Website".

13. Once you have submitted your file your file receipt will display. This page includes your earning File ID, the summary information for your file and the mailing address of the Plans.
- If you are mailing your payment, print the receipt page and send a copy with your check to the address shown. Be sure to include the File ID on your check.
 - If you are paying electronically, select the **Pay contributions** button on this page or pay later through your dashboard.

The screenshot displays a receipt page with the following information:

The file named Aug 2022 Earnings.csv has been saved. Your **Earning File ID** is: **460802**. If you will be mailing your payment to the Plan, print and send a copy of this receipt with your check payable to:

Upload name:	Aug 2022 Earnings.csv
File name:	Aug 2022 Earnings.csv
Upload type:	Standard Upload
Detail count:	1
Total wages:	\$466.50
Reported contributions:	\$95.63

The mailing address is displayed in a box on the right:

SAG-AFTRA Health Plan
P.O. Box 54867
Los Angeles, CA 90054-0867

At the bottom, there are two buttons: a blue "Pay contributions" button with a dollar sign icon and a blue "Dashboard" button with a person icon. A footer link reads "Using Your Contributions Manager | Visit Employers Website".

Entering Earnings Information

If you do not have an earnings report CSV file and/or only need to provide the earnings of a small number of employees, you may wish to manually enter the information into our system.

1. Sign in to the [Contributions Manager](#) by entering your username and password.
2. Select on the link to upload earnings information from your dashboard or the drop-down menu.



3. Your **Plan code** and **Payor name** will already be populated on the page.
4. Enter a descriptive name for this entry (report). Every file is required to have a unique name that will be displayed on your dashboard. We recommend the project title or station and the pay period date.
5. Select the appropriate pension fund, agreement, and compensation type for your employees. A list of values for these fields can be found on our [Template tips](#) or on the [Glossary](#). Once all fields are complete select **Next**.

A screenshot of the '2. Earnings details' step in the SAG-AFTRA Health Plan system. The form has three tabs at the top: '1. Basic info', '2. Earnings details', and '3. Confirm/submit'. Below the tabs is a 'Please Note' section. The form fields are: 'Plan Code' (282828), 'Payor name' (DUCK TALES THE REBOOT), 'Descriptive name for this entry: *' (empty text box), 'Pension fund: *' (dropdown menu), 'Agreement: *' (dropdown menu), and 'Compensation type: *' (dropdown menu). At the bottom right is a 'Cancel' button.

6. On the **Earnings details** page, complete Box 1 for the **Signatory/Project information**. The **Signatory ID** is the Plan code or SAG-AFTRA ID for the Signatory responsible for paying the contributions. Required fields are marked with a * and must be entered prior to saving. Once this box is complete, select **Save**.
7. Box 2 contains fields for **Performer details**. Enter the information for each employee/performer and select the **Save** icon at the end of each line. A new blank line will appear after each saved entry. Once you have finished all of entries you will need to delete the final blank line before entering a new project or submitting.
8. If you would like to submit more than one project for the same type of agreement select the **Add new** button in Box 1 and enter the information for any additional projects. The **Signatory/Project list** will show a summary of information entered for each project. Earnings for any other agreements will need to be submitted as a separate file.
9. Once you have completed entering your earnings information select **Next**.

The screenshot displays the 'Earnings details' page with three tabs: '1. Basic info', '2. Earnings details', and '3. Confirm/submit'. The '2. Earnings details' tab is active.

Signatory/Project details (Box 1): This section contains fields for entering project information. A red box labeled '1' highlights this area. Fields include: Agreement subtype (SAG-AFTRA Theatrical Agreement), Signatory ID (772892), Signatory name (The Production), Project/Series title (The Show), Production ID, Principal photo start date (08/21/2017), and Payroll end date (09/01/2017). A 'Save' button is located at the bottom right of this section.

Signatory/Project list: This section shows a table of existing projects. It includes a 'Click a record to select it, in order to modify its information on the left and/or to edit its details below.' instruction. The table has columns: Record, Status, Project/Series, Details, Sum of wages, Sum of contrib, and Actions. One record is listed: Record 1, Status Saved, Project/Series The Show, Details 1, Sum of wages 12,345.00, Sum of contrib 2,222.10. A 'Grand totals' row shows 1 record, 12,345.00 wages, and 2,222.10 contributions.

Performer details (Box 2): This section contains a table for entering performer information. A red box labeled '2' highlights this area. The table has columns: Detail, Status, SSN, First name, Middle name, Last name, Performer type, Performer category, On camera?, Wages, Contrib rate (%), Contributions, and Actions. Two records are listed: Record 1 (Saved, 123-45-6789, John Smith, Principal, Actor, Y, 12,345.00, 18.00, 2,222.10) and Record 2 (Unsaved, empty fields). Each record has a 'Save' icon in the Actions column.

At the bottom of the page are three buttons: '< Back', '✖ Cancel', and '> Next'.

Note: Your **Earnings details** page may have slightly different fields based on the agreement you selected on the previous page. For definitions of any of the fields please reference the [Glossary](#).

10. The **Confirm/submit** page shows a summary of the information you've submitted including your upload name, your file name, the upload type, number or details, and total wages and contributions in your file. Review the summary information for accuracy then agree to the Plan's **Terms of Use** and **Terms and Conditions** and select **Submit**.

The screenshot shows a web interface with three tabs at the top: "1. Basic info", "2. Earnings details", and "3. Confirm/submit". The "3. Confirm/submit" tab is active. Below the tabs, a message reads: "Here is a summary of the earnings information you have just entered. Please confirm all the values and click 'Submit'." The summary is as follows:

Entry name:	October Report
Entry type:	Login Entry
Station count:	1
Station count:	1
Total wages:	\$23,455.00
Total contributions:	\$2,697.33

Below the summary, there is a checkbox with a checkmark and the text: "I agree to the following [Terms of Use](#) and the [Terms and Conditions](#):". Below this is a blue button with a checkmark icon and the text "Submit". At the bottom of the form, there are two buttons: a blue button with a left arrow and the text "Back", and a blue button with a close icon and the text "Cancel".

11. Once you have submitted your file your file receipt will display. This page includes your earning File ID, the summary information for your file and the mailing address of the Plans.
- If you are mailing your payment, print the receipt page and send a copy with your check to the address shown. Be sure to include the File ID on your check.
 - If you are paying electronically, select the **Pay contributions** button or pay later through your dashboard.

The screenshot shows a receipt page with the following information:

The file named Aug 2022 Earnings.csv has been saved. Your **Earning File ID** is: 460802.

If you will be mailing your payment to the Plan, print and send a copy of this receipt with your check payable to:

Upload name:	Aug 2022 Earnings.csv	SAG-AFTRA Health Plan P.O. Box 54867 Los Angeles, CA 90054-0867
File name:	Aug 2022 Earnings.csv	
Upload type:	Standard Upload	
Detail count:	1	
Total wages:	\$466.50	
Reported contributions:	\$95.63	

At the bottom, there are two buttons: a blue button with a checkmark icon and the text "Pay contributions", and a blue button with a gear icon and the text "Dashboard".

At the very bottom, there is a small link: "Using Your Contributions Manager | Visit Employers Website".

Paying Contributions

Contributions can be paid electronically or by mail.

By mail

Send a check and copy of your report receipt to the Plans at

SAG-AFTRA Health Plan
P.O. Box 54867
Los Angeles, CA 90054-0867

Please include your File ID on your check.

Electronically

You can begin the process to pay electronically from your confirmation screen immediately after submitting an earnings file or from the Earnings Report list on your dashboard.

From the confirmation screen:

Select the **Pay contributions** button on the receipt page immediately after entering earnings

The file named Aug 2022 Earnings.csv has been saved. Your **Earning File ID** is: **460802**.

If you will be mailing your payment to the Plan, print and send a copy of this receipt with your check payable to:

Upload name:	Aug 2022 Earnings.csv	SAG-AFTRA Health Plan P.O. Box 54867 Los Angeles, CA 90054-0867
File name:	Aug 2022 Earnings.csv	
Upload type:	Standard Upload	
Detail count:	1	
Total wages:	\$466.50	
Reported contributions:	\$95.63	

Pay contributionsDashboard

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From your dashboard:

Under **Payment Status**, select the **Pending** link in the row corresponding with the earnings File ID you would like to pay.

Your Earnings Reports								
A summary of earnings reports you have provided through this Contributions Manager in the last one year.								
Reporting instance	Type	Name	Submitted by	Submitted on	Details count	Total wages	Contributions due	Payment status
296795	Standard Upload	test sept 6	LISA	09/06/2017	92	306,598.71	35,258.86	E-check Received
296788	Login Entry	test august	LISA	09/06/2017	1	23,456.00	4,222.08	Pending
296633	Custom Upload	KOIT v110.csv	LISA	08/28/2017	16	34,751.90	3,996.46	Pending
296570	Custom Upload	Disney AFTRA Test File.csv	LISA	08/18/2017	6	1,320.36	221.82	Pending
296569	Login Entry	A0058466	LISA	08/18/2017	1	3,583.00	412.05	Pending
296568	Standard Upload	WIHT v1.csv	LISA	08/18/2017	92	306,598.71	34,492.42	Pending

Click the link in the first column for the detailed report. When active, click the link in the last column to pay contributions.

[All reports](#)

1. Either option will launch the **Select Contributions** page. Review all the contribution information on the **Select Contributions** page to ensure you have opted to pay the contributions for the correct earnings file and select **Next**.

1. Select Contributions

2. Payment Information

3. Confirm/Submit

We will process your payment after you complete steps 1-3.

Earning File ID: *

460802

Find

Contributions for:

Aug 2022 Earnings.csv

Reported using:

Standard Upload

Reported by:

LUXE

Submitted on:

02/14/2023

Total wages:

\$466.50

Contributions due:

\$95.63

Please rate your agreement

Cancel

2. Use the **Payment Information** page to enter your electronic payment information. See [Glossary](#) for clarification on any required field definitions. Once complete select **Next**.

The screenshot shows the 'Payment Information' page, which is the second step in a three-step process. The top navigation bar has three tabs: '1. Select Contributions', '2. Payment Information' (which is active and highlighted in red), and '3. Confirm/Submit'. Below the tabs, a message states: 'All email confirmations and correspondence will be sent to cw-cb@sagph.org.' A note follows: 'Note: Your contribution payment is not complete until you receive a reporting instance number on the receipt page at the end of this process.' The form contains several required fields, each marked with an asterisk: 'Account holder name: *', 'Bank name: *', 'Account type: *' (with a dropdown menu currently showing 'Bank account type'), 'Routing number: *', 'Account number: *', and 'Confirm account number: *'. Below these fields is a 'Memo' section with a text area and a 'Routing Number' field. At the bottom of the form, there are three buttons: '< Back', 'Cancel' (with an 'x' icon), and '> Next'. The footer of the page reads 'Using Your Contributions Manager | Visit Employers Website'.

3. This will launch the **Confirm/Submit** tab.
4. Confirm the information you entered is correct and select **Submit**.
5. A receipt will display confirming payment. For security reasons, we do not save payment information and you will need to re-enter your payment information each time you make an online payment.

Generating Reports

The Contributions Manager allows users to view, download and print reports individually or in bulk for a given date range. In order to generate reports, you will need to turn off pop-up blockers.

File ID-specific Reports

This report allows you to create a report for a specific file.

1. On your Dashboard, go to the **Your Earnings Report** section and find the report for which you would like to download information.
2. Select the reporting instance number.

Your Earnings Reports								
A summary of earnings reports you have provided through this Contributions Manager in the last one year.								
Reporting instance	Type	Name	Submitted by	Submitted on	Details count	Total wages	Contributions due	Payment status
296795	Standard Upload	test sept 6	LISA	09/06/2017	92	306,598.71	35,258.86	E-check Received
296788	Login Entry	test august	LISA	09/06/2017	1	23,456.00	4,222.08	Pending
296633	Custom Upload	KOIT v110.csv	LISA	08/28/2017	16	34,751.90	3,996.46	Pending
296570	Custom Upload	Disney AFTRA Test File.csv	LISA	08/18/2017	6	1,320.36	221.82	Pending
296569	Login Entry	A0058466	LISA	08/18/2017	1	3,583.00	412.05	Pending
296568	Standard Upload	WIHT v1.csv	LISA	08/18/2017	92	306,598.71	34,492.42	Pending

Click the link in the first column for the detailed report. When active, click the link in the last column to pay contributions.

All reports

3. On the next screen verify that the report you've selected is correct and select the **Create Report** button.

* In order to generate reports, you may need to disable pop-up blockers.

Reporting instance number:	296937	Find
Contributions for:	KBUR.csv	
Reported using:	Standard Upload	
Reported by:	LISA	
Submitted on:	10/10/2017	
Total wages:	\$306,598.71	
Contributions due:	\$35,258.86	

Cancel Create Report

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4. The report will launch a new tab in your browser. On the top left, you can save or print your report, scroll through or jump to different pages, adjust the view or search for specific names or data.



Viewing Details of Submitted Reports

You can view submitted reports for a specific date range. To generate this type of report:

1. Select the **menu** dropdown.
2. Select **Reports**.



3. On the next page, select **Details of Reports Submitted** from the drop-down.

* In order to generate reports, you may need to disable pop-up blockers.

A screenshot of a form for selecting a report. The form has four labels: 'Select Report:', 'Plan Code:', 'Submitted From Date:', and 'Submitted To Date:'. To the right of the 'Select Report:' label is a dropdown menu. The dropdown menu is open, showing three options: 'Details of Reports Submitted' (which is highlighted), 'Summary of Reports Submitted', and 'Details of Reports Submitted'. Below the form are two buttons: 'Submit' and 'Cancel'.

4. Select the date from which you would like your report to begin by clicking inside the field next to **Submitted From Date** and choosing from the calendar.

* In order to generate reports, you may need to disable pop-up blockers.

Select Report: Details of Reports Submitted

Plan Code: 772892

Submitted From Date:

Submitted To Date:

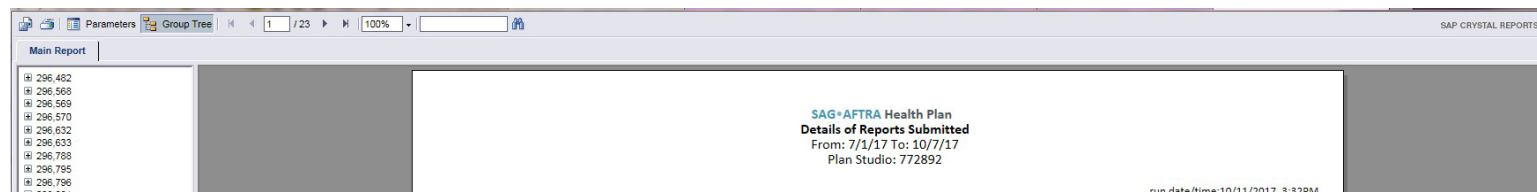
<
Aug
2017
>

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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5. Select the end date by clicking inside the field next to **Submitted To Date** and choosing from the calendar.
6. Select **Submit**.
7. The report will launch in a new tab in your browser. Each page of the report provides details of a specific reporting instance. At the top left corner, you can save or print your report, scroll through or jump to different pages/reporting instances, adjust the view or search for specific names or data.



Viewing Summaries of Submitted Reports

This report displays a summary of wages contributions and payment status for a specific date range. To generate this type of report:

1. Select the **menu** dropdown.
2. Select **Reports**.
3. On the next page, select **Summary of Reports Submitted** from the drop-down.

* In order to generate reports, you may need to disable pop-up blockers.

Select Report: Summary of Reports Submitted ▼

Plan Code: Summary of Reports Submitted

Submitted From Date: Details of Reports Submitted

Submitted To Date:

Submit ✕ Cancel

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4. Select the date from which you would like your report to begin, by clicking inside the field next to **Submitted From Date** and choosing from the calendar.

* In order to generate reports, you may need to disable pop-up blockers.

Select Report: Summary of Reports Submitted ▼

Plan Code: 772892

Submitted From Date: Aug 2017

Submitted To Date:

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5. Select the end date, by clicking inside the field next to **Submitted To Date** and choosing from the calendar.
6. Select **Submit**.

7. The report will launch in a new tab in your browser. At the top left, you can save or print your report, scroll through, or jump to different pages/reporting instances, adjust the view or search for specific names or data.

