Chicago & Vicinity Laborers' District Council
Health & Welfare Fund • Retiree Health & Welfare Fund • Pension Fund
11465 W. Cermak Road, Westchester, IL 60154-5768 | www.chicagolaborersfunds.com
Toll Free: (866) 906-0200 • Telephone: (708) 562-0200

LiUNA!
Feel the Power

November 2022

Welcome to the new online Employer Self Service (ESS) Portal

Thank you for using the Chicago & Vicinity Laborers' District Council Benefit Funds' new online employer portal. Once registered, Employers can begin accessing the new system to submit monthly work reports and payments at the link listed below:

https://chilabprodess.v3locity.com

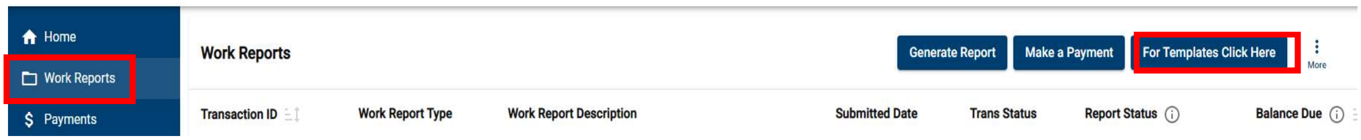
The following provides basic instructions on how to create and submit monthly work reports as well as payments. If you need assistance, please contact us at (708) 562-0200 X520.

How to Create a Monthly Work Report

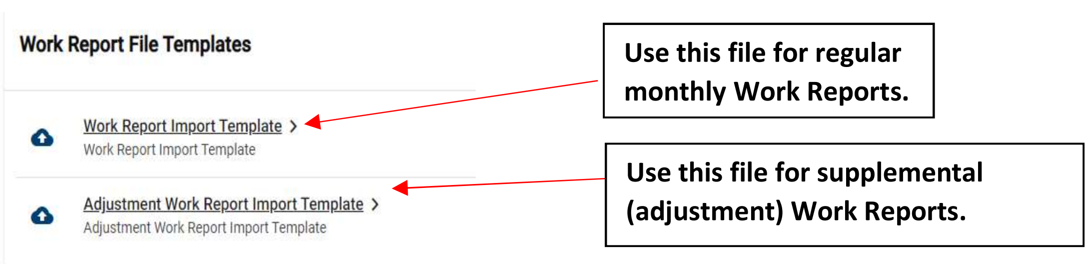
There are two options for creating a work report: Import a file or Manual Entry

Import a file:

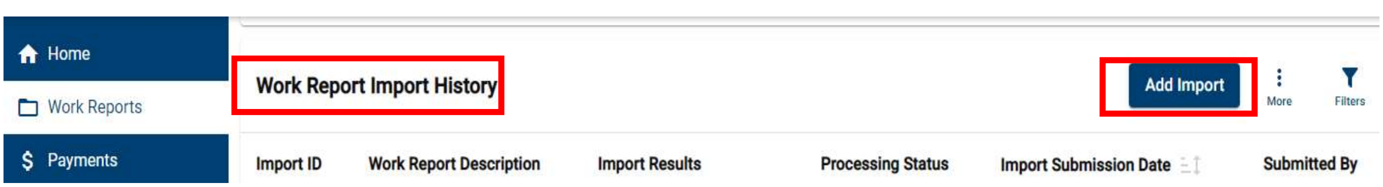
1. In the Work Reports Tab, select **For Templates Click Here** to download the Excel template.



2. A Work Report File Template will appear. Choose the appropriate template and download to your PC.



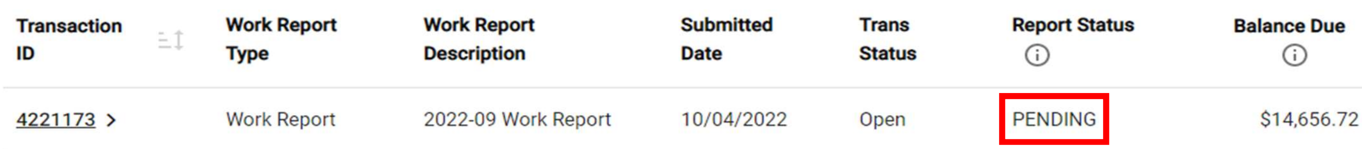
3. In the downloaded Excel file, enter the required information. Please note, middle name is not required. Once completed, the file can now be saved and imported into the ESS system. In the Work Reports Tab, scroll down to the Work Report Import History section and select **Add Import**.



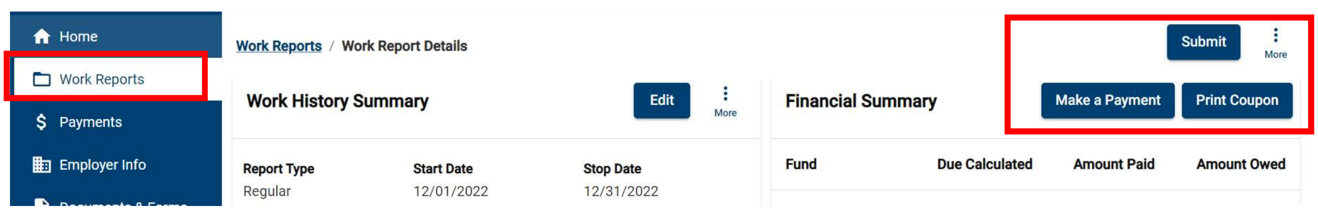
4. Complete the information required in the Upload a File screen. Once the file has been uploaded, a message will appear indicating the file has been processed.

5. Scroll up to the Work Reports section and locate the Work Report just created. The Report Status will indicate **Draft**. Select the **Transaction ID**.

6. Review the information displayed in the Work Report Details screen to confirm accuracy. To finalize the Work Report select **Submit**. The Work Report has now been successfully submitted to the Fund Office and set to Pending status until payment has been received.

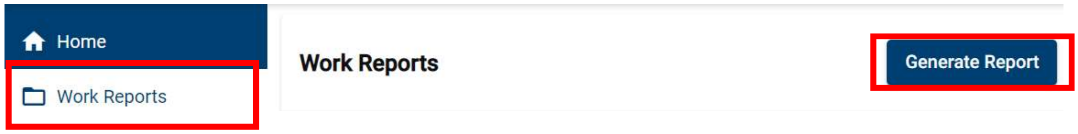


7. After submitting the Work Report, proceed to Make a Payment or Print Coupon.
   - **To make an online payment (EFT)** – Select **Make a Payment** and enter the required information on the screen.
   - **To mail a check** – Select **Print Coupon** and a document will generate.

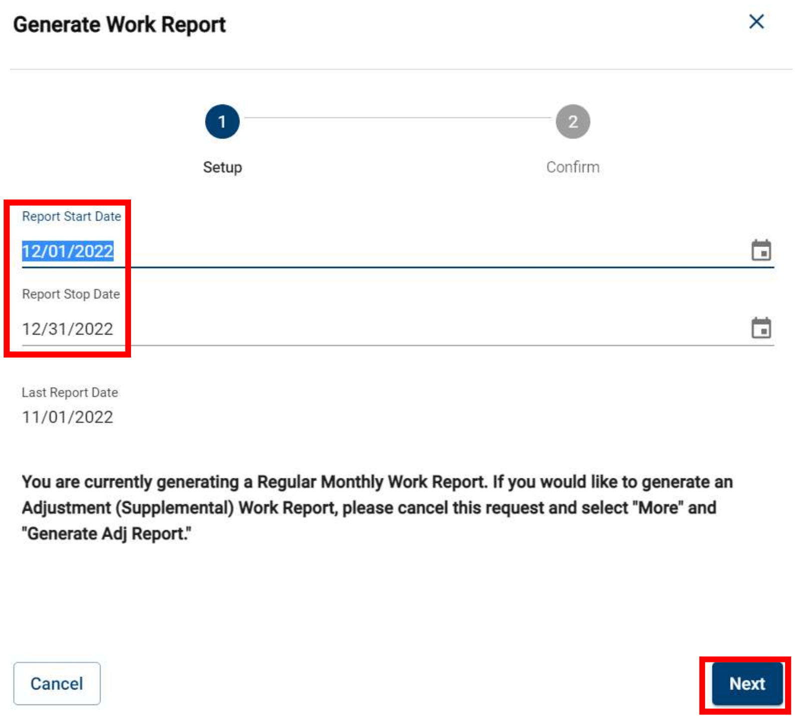


Manual Entry:

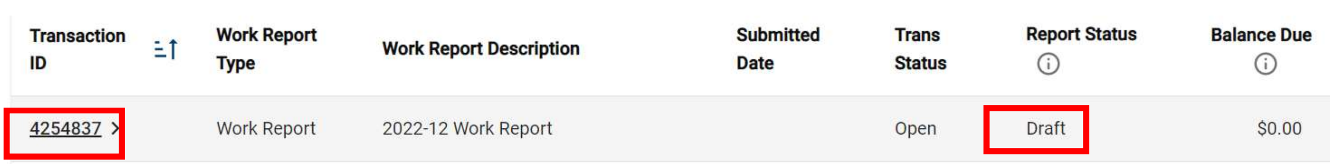
1. In the Work Reports tab select **Generate Report**.



2. Enter the work month, select **Next** then **Confirm**.

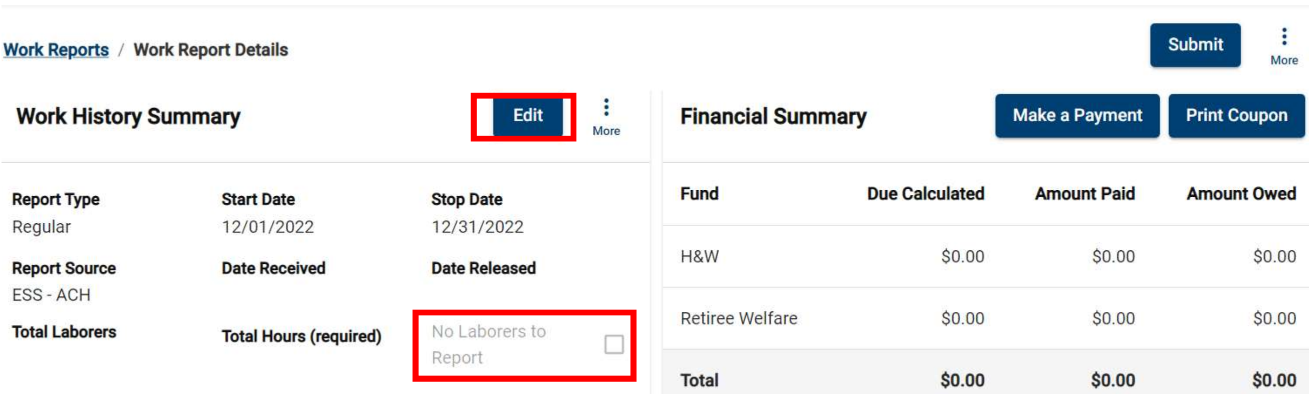


3. In the Work Reports section, locate the Work Report just created. The Report Status will indicate **Draft**. Select the **Transaction ID**.

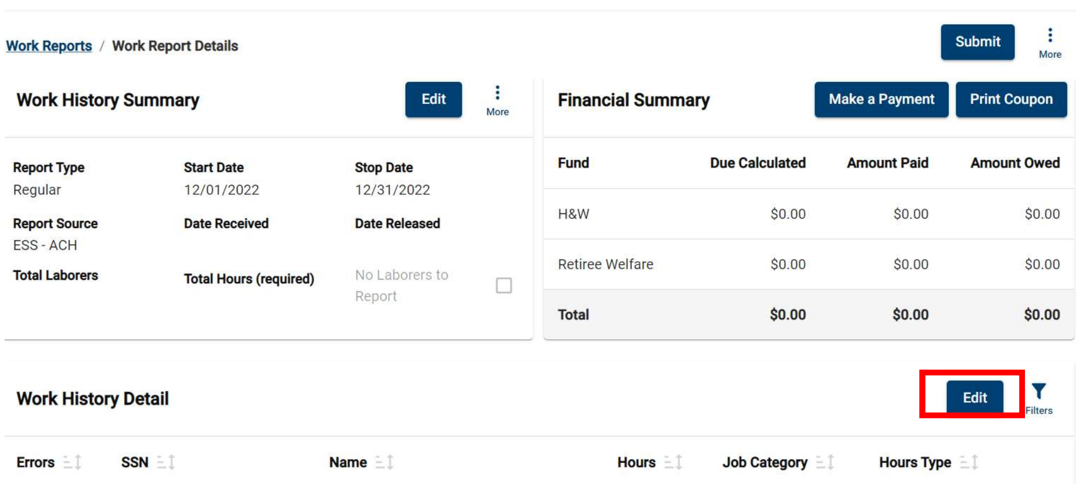


4. The Work Report details are now ready to be entered.

- **<u>If there are no hours to report</u>**, select **<u>Edit</u>** in the Work History Summary section and check the No Laborers to Report box and select **<u>Save</u>**. The Work Report should now be in Pending status.



- **<u>If there are hours to report</u>**, in the Work History Detail section, select **<u>Edit</u>**.

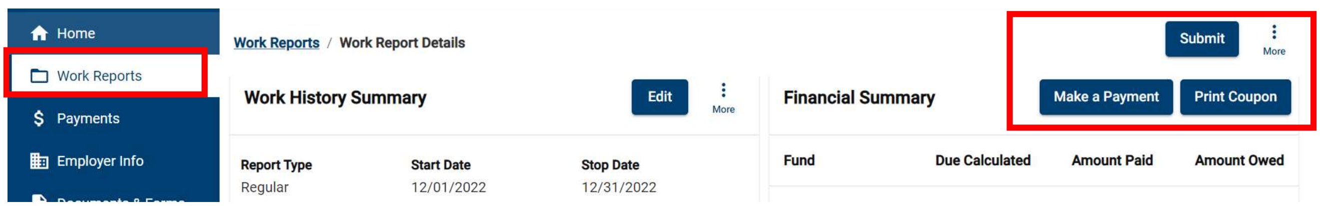


5. Complete the Work Report by entering the information required on the screen. Please note, when adding Laborers to the Work Report, First Name is not required for existing Laborers. Once all hours have been entered, select **<u>Save</u>**.

6. Review the information displayed in the Work Report Details screen to confirm accuracy. To finalize the Work Report select **Submit**. The Work Report has now been successfully submitted to the Fund Office and set to Pending status until payment has been received.

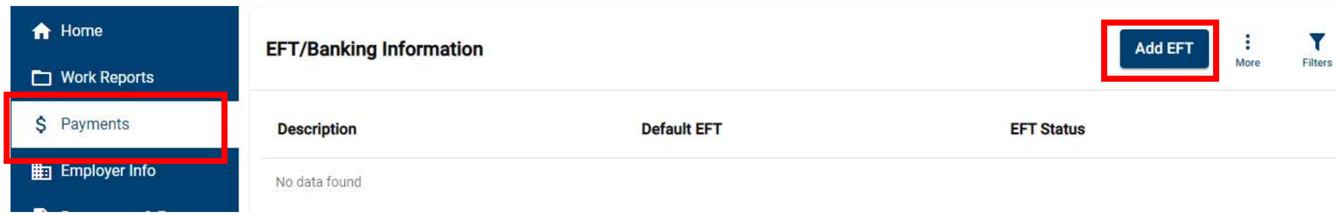
Transaction ID	Work Report Type	Work Report Description	Submitted Date	Trans Status	Report Status	Balance Due
4221173 >	Work Report	2022-09 Work Report	10/04/2022	Open	PENDING	$14,656.72

7. After submitting the Work Report, proceed to Make a Payment or Print Coupon.
   - **To make an online payment (EFT)** – Select **Make a Payment** and enter the required information on the screen.
   - **To mail a check** – Select **Print Coupon** and a document will generate.

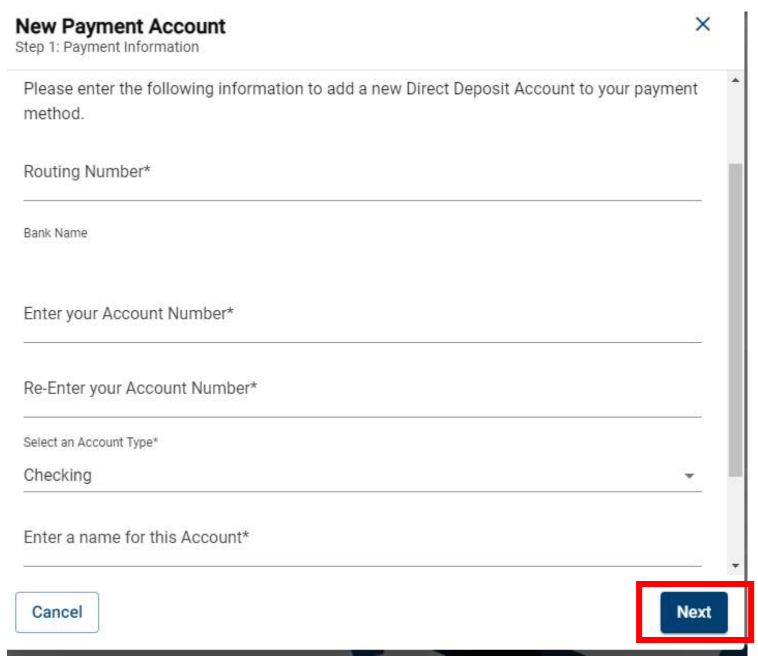


How to Add an EFT

1. In the Payments Tab, select **Add EFT**.



2. In the New Payment Account window, enter the required information and select **Next**. Then verify the information entered and select **Confirm**.



3. Under EFT/Banking Information, the EFT added will now appear with a status of Approved. Payments can now be made via EFT by selecting **Make a Payment** below.