

INTERNATIONAL UNION OF OPERATING ENGINEERS NATIONAL TRAINING FUND

Fund Office: Zenith American Solutions, Administrator, Lockbox 791782, Baltimore MD 21279-1782, USA
Phone: (888) 210-5811 / Email: IUOE-NTF-CATeam@zenith-american.com

RE: Employer Edge – Zenith American Solutions Online Reporting of NTF Contributions

Dear NTF Contributor

The International Union of Operating Engineers National Training Fund (“Fund”) would like to introduce you to the new Online Contribution System, Employer Edge, whereby you can submit your monthly remittance reports electronically and pay contributions. Employer Edge is user-friendly and will simplify the process of submitting your monthly remittance reports and contributions to the Fund. **Employer Edge can be used by any entity reporting to the NTF, such as signatory employers, local union training funds, local fund TPAs and local unions.**

All you need to do to get started is to complete and return the enclosed form to begin the process of designating the authorized users for your organization – we will take it from there to begin the implementation process.

Benefits for NTF Contributors

- Fast and convenient way to submit information to the Fund online without printing/mailing of hard copy documents
- Reduces errors and adjustments
- Improves data security
- Provides access to review data live & securely online (updates are real time)
- Ability to make electronic payments through ACH transfer
- Ability to run and/or access past remittances
- Confirmations are sent via encrypted email and are only accessible by the user

Keeping Your Data Secure

Employer Edge is designed for ease of use by contributors to remit monthly contributions to the Fund through an online, secure network. Employer Edge operates using 2048-bit encryption over HTTPS to ensure safe and secure data transmissions between your computer and the Employer Edge server. This level of transmission security generally exceeds industry practices. Still further, the Zenith IT Team subjects Employer Edge to continuous vulnerability and penetration testing. These highly specialized analytical actions pro-actively address and correct possible security threats.

Online access for Employer Edge will be setup for your authorized/designated staff. All logins provide individual, role-based access control that is set-up by Zenith Staff. This ensures that contributor reports are only seen by authorized or designated users. All users have restricted access to the minimum amount of information necessary. Employer Edge does not entail Protected Health Information (“PHI”). This online portal only contains Personally Identifiable Information (“PII”), such as a participant social security number, which is typically provided to the Fund Office by contributors.

After logging in, the authorized/designated user will simply upload an electronic remittance report directly to the portal or complete an online template report. Once the remittance has been successfully uploaded, your designated staff will receive a confirmation notification and a PDF copy of the submitted report via a secure email. All confirmation PDFs are sent via encrypted email requiring a recipient to log-in to access. It is important to note that the confirmation emails are only accessible to the individual receiving the report and that they only contain the last 4 digits of social security numbers.

Next Steps

- Collect Contributor Information/Designate Authorized Users – In order to finalize the process and create authorized/designated user access, please complete the enclosed information form and return it to the Fund Office as soon as possible. Then, you may select two authorized/designated users – a primary and a secondary – to ensure that there is access to the system when needed. Such users will be required to agree to the terms of use that do not allow the access to be shared with any other individuals. Should you need to make a change to the authorized/designated users, a request and the required forms will need to be submitted to the Fund Office.
- Access the System – Once the completed forms are received by the Fund Office, your authorized/designated users will receive step-by-step instructions for using the system. Zenith's Staff will be available to answer questions and assist your staff with implementation.
- Determine Your Preferred Payment Method – Once you begin remitting contributions through the Employer Edge online portal, you will have the option of transmitting your contributions via ACH transfer (or wire transfer) directly to the Fund's bank account or by continuing to mail a check to the Fund Office. Instructions for setting up ACH or wire transfer are provided in the system.

The International Union of Operating Engineers National Training Fund is excited to offer this secure online resource to the Fund's Contributors. If you should have any questions or need additional information, please do not hesitate to contact the Fund Office.

Sincerely,

Zenith American Solutions
Administrator for the IUOE NTF

International Union of Operating Engineers
National Training Fund
Lockbox 791782
Baltimore MD 21279-1782 USA
(888) 210-5811

**EMPLOYER EDGE
CONTRIBUTOR INFORMATION FORM**

Name of Contributor: _____

Address: _____

Individual(s) Responsible for Remitting Reports and Contributions:

1. Name: _____

Title: _____

Email: _____

Phone No: _____

2. Name: _____

Email: _____

Title: _____

Phone No: _____

If your organization utilizes the services of an outside vendor to prepare payroll and remit contributions into the Fund, please provide the following information:

Name of Vendor: _____

Contact Person: _____

Email: _____

Phone No: _____

Please return the completed form to the attention of:

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