

United Mine Workers of America

**Cash Deferred Savings Plan
of 1988**

Instructions
For
Web Site

Electronic Submission

January 30, 2012

**UMWA Cash Deferred Savings Plan of 1988
Instruction for Web Site Electronic Submission**

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I. Cash Deferred Savings Plans (CDSP) Electronic Submission General Information

- A. Hours of Operations
1. The web site will be available 24 hours / 7 days a week / 365 days per year (24/7/365). The site will occasionally be shut down for maintenance reasons.
- B. Security
1. The web site is fully secured using 2048-bit SSL (note the lock at the bottom, right hand corner of the screen or just right of the address bar).
 2. User ID and password are required. Please call the Funds' Call Center at 1-800-291-1425, choose **option one** (1) then **enter 2275** to request a user ID and password.
- C. Supported Browsers
1. The web site supports Microsoft Internet Explorer 6.0 or higher.
 2. Netscape or other browsers have not been tested for this web site.
- D. Employees to Include in Submissions
1. File upload or data entry should include **all classified (union) employees who are eligible to contribute** to the CDSP, whether or not they actually make 401(k) contributions (CDSP participants & non-participants).
- E. Contribution Checks
1. A single check in the amount of the total contribution remittance must be made payable to "Trustees of the UMWA Cash Deferred Savings Plan of 1988" for **each pay period submitted** and sent via:
 - a. **Printed Hard Copy Check mailed to:**
Trustees of the UMWA Cash Deferred Savings Plan
P. O Box 223779
Pittsburgh, PA 15251-2779
 - b. **Express Courier (Overnight)**
Trustees of the UMWA Cash Deferred Savings Plan
ATT: 223779
500 Ross Street 154-055
Pittsburgh, PA 152541
 - c. **Electronic Fund Transfer (EFT) transmitted to:**
Trustees of the UMWA Cash Deferred Savings Plan of 1988
Routing (ABA): 021000018
Account Number: 8900382465
 2. Pay period or reporting period ending date and payroll deduction (employee and employer contributions) dates **must be identified** with each submission.

Important: Checks for employee contributions must be *postmarked within five (5) calendar days after the payday on which the deductions have been withheld from the participant's gross pay.* Checks for employer contributions must be *postmarked by the 10th of the month.* The use of Electronic Fund Transfer (EFT) is encouraged. A delinquent employer may be referred to the Funds' Office of General Counsel for such action as deemed appropriate, including the assessment of interest on all delinquent amounts.

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F. Web Address

1. Please go to <http://www.umwafunds.org/> click on "CDSP" then click on "Employer Uploads".

II. Sign Into Your Account

Figure 1 Sign-On Page

The screenshot shows a web browser window with the title "UMWA H & R Funds - CDSP Transmission Logon - Microsoft Internet Explorer". The address bar displays "http://localhost/virt_dirs2/CDSP/Logon.aspx?selection=&x=&y=".

The main content area has a blue header with the text "Cash Deferred Savings Plan" in large, bold, white letters, and "Electronic Submission" in smaller white letters below it. To the left of the main content area is a blue sidebar with a circular logo that reads "UMWA HEALTH & RETIREMENT FUNDS THE FUNDS".

The main content area has a green banner with the text "Sign Into Your Account" in bold black letters. Below the banner are two input fields: "Email" and "Password". Below the input fields are two links: "Sign In Now" and "I Forgot My Password".

The status bar at the bottom shows "Done" and "Local intranet".

A. Enter Email and Password.

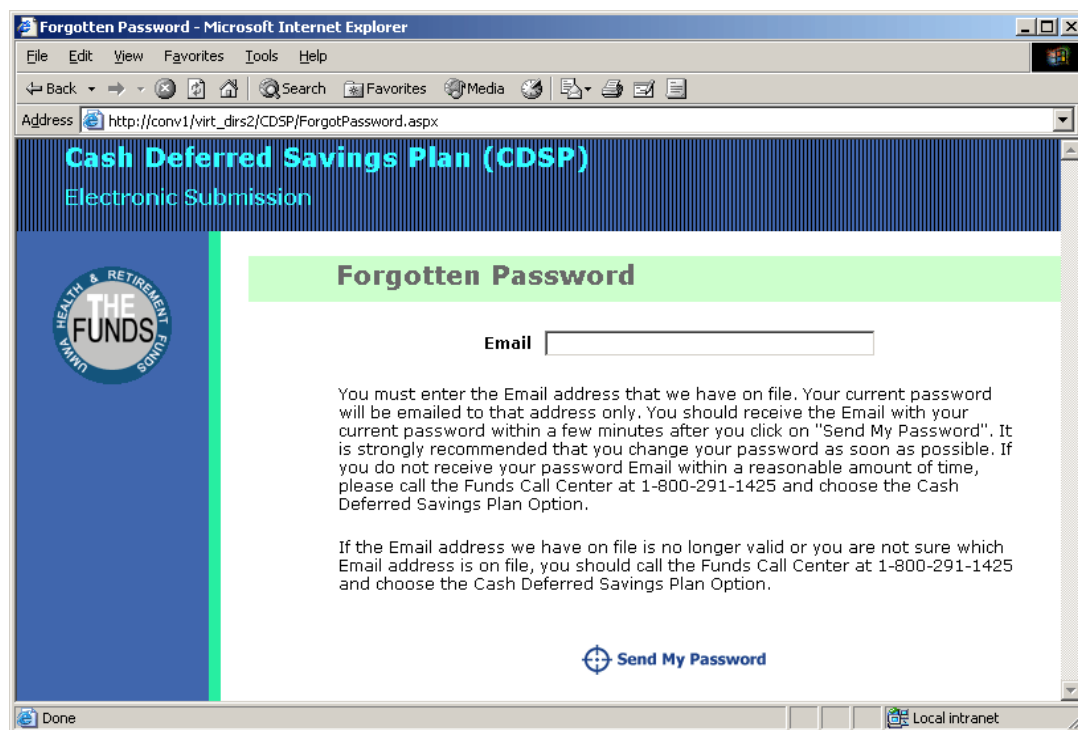
1. Enter your email address. It is important that the email address used for either uploading or entering CDSP information is valid and monitored. This way we can send detailed information, potentially with personally identifiable information. The system will automatically send a secure web message for you to retrieve unless secure email has been established using TLS. If you prefer to receive the message directly, have you email administrator contact the Funds' systems department at 202-521-2266.
2. Enter your password
3. Click on "Sign In Now".

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B. Forgot My Password

If you forgot your password, click on “Forgot My Password”

Figure 2 Forgotten Password Page



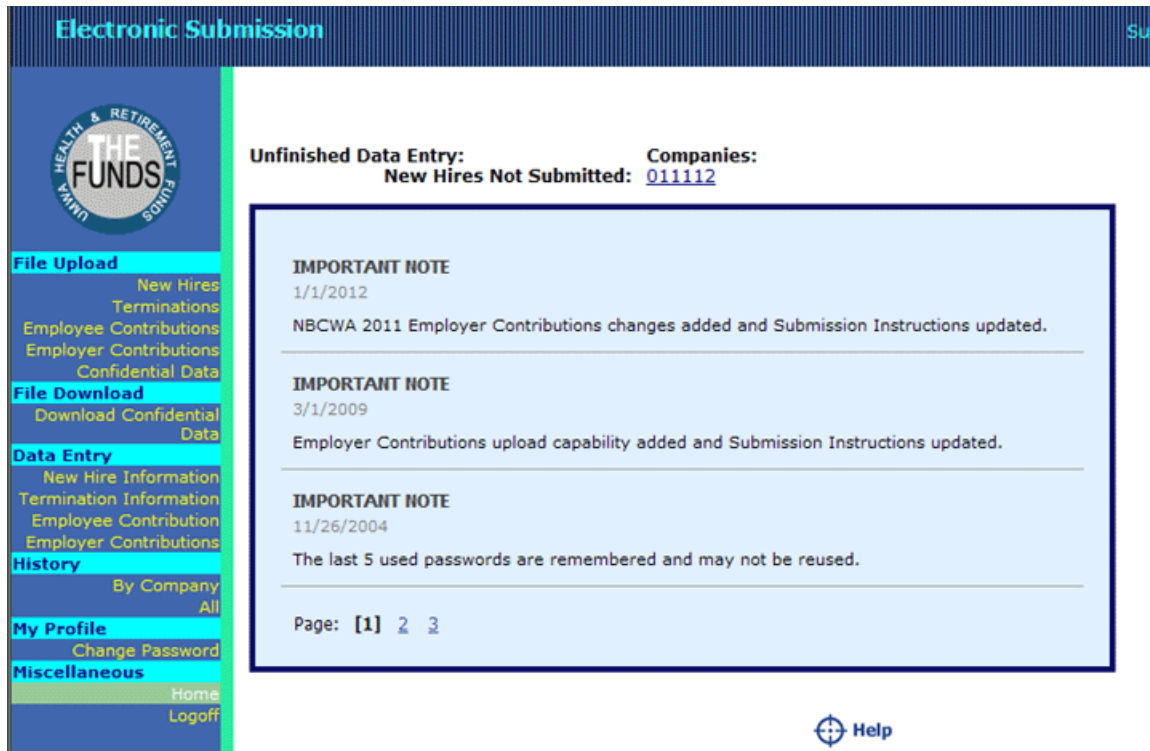
1. Follow the instructions on the screen:
 - a. Enter the Email address that we have on file for you. Your current password will be emailed to that address only. You should receive the Email with your current password within a few minutes after you click on “Send My Password”. It is strongly recommended that you change your password as soon as possible
 - b. If you **do not receive** your password Email within a reasonable amount of time (24 hrs.), please call the Funds’ Call Center at 1-800-291-1425, choose **option one** (1) then **enter 2275** to report the problem.
 - c. If the Email address we have on file is no longer valid or you are not sure which Email is on file, you should call the Funds’ Call Center at 1-800-291-1425, choose **option one** (1) then **enter 2275** to discuss your problem.

NOTE: Beginning November 1, 2004 passwords **will expire** and must be changed every 180 days. The password must contain at least 8 characters and no more than 18 characters and must contain at least one of each of the following:
Uppercase letters (**A-Z**); Lowercase letters (**a-z**); Number (**0-9**); and Special characters (percent sign %, underscore_, or pound sign #).
For example: Sampl3_pAsswOrd%.

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III. Cash Deferred Savings Plan of 1988 (CDSP) Electronic Submission Home Page

Figure 3 Home Page



- A. Click on the Funds' logo to go to the Funds' main web site. Listed under the Funds' logo is the menu where you can select the function you wish to perform. To the right of the Funds' logo is an area that will show you **any incomplete** Data Entry functions.
1. Click on the specific function you want to perform.
 - a. **File Upload** - You should use this section of the menu to upload files for New Hires, Termination, Employee Contributions, Employer Contributions, or Confidential Data.
 - i. New Hires
 - ii. Terminations
 - iii. Employee Contributions
 - iv. Employer Contributions
 - v. Confidential Data

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- b. **Data Entry** - You should use this section of the menu to perform manual data entry for New Hires, Terminations, Employee or Employer Contributions.
 - i. New Hires Information
 - ii. Terminations Information
 - iii. Employee Contributions Information
 - iv. Employer Contributions Information
- c. **History** – This section lets you view prior submissions.
 - i. By Company.
 - ii. All.
- d. **My Profile** - This section of the menu allows you to change your password.
 - i. Change Password.
- e. **Miscellaneous** – By clicking on “Home” to return to your company’s electronic submission home page.
 - i. Home.
 - ii. Logoff

IV. File Upload

Use this section to “**Upload Files**” for New Hires, Termination, Employee Contributions, Employer Contributions, or Confidential Data.

A. New Hires (New Hire File Upload) – Step 1.

Important: If there are no new hires, no file upload is necessary.

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the “UMWA Coal Co #” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the “UMWA Coal Co #” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Coal Co #”, make the correction and notify you so that you may continue with your company’s file upload.
2. Enter the number of new hire records you plan to upload.
 - a. This information will be compared for accuracy with the total number of records uploaded.
3. Select the file format (refer to section IX for types of file layouts and options).
 - a. Fixed Format.
 - b. Comma Separated Format.
 - ** No option selection is required. The systems **will automatically recognize** the option you have chosen.

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4. Click on “Continue to Step 2” to continue New Hire file upload.
5. Enter **full path and** file name to upload – **Step 2**.
** Note this page displays the information entered in Step 1:
 - UMWA Coal Company Number
 - Number of New Hire Records, and
 - File Format
6. Enter the **full path and** name of the file to be uploaded or Click on “Browse...” to look for the file name to upload. **Only one (1) file may be uploaded at a time.**
7. Click on “Upload File to the Funds” to start the upload.
8. The system will take you back to the CDSP Electronic Submission home page and will display a confirmation message

B. Terminations (Termination File Upload) – Step 1.

Important: If there are no terminations, no file upload is necessary.

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the “UMWA Coal Co #” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the “UMWA Coal Co #” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Coal Co #”, make the correction and notify you so that you may continue with your company’s file upload.
2. Enter the number of termination records you plan to upload.
 - a. This information will be compared for accuracy with the total number of records uploaded.
3. Select the file format (refer to section IX for types of file layouts and options).
 - a. Fixed Format.
 - b. Comma Separated Format.
** No option selection is required. The systems **will automatically recognize** the option you have chosen.
4. Click on “Continue to Step 2” to continue Termination file upload.
5. Enter **full path and** file name to upload – **Step 2**.
** Note this page displays the information entered in Step 1:
 - UMWA Coal Company Number
 - Number of Termination Records, and
 - File Format
6. Enter the **full path and** name of the file to be uploaded or Click on “Browse...” to look for the file name to upload. **Only one (1) file may be uploaded at a time.**
7. Click on “Upload File to the Funds” to start the upload.

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8. The system will take you back to the CDSP Electronic Submission home page and will display a confirmation message
- C. Employee Contributions (Employee Contribution File Upload) – Step 1.
** **Contribution pay in lieu of unused personal or sick leave days** (Article IX (e) of the National Bituminous Coal Wage Agreement (section 3.01 (a) of the UMWA Savings Plan) should be treated as a separate pay period and payroll deduction and **must be submitted within ten (10) working days at the end of any calendar year.**

Important: File upload or data entry should include **all classified (union) employees who are eligible to contribute** to the CDSP, whether or not they actually make 401(k) contributions (CDSP participants & non-participants).

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds' Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the "UMWA Coal Co #" selection list, please call the Funds' Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the "UMWA Coal Co #" selection list. The representative will take this information along with your contact information. The representative will verify the "UMWA Coal Co #", make the correction and notify you so that you may continue with your company's file upload.
2. Select the **Pay Period Ending Date** from the calendar on the screen. Click on the arrow to move between the months
3. Select the **Payroll Deduction Date** from the calendar on the screen. Click on the arrow to move between the months.
4. Select the **Issued Check Date** from the calendar on the screen. Click on the arrow to move between the months.
5. Enter the **Current Pay Period Gross Salary Dollar Amount Total** ** Net of adjustments ** (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
6. Enter the **Current Pay Period Deferral (contribution) Dollar Amount Total** (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
7. Enter the **Total Number of Pay Period Records**.
8. Select the file format (refer to section IX for types of file layouts and Options).
 - a. Fixed Format.
 - b. Comma Separated Format.** No option selection is required. The system **will automatically recognize** the option you have chosen.
9. Click on "Continue to Step 2" to continue Contribution file upload.

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10. Employee Contributions (Employee Contribution File Upload) – **Step 2.**

****** Note this page displays the information entered in Step 1:

- UMWA Coal Company Number
- Pay Period Ending Date
- Payroll Deduction Date
- Issued Check Date
- Current Pay Period Gross Salary Dollar Amount Total
- Current Pay Period Deferral Dollar Amount Total
- Number of contribution records entered, and
- File Format.

11. Enter the **full path and** name of the file to be uploaded or Click on “Browse...” to look for the file name to upload. **Only one (1) file may be uploaded at a time.**
12. Click on “Upload File to the Funds” to start the upload.
13. The system will take you back to the CDSP Electronic Submission home page and will display a confirmation message.

D. Employer Contribution File Upload – Pre NBCWA 2011 – Step 1.

Important: If there are no employer contributions, no file upload is necessary.

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the “UMWA Coal Co #” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the “UMWA Coal Co #” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Coal Co #”, make the correction and notify you so that you may continue with your company’s file upload.
2. Click on “Continue” to continue Employer Contribution file upload Step 1.
3. Select the **Pay Period Ending Date** from the calendar on the screen. Click on the arrow to move between the months
4. Select the **Payroll Deduction Date** from the calendar on the screen. Click on the arrow to move between the months.
5. Select the **Issued Check Date** from the calendar on the screen. Click on the arrow to move between the months.
6. Enter the **Employer Contribution Amount Total** **** Net of adjustments **** (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
7. Enter the **Total Number of Hours** (include comma (,) separator, and a 2-digit hour fraction with decimal point).

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8. Select the **EPC**.
9. Enter the **Total Number of Pay Period Records**.
10. Select the file format (refer to section IX for types of file layouts and Options).
 - a. Fixed Format.
 - b. Comma Separated Format.

****** No option selection is required. The system **will automatically recognize** the option you have chosen.
11. Click on “Continue to Step 2” to continue Employer Contribution file upload.
12. Employer Contributions (Employer Contribution File Upload) – **Step 2**.

****** Note this page displays the information entered in Step 1:

 - UMWA Coal Company Number
 - Pay Period Ending Date
 - Payroll Deduction Date
 - Issued Check Date
 - Total Employer Contribution Amount
 - Number of contribution records entered,
 - EPC Rate, and
 - File Format.
13. Enter the full path and name of the file to be uploaded or Click on “Browse...” to look for the file name to upload. **Only one (1) file may be uploaded at a time.**
14. Click on “Upload File to the Funds” to start the upload.
15. The system will take you back to the CDSP Electronic Submission home page and will display a confirmation message if there are no errors.

E. Employer Contribution File Upload – NBCWA 2011 – Step 1.

Important: If there are no employer contributions, no file upload is necessary.

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the “UMWA Coal Co #” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the “UMWA Coal Co #” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Coal Co #”, make the correction and notify you so that you may continue with your company’s file upload.
2. Click on “Continue” to continue Employer Contribution file upload Step 1.
3. Select your UMWA mine number, select "Report at Company Level" if you are not reporting by individual mines. The preferred method is to report CDSP Employer Contributions the same way you report Credit Hours. If your UMWA mine number **does not** appear on the “UMWA Mine” selection list, please call the

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Funds' Call Center number at 1-800-291-1425, choose **option one (1)** then **enter 2275** and tell the representative that your UMWA coal company assigned mine number **does not appear** on the "UMWA Mine" selection list. The representative will take this information along with your contact information. The representative will verify the "UMWA Mine #", make the correction and notify you so that you may continue with your company's file upload.

4. Enter the **Reporting Period Starting Date** in MM/DD/YYYY format.
5. Enter the **Reporting Period Ending Date** in MM/DD/YYYY format.
6. Enter the **Issued Check Date** in MM/DD/YYYY format.
7. Click on "Continued to Step 1a" to continue with Employer Contribution File Upload.
8. Employer Contribution File Upload – Step 1A
 - a. Enter the **Grand Total Contribution Amount** ** Net of adjustments ** in one of these formats: \$123,456.78 or -\$123,123.12.
 - b. Enter the **Grand Total Number of Hours** in one of these formats: 123,456.78 or -123,123.12.
 - c. Enter the **Grand Total Number of Records** in one of these formats: 123,456.78 or -123,123.12 (including the trailer record if used).
 - d. If using a "trailer record", check the "Use a trailer record" checkbox. There will be a flicker of the screen and the following sub-steps will not be required and you may proceed to step 9.
 - e. Enter **NIM2007 EPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - f. Enter the **Total Number of EPC Hours for NIM2007** reported in one of these formats: 123,456.78 or -123,123.12.
 - g. Enter the **Total Number of NIM2007 EPC Records** reported in one of these formats: 123,456.78 or -123,123.12.
 - h. Enter the **Total Number of Hours for NIM2012** reported in one of these formats: 123,456.78 or -123,123.12.
 - i. Enter the **Total Number of NIM2012 Records** reported in one of these formats: 123,456.78 or -123,123.12.
 - j. Enter the **NIM2012 EPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - k. Enter the **NIM2012 SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - l. Enter the **20YrSupp SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - m. Enter the **Total Number of SPC Hours for 20YrSupp** reported in one of these formats: 123,456.78 or -123,123.12.
 - n. Enter the **Total Number of 20YrSupp SPC Records** reported in one of these formats: 123,456.78 or -123,123.12.
 - o. Enter the **Total Number of Hours for NIMEM** reported in one of these formats: 123,456.78 or -123,123.12.
 - p. Enter the **Total Number of NIMEM Records** reported in one of these formats: 123,456.78 or -123,123.12.

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- q. Enter the **NIMEM EPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
- r. Enter the **NIMEM SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
- s. Enter the **EMLess20 SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
- t. Enter the **Total Number of SPC Hours for EMLess20** reported in one of these formats: 123,456.78 or -123,123.12.
- u. Enter the **Total Number of EMLess20 SPC Records** reported in one of these formats: 123,456.78 or -123,123.12.
- v. Enter the **EM20 SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
- w. Enter the **Total Number of SPC Hours for EM20** reported in one of these formats: 123,456.78 or -123,123.12.
- x. Enter the **Total Number of EM20 SPC Records** reported in one of these formats: 123,456.78 or -123,123.12.
- y. Enter the **Total Other Contributions** reported in one of these formats: \$123,456.78 or -\$123,123.12.
- z. Enter the **Total Number of Other Records** in one of these formats: 123,456.78 or -123,123.12.
- aa. Enter the **Total LateFee** reported in one of these formats: \$123,456.78 or -\$123,123.12.
- bb. Enter the **Total Number of LateFee Records** in one of these formats: 123,456.78 or -123,123.12.
- 9. Select the file format (refer to section IX for types of file layouts and Options).
 - a. Fixed Format.
 - b. Comma Separated Format.
 - ** No option selection is required. The system **will automatically recognize** the option you have chosen.
- 10. Click on "Continue to Step 2" to continue Employer Contribution file upload.
- 11. Employer Contributions (Employer Contribution File Upload) – **Step 2**.
 - ** Note this page displays the information entered in Steps 1 and 1A:
 - UMWA Coal Company Number
 - UMWA Mine Number
 - Reporting Period Starting Date
 - Reporting Period Ending Date
 - Issued Check Date
 - Grand Total Contribution Amount
 - Grand Total Number of Hours,
 - Grand Total Number of Records,
 - Total Other Contributions,
 - Total Late Fees,
 - NIM2007 Total Contribution Amount
 - NIM2007 Total Number of Hours,
 - NIM2007 Total Number of Records,

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- NIM2012 Total Number of Hours,
 - NIM2012 Total Number of Records,
 - NIM2012 Total EPC Contribution Amount
 - NIM2012 Total SPC Contribution Amount
 - 20YrSupp Total Contribution Amount
 - 20YrSupp Total Number of Hours,
 - 20YrSupp Total Number of Records,
 - NIMEM Total Number of Hours,
 - NIMEM Total Number of Records,
 - NIMEM Total EPC Contribution Amount
 - NIMEM Total SPC Contribution Amount
 - EMLess20 Total Contribution Amount
 - EMLess20 Total Number of Hours,
 - EMLess20 Total Number of Records,
 - EM20 Total Contribution Amount
 - EM20 Total Number of Hours,
 - EM20 Total Number of Records
 - Other Total Contribution Amount
 - Other Total Number of Records
 - LateFees Total Amount
 - LateFees Total Number of Records Amount, and
 - File Format.
12. Enter the full path and name of the file to be uploaded or Click on “**Browse...**” to look for the file name to upload. **Only one (1) file may be uploaded at a time.**
 13. Click on “**Upload File to the Funds**” to start the upload.
 14. The system will take you back to the CDSP Electronic Submission home page and will display a confirmation message.

F. Confidential Data File Upload – Step 1

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the “UMWA Coal Co #” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the “UMWA Coal Co #” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Coal Co #”, make the correction and notify you so that you may continue with your company’s file upload.
2. Click on “Continue to Step 2” to continue Confidential Data file upload.
3. Enter the full path and name of the file to be uploaded.

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- c. Enter the full path and name of the file to be uploaded or Click on “**Browse...**” to look for the file name to upload. **Only one (1) file may be uploaded at a time.**
- d. Click on “Upload File to the Funds” to start the upload.
- e. The system will take you back to the CDSP Electronic Submission home page and will display a confirmation message.

V. Data Entry

You should use this section to **perform manual data entry** for New Hires, Terminations, Contributions, and Employer Contributions.

A. New Hires (Data Entry) – Step 1.

Important: If there are no new hires, no data entry is necessary.

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the “UMWA Coal Co #” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the “UMWA Coal Co #” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Coal Co #”, make the correction and notify you so that you may continue with your company’s data entry.
2. Enter the **total** number of new hire records you plan to enter.
 - a. This information will be compared for accuracy with the total number of records entered.
3. Click on “**Continue** to Step 1a” to continue with New Hire data entry.
4. New Hire Data Entry – Step 1a.
 - a. Enter the new hire social security number with dashes (-) (i.e., 999-99-9999).
 - b. Enter the new hire First Name (lead cap format, i.e., John).
 - c. Enter the new hire Middle Name (lead cap format, i.e., William).
 - d. Enter the new hire Last Name (lead cap format, i.e., Smith).
5. Click on “Continue to Step 2” to continue New Hire data Entry.

****** Note this page displays the information entered in Step 1a at the top of the screen:

 - UMWA Coal Company Number
 - Social Security Number
 - Employee’s Name, and

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- Displays all previously entered new hire information at the bottom of the screen.
6. Enter Street Address 1.
 7. Enter Street Address 2.
 8. Enter City.
 9. Select the State from drop down list.
 10. Enter Zip Code (5-digit standard post office number with no additional extension)
 11. Enter Telephone Number, area code in parentheses, space, telephone number separated by a dash (-) (i.e., (800) 291-1425)
 12. Select Marital Status (select from drop down list, refer to section VII for marital status codes).
 13. Select Gender (select from drop down list, refer to section VII for gender codes).
 14. Click on “Continue to Step 3” to continue New Hire data Entry.
 - ** Note this page displays the information entered in Step 2 at the top of the screen:
 - UMWA Coal Company Number
 - Social Security Number
 - Employee’s Name
 - Street Address 1
 - Street Address 2
 - City / State / Zip Code
 - Marital Status
 - Gender, and
 - Displays all previously entered new hire information at the bottom of the screen.
 15. Select Date of Birth (Month / Day / Year) from the calendar provided.
 - ** Use the “Fast Year Change” drop down list to quickly change between years.
 16. Select Date of Hire (Month / Day / Year) from the calendar provided.
 - ** Use the “Fast Year Change” drop down list to quickly change between years
 17. Click on “Add New Hire” to add this new hire.
 - ** Once a new hire record has been accepted **it may not be edited**. You must delete the new hire record entry and re-enter all the information again.
 18. Repeat steps 4 – 17 for **EACH** new hire.
 19. When **ALL** new hires have been entered, click on “Submit New Hires” to complete the data entry.
 - ** The system will check the total number of entries against the total number of records for a match before accepting. If it does not match, you will need to correct the problem.
 - ** If the data entry is accepted, the system will take you back to the CDSP Electronic Submission home page and will display a confirmation message

B. Terminations (Data Entry) – Step 1.

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Important: If there are no terminations, no data entry is necessary.

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds' Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the "UMWA Coal Co #" selection list, please call the Funds' Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the "UMWA Coal Co #" selection list. The representative will take this information along with your contact information. The representative will verify the "UMWA Coal Co #", make the correction and notify you so that you may continue with your company's data entry.
2. Enter the **total** number of termination records you plan to enter.
 - a. This information will be compared for accuracy with the total number of records entered.
 - b. Select the Termination Date (Month / Day / Year) from the calendar provided.

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3. Click on “Continue to Step 2” to continue Termination data Entry.
** Note this page displays the information entered in Step 1a at the top of the screen:
 - UMWA Coal Company Number
 - Displays all previously entered terminations information at the bottom of the screen.
 4. Enter the terminated employee social security number with dashes (-) (i.e., 999-99-9999).
 5. Select the Termination Date (Month / Day / Year) from the calendar provided.
 6. Click on “Add Termination Record” to add this termination.
** Once a termination record has been accepted **it may not be edited**. You must delete the termination record and re-enter all the information again.
 7. Repeat **steps 4 - 6** for EACH termination.
 8. When **ALL** termination data have been entered, click on “Submit Termination” to complete the data entry.
** The system will check the total number of entries against the total number of records for a match before accepting. If it does not match, you will need to correct the problem
** If the data entry is accepted, the system will take you back to the CDSP Electronic Submission home page and will display a confirmation message.
- C. Employee Contributions (Employee Contributions Data Entry) – Step 1.
** **Contribution pay in lieu of unused personal or sick leave days** (Article IX (e) of the National Bituminous Coal Wage Agreement (section 3.01 (a) of the UMWA Savings Plan) should be treated as a separate pay period and payroll deduction and **must be submitted within ten (10) working days at the end of any calendar year**.

Important: File upload or data entry should include **all classified (union) employees who are eligible to contribute** to the CDSP, whether or not they actually make 401(k) contributions (CDSP participants & non-participants).

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the “UMWA Coal Co #” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the “UMWA Coal Co #” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Coal Co #”, make the correction and notify you so that you may continue with your company’s file upload.

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2. Select the **Pay Period Ending Date** from the calendar on the screen. Click on the arrow to move between the months
3. Select the **Payroll Deduction Date** from the calendar on the screen. Click on the arrow to move between the months.
4. Enter the **Current Pay Period Gross Salary Dollar Amount Total** ** Net of adjustments ** (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
5. Enter the **Current Pay Period Deferral** (contribution) **Dollar Amount Total** (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
6. Enter the **Total Number of Pay Period Records**.
7. Click on “Continue to Step 2” to continue Contribution data entry.
8. Employee Contributions (Employee Contributions Data Entry) – **Step 2**.
 - ** Note this page displays the information entered in Step 1:
 - UMWA Coal Company Number
 - Pay Period Ending Date
 - Payroll Deduction Date
 - Current Pay Period Gross Salary Dollar Amount Total
 - Current Pay Period Deferral Dollar Amount Total, and
 - Number of employee contribution records entered
 - Displays all previously entered employee contribution information at the bottom of the screen and summary totals.
9. Enter the employee social security number with dashes (-) (i.e., 999-99-9999).
10. Enter the employee current pay period gross salary dollar amount (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
11. Enter the employee current pay period deferral percentage (1-25%)
12. Enter the employee current pay period deferral dollar amount (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
13. Click on “Add Contribution Record” to add this contribution record.
 - ** Once a contribution record has been accepted **it may not be edited**. You must delete the contribution record and re-enter all the information again.
14. Repeat steps **9 – 13 for EACH** employee contribution.
15. When **ALL** contributions have been entered, click on “Submit Contributions” to complete the data entry.
 - ** The system will check the total number of entries against the total number of records for a match before accepting. If any item does not match, you will need to correct the problem.
 - ** If the data entry is accepted, the system will take you back to the CDSP Electronic Submission home page and will display a confirmation message.

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D. Employer Contributions (Employer Contributions Data Entry – Pre NBCWA 2011) – Step 1.

Important: If there are no employer contributions, no data entry is necessary.

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds' Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the "UMWA Coal Co #" selection list, please call the Funds' Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the "UMWA Coal Co #" selection list. The representative will take this information along with your contact information. The representative will verify the "UMWA Coal Co #", make the correction and notify you so that you may continue with your company's file upload.
2. Click on "Continue" to continue Employer Contribution Data Entry Step 1.
3. Select the **Pay Period Ending Date** from the calendar on the screen. Click on the arrow to move between the months
4. Select the **Payroll Deduction Date** from the calendar on the screen. Click on the arrow to move between the months.
5. Select the **Issued Check Date** from the calendar on the screen. Click on the arrow to move between the months.
6. Enter the **Total Employer Contribution Amount** ** Net of adjustments ** (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
7. Enter the **Total Number of Hours** (include comma (,) separator, and a 2-digit hour fraction with decimal point).
8. Select the **EPC**.
9. Enter the **Total Number of Pay Period Records**.
10. Click on "Continue to Step 2" to continue Employer Contribution data entry.
11. Employer Contributions (Employer Contribution File Upload) – **Step 2**.
 - ** Note this page displays the information entered in Step 1:
 - UMWA Coal Company Number
 - Pay Period Ending Date
 - Payroll Deduction Date
 - Total Employer Contribution Amount
 - EPC Rate
 - Number of contribution records entered
 - Displays all previously entered employer contribution information at the bottom of the screen and summary totals.
12. Enter the employee social security number with dashes (-) (i.e., 999-99-9999).
13. Enter the employer contribution dollar amount (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).

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14. Enter the pay period hours (include comma (,) separator, and a 2-digit hours fraction)
15. Click on “Add Employer Contribution Record” to add this employer contribution record.
 - ** Once a employer contribution record has been accepted **it may not be edited**. You must delete the employer contribution record and re-enter all the information again.
16. Repeat steps **12 – 15** for **EACH** employer contribution.
17. When **ALL** employer contributions have been entered, click on “Submit Employer Contributions” to complete the data entry.
 - ** The system will check the total number of entries against the total number of records for a match before accepting. If any item does not match, you will need to correct the problem.
 - ** If the data entry is accepted, the system will take you back to the CDSP Electronic Submission home page and will display a confirmation message.

E. Employer Contributions (Employer Contributions Data Entry) – NBCWA 2011 – Step 1.

Important: If there are no employer contributions, no data entry is necessary.

1. Select your UMWA coal company number.
 - a. If you **do not know** your UMWA coal company assigned number, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and ask the representative for your UMWA coal company assigned number.
 - b. If your UMWA coal company assigned number **does not** appear on the “UMWA Coal Co #” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned number **does not appear** on the “UMWA Coal Co #” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Coal Co #”, make the correction and notify you so that you may continue with your company’s file upload.
2. Click on “Continue” to continue Employer Contribution Data Entry Step 1.
3. Select your UMWA mine number, select "Report at Company Level" if you are not reporting by individual mines. The preferred method is to report CDSP Employer Contributions the same way you report Credit Hours. If your UMWA mine number **does not** appear on the “UMWA Mine” selection list, please call the Funds’ Call Center number at 1-800-291-1425, choose **option one** (1) then **enter 2275** and tell the representative that your UMWA coal company assigned mine number **does not appear** on the “UMWA Mine” selection list. The representative will take this information along with your contact information. The representative will verify the “UMWA Mine #”, make the correction and notify you so that you may continue with your company’s file upload.
4. Enter the **Reporting Period Starting Date** in MM/DD/YYYY format.

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5. Enter the **Reporting Period Ending Date** in MM/DD/YYYY format.
6. Click on “Continue to Step 1a” to continue with Employer Contribution File Upload.
7. Employer Contribution File Upload – Step 1A
 - a. Enter the **Issued Check Date** in MM/DD/YYYY format.
 - b. Enter the **Grand Total Contribution Amount** ** Net of adjustments ** in one of these formats: \$123,456.78 or -\$123,123.12.
 - c. Enter the **Grand Total Number of Hours** in one of these formats: 123,456.78 or -123,123.12.
 - d. Enter the **Grand Total Number of Records** in one of these formats: 123,456.78 or -123,123.12.
 - e. Enter **NIM2007 EPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - f. Enter the **Total Number of EPC Hours for NIM2007** reported in one of these formats: 123,456.78 or -123,123.12.
 - g. Enter the **Total Number of NIM2007 EPC Records** reported in one of these formats: 123,456.78 or -123,123.12.
 - h. Enter the **Total Number of Hours for NIM2012** reported in one of these formats: 123,456.78 or -123,123.12.
 - i. Enter the **Total Number of NIM2012 Records** reported in one of these formats: 123,456.78 or -123,123.12.
 - j. Enter **NIM2012 EPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - k. Enter **NIM2012 SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - l. Enter **20YrSupp SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - m. Enter the **Total Number of SPC Hours for 20YrSupp** reported in one of these formats: 123,456.78 or -123,123.12.
 - n. Enter the **Total Number of 20YrSupp SPC Records** reported in one of these formats: 123,456.78 or -123,123.12.
 - o. Enter the **Total Number of Hours for NIMEM** reported in one of these formats: 123,456.78 or -123,123.12.
 - p. Enter the **Total Number of NIMEM Records** reported in one of these formats: 123,456.78 or -123,123.12.
 - q. Enter **NIMEM EPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - r. Enter **NIMEM SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - s. Enter **EMLess20 SPC Contribution Amount Total** in one of these formats: \$123,456.78 or -\$123,123.12.
 - t. Enter the **Total Number of SPC Hours for EMLess20** reported in one of these formats: 123,456.78 or -123,123.12.
 - u. Enter the **Total Number of EMLess20 SPC Records** reported in one of these formats: 123,456.78 or -123,123.12.

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- v. Enter **EM20 SPC Contribution Amount** Total in one of these formats:
\$123,456.78 or -\$123,123.12.
- w. Enter the **Total Number of SPC Hours for EM20** reported in one of these
formats: 123,456.78 or -123,123.12.
- x. Enter the **Total Number of EM20 SPC Records** reported in one of these
formats: 123,456.78 or -123,123.12.
- y. Enter the **Total Other Contributions** reported in one of these formats:
\$123,456.78 or -\$123,123.12.
- z. Enter the **Total Number of Other Records** in one of these formats:
123,456.78 or -123,123.12.
- aa. Enter the **Total LateFee** reported in one of these formats: \$123,456.78 or -
\$123,123.12.
- bb. Enter the **Total Number of LateFee Records** in one of these formats:
123,456.78 or -123,123.12.
- 8. Click on “Continue to Step 2” to continue Employer Contribution data entry.
- 9. Employer Contributions (Employer Contribution File Upload) – **Step 2.**
 - ** Note this page displays the information entered in Step 1:
 - UMWA Coal Company Number
 - UMWA Mine Number
 - Reporting Period Starting Date
 - Reporting Period Ending Date
 - Number of contribution records entered
 - Grand Total Contribution Amount
 - Grand Total Number of Hours,
 - Grand Total Number of Records,
 - Total Other Contributions,
 - Total Late Fees,
 - NIM2007 Total Contribution Amount
 - NIM2007 Total Number of Hours,
 - NIM2007 Total Number of Records,
 - NIM2012 Total Number of Hours,
 - NIM2012 Total Number of Records,
 - NIM2012 Total EPC Contribution Amount
 - NIM2012 Total SPC Contribution Amount
 - 20YrSupp Total Contribution Amount
 - 0YrSupp Total Number of Hours,
 - 0YrSupp Total Number of Records,
 - NIMEM Total Number of Hours,
 - NIMEM Total Number of Records,
 - NIMEM Total EPC Contribution Amount
 - NIMEM Total SPC Contribution Amount
 - EMLess20 Total Contribution Amount
 - EMLess20 Total Number of Hours,
 - EMLess20 Total Number of Records,

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- EM20 Total Contribution Amount
 - EM20 Total Number of Hours,
 - EM20 Total Number of Records
 - Other Total Contribution Amount
 - Other Total Number of Records
 - LateFee Total Amount
 - LateFee Total Number of Records Amount, and
 - Displays all previously entered employer contribution information at the bottom of the screen and summary totals.
10. Click on the appropriate "**Select Category for Individual**" radio button.
 11. Enter the employee social security number with dashes (-) (i.e., 999-99-9999).
 12. Enter the Reporting Period hours (include comma (,) separator, and a 2-digit hours fraction)
 13. Enter the employer contribution dollar amount(s) (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
 14. Click on "Add Employer Contribution Record" to add this employer contribution record.
 - ** Once a employer contribution record has been accepted **it may not be edited**. You must delete the employer contribution record and re-enter all the information again.
 15. Repeat steps **10 – 14 for EACH** employer contribution.
 16. When **ALL** employer contributions have been entered, click on "Submit Employer Contributions" to complete the data entry.
 - ** The system will check the total number of entries against the total number of records for a match before accepting. If any item does not match, you will need to correct the problem.
 - ** If the data entry is accepted, the system will take you back to the CDSP Electronic Submission home page and will display a confirmation message.

VI. History

- A. By Company
 1. Select this option to view prior submissions for a specific company
- B. All
 1. Select this option to view all of your prior submissions

VII. My Profile

- A. Change Password

This section of the menu allows you to **change your password**.

 1. Enter your Email we have on file.
 2. Enter your "OLD" password.
 3. Enter your "New" password.
 4. Re-enter your "New" password.
 5. Click on "Change Password".

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VIII. Miscellaneous

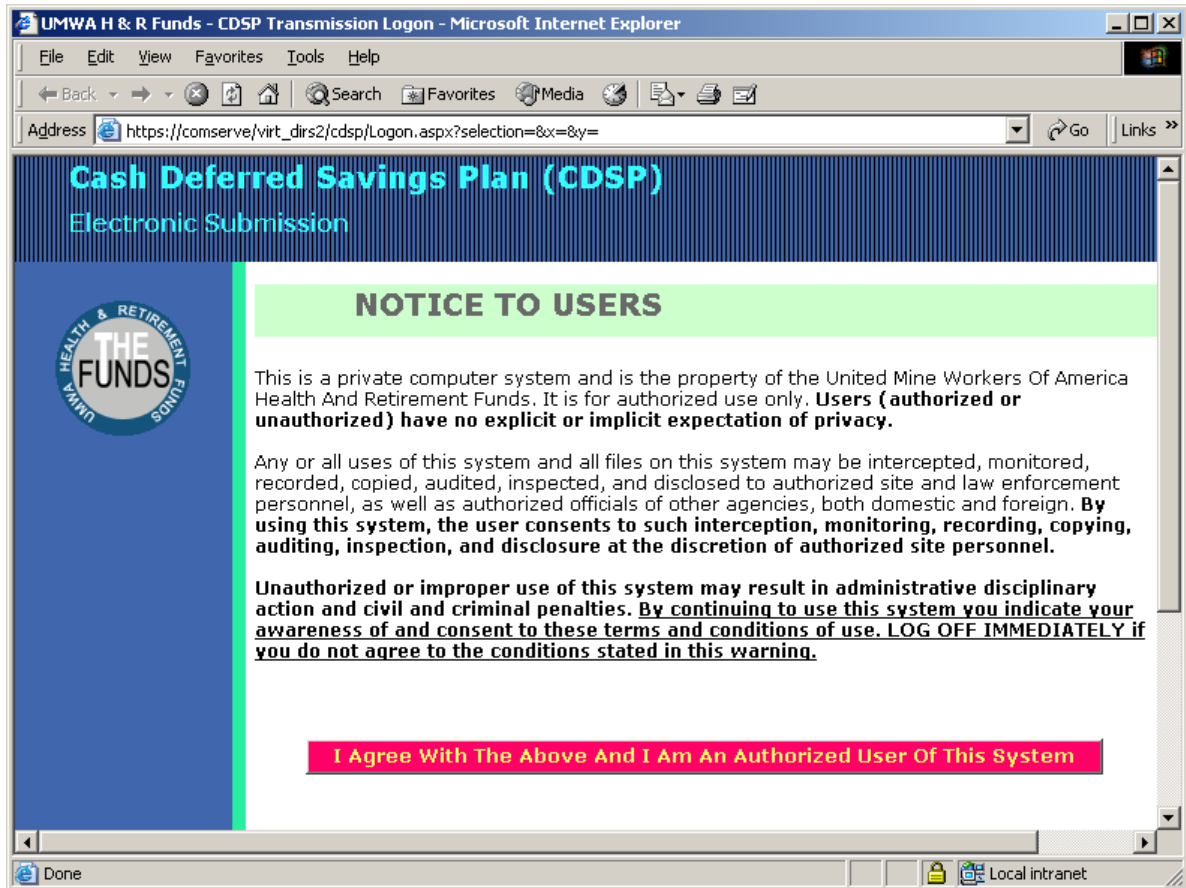
A. Home

1. Click on “Home” to **return to the Electronic Submission home page.**

IX. Additional Information

A. Private network disclaimer added February 2004

Figure 4 Disclaimer



B. November 2004, new password requirements and expiration

1. Passwords must now be between 8 and 18 characters long and must contain at least one of each of the following:
 - Uppercase letters (A-Z)
 - lowercase letters (a-z)
 - numbers (0-9)
 - special characters (percent sign %, underscore _, or pound sign B)For example: Sampl3_pAsswOrd%.
2. Passwords will expire and must be changed every 180 days
3. A history of five passwords will be maintained and the same password may not be reused while it is in the history.

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- C. August 2009, Employer Contribution submission added.
- D. July 2011 – January 2012, Added NBCWA 2011 Employer Contributions
- E. January 30, 2012: Separate Upload Instructions and File Layouts into two documents.
- F. Future enhancements to be made in 2012:
 - 4. Option to have an e-mail summary sent upon successful file uploads (except for "Confidential Data" uploads) and data entry.
 - 5. E-mail detailed error information for all errors encountered, with a to be determined limit on the number of same error, for file uploads. This will help the companies correct errors more efficiently. Currently the system aborts the upload at the first error.
 - 6. Make all file format selections "sticky" so they will be remembered based on the user and the type of upload.