
















EmployerXG Icon Guide



Use this information to navigate the icons in the EmployerXG portal. The icons in this document are organized by the EmployerXG tab you will find them under. Icons used throughout the portal are listed under “General Icons”.

Icon	Title	Definition
GENERAL ICONS		
	Remittance Cart	Hover over the cart icon to view your payment summary. Click the number next to the cart icon to view the remittances in your cart.
	Refresh	Click to refresh your current workspace.
	Past Due Indicator	Indicates that a remittance is past due.
	Required Field	Indicates that the matching information fields must be completed.
	Information	Hover over this icon to view the employer address. Click this icon view more information on the Group.
	Add	Click to add a new entry into the data table.
	Delete	Click to remove an existing entry from the data table.
HOME TAB		
	Copy	Click to copy details of an existing remittance into the selected remittance.
	No Work	Click to submit a no work report for the selected remittances.
	Create Remittance	Click to create a new remittance record.
	Open	Click to open the selected remittance record.
	Upload	Click to upload a set of remittance data to the website. <i>Note: Upload is only available if a template has been mapped for the combination of employer and contract.</i>
HISTORY TAB		
	Receipt	Click to download a printable copy of your Remittance receipt.
	Amendment	Click to submit an amendment for an existing remittance. <i>Note: Amendment is only available if the fund office is allowing amendments through the website.</i>
	Employees	Click to export Employee Details to your PC as a .csv file.

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Icon	Title	Definition
REMITTANCE RECORD TAB		
	Select Date	Click to select the day, month, and year for a field.
	Edit	Click to edit the selected Employee Detail row.
	Details	Click to view more details of the selected Employee.
	Employees	Click to return to the Employee View.
	Pending (Record Status)	Indicates that a field or row still needs to be completed.
	Complete (Record Status)	Indicates that a field or row is completed.
EMPLOYER PROFILE TAB		
	Your Preferences	Click to view or edit your preferences for Copy Remittance Options, Default Group, Scheduled Payment Confirmation, and Remittance Processed Alert.
	Your Bank Account	Click to view or edit your Bank Account information.
	Edit Address	Click to edit the Group’s primary address.
	Edit	Click to edit the selected Employer Contact.
	EmployerXG	Indicates that the Employer Contact is an EmployerXG user.
PERSONAL PROFILE TAB		
	Password Rules	Hover over to show the password criteria.