

New England Teamsters & Trucking Industry Pension Fund

1 Wall Street, Burlington MA 01803

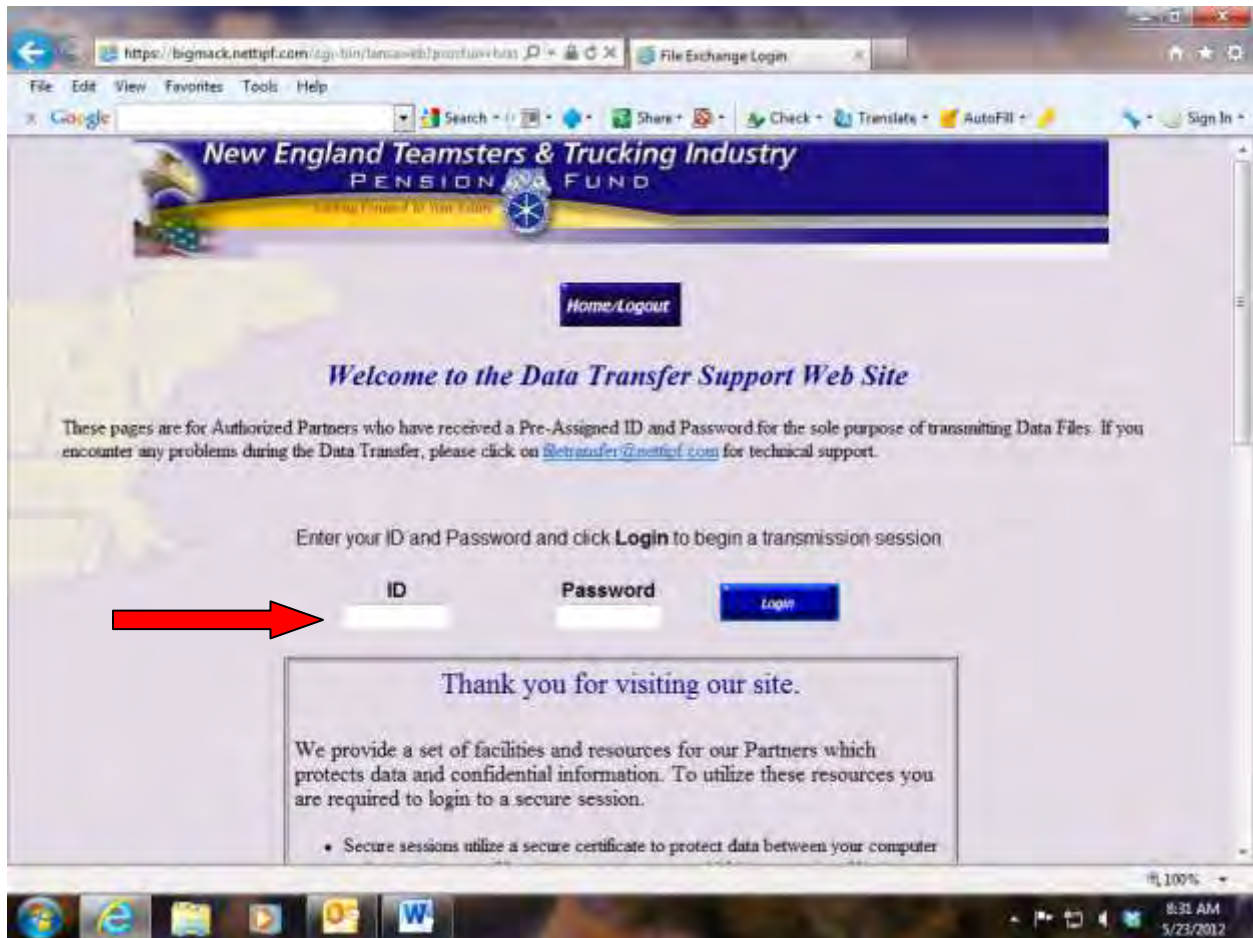
NETTIPF Secure Data Transfer Instructions

Go to the **Secure Data Transfer** website by keying www.nettipf.com/employers into your web browser, once there click on **Employer Login**. Questions on using this web site follow the Link for Data Transfer Instructions.



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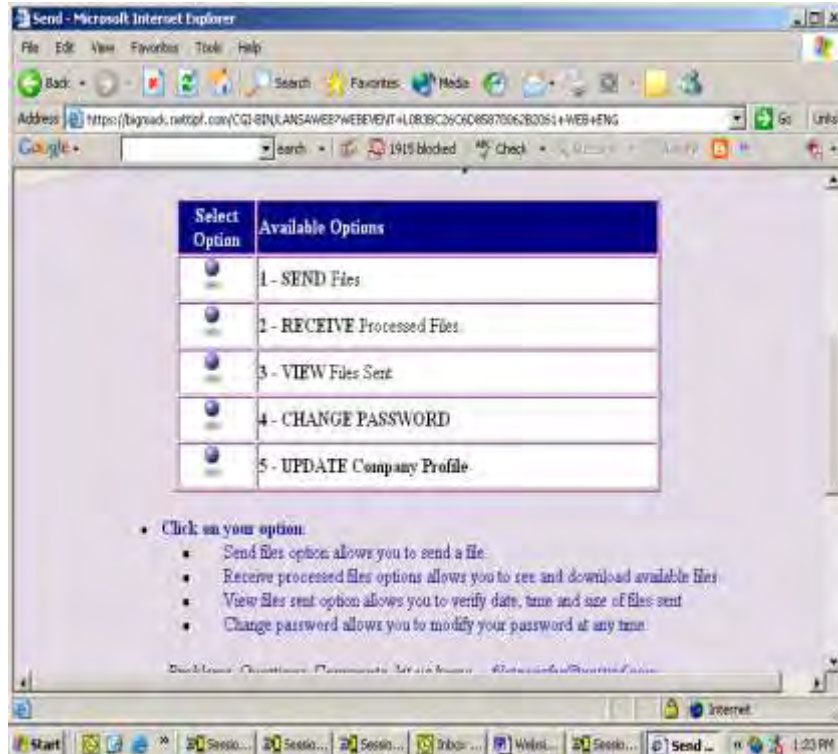
Enter your assigned ID and Password, and click Login.



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Once logged into the Secure site you have 5 options.

1. This option will be used to send a file to NETTIPF.
2. This option will be used to receive the Excel Spreadsheet Template provided by NETTIPF.
3. This option will allow you to view the size and status of the file you sent to NETTIPF.
4. This option allows you to change your password. (Note you can't change the ID)
5. This option allows you to update contact information for your company.



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Instructions – Option 1 Sending Files to NETTIPF

1. Select Option 1 – Send Files (*Send your monthly files to the Fund*)

Select Option	Available Options
	1 - SEND Files

Use the **Browse** button to select the file from your computer's location. Once you have selected a file to transfer, click on the **Transfer** button. We suggest you add <https://bigmack.nettipf.com> to your Browser's trusted sites, follow the link on the page to Add URL to Trusted Sites for instruction.



When the transfer process has completed you will receive the following notification:

Process has completed

Click **Return** to Continue

Please verify your file transfer was successful by Viewing Files Sent.

Return will bring you back to the Available Options where you can **View Files Sent** to confirm your file transmission was successful.

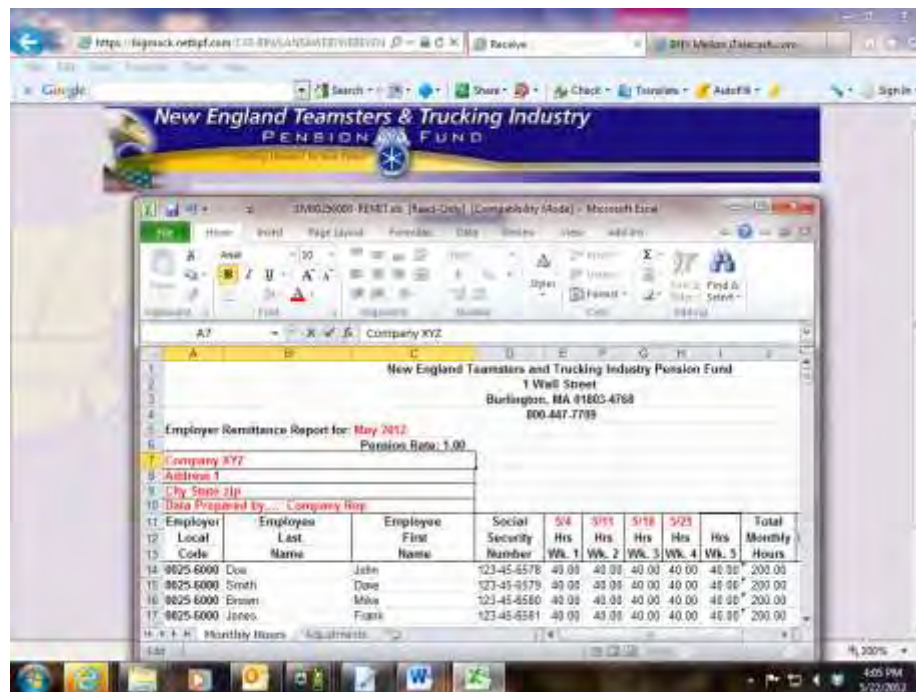
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Instructions – Option 2 Receiving Files (NETTIPF sends you)

2. Select Option 2 - Receive Files (Pick up the excel file in the required NETTIPF format)

Select Option	Available Options
	2 - RECEIVE Files

Select the file you want to receive by clicking on the “Click Here” button.



Save the selected file on your computer by going to **File**, then **Save As**, and select where you want to store the file on your computer and use as a template.

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Instructions - Viewing Files (Sent to NETTIPF)

3. Select Option 3 – View Files (*Files you successfully sent to the Fund*)

Select Option	Available Options
	3 – VIEW Files Sent

For quality control purposes, upload date, time, file size, file name & status are displayed for verification.



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Instructions - Change your Password

4. Select Option 4 – Change Password

Select Option	Available Options
	4 – Change Password

Change your password via this option, (Note you may not change your ID).




1. Enter your current password
2. Enter new password
3. Enter new password again

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Instructions - Updating Your Company Contact Information

5. Select Option 5 – Update Company Profile

Select Option	Available Options
	5 – Update Company Profile

Update your company contact info via this page.



Update Company Profile - Microsoft Internet Explorer

Home Logout

Update Company Profile

Company Name..... N E TEAMSTERS PENSION FUND
Mailing Address..... 1 WALL ST
BURLINGTON MA 01803-8188

Interested in Electronic Payment Submission:

Primary Contact Name Mick Jagger last
Primary Contact Title IT MANAGER
Primary Contact Email Address mick@stones.com
Primary Business Phone 781-555-5555 phone 4460 ext
Primary Fax Number 781-555-5555
Secondary Contact Name Charlie Watts last
Secondary Contact Title IT SUPPORT
Secondary Contact Email Address wats@stones.com
Secondary Business Phone 781-555-5555 phone 4465 ext
Secondary Fax Number 781-555-5555

Submit Cancel

Problems, Questions, Comments? Let us know - it@stones.com

Enter the primary and secondary contacts responsible for any contact with the New England teamsters Pension Fund.

- The Primary Contact should be the contact person responsible for Pension Contributions Data.
- The Secondary Contact could be the person responsible for any technical issues regarding the set up and usage of the Secure Data Transfer Web Site.

***New England Teamsters & Trucking Industry Pension Fund
1 Wall Street, Burlington MA 01803***

Direct Deposit Instructions

To send funds via Direct Deposit to the New England Teamsters and Trucking Industry Pension Fund please use the following information when creating the transaction:

Bank Name: **The Bank of New York Mellon Corporation
500 Ross Street
Pittsburg, Pa. 15262**

ABA Number: **011001234 (bank transit routing number wire or ach)**

Account Number: **72-8152**

Account Name: **New England Teamsters & Trucking Industry Pension Fund**

Reference: **Please include information to identify what the payment is for, example company code, name and what hours being paid for.**