

United Mine Workers of America

**Cash Deferred Savings Plan  
of 1988**

Instructions  
For  
Web Site

Electronic Submission

August 20, 2009

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

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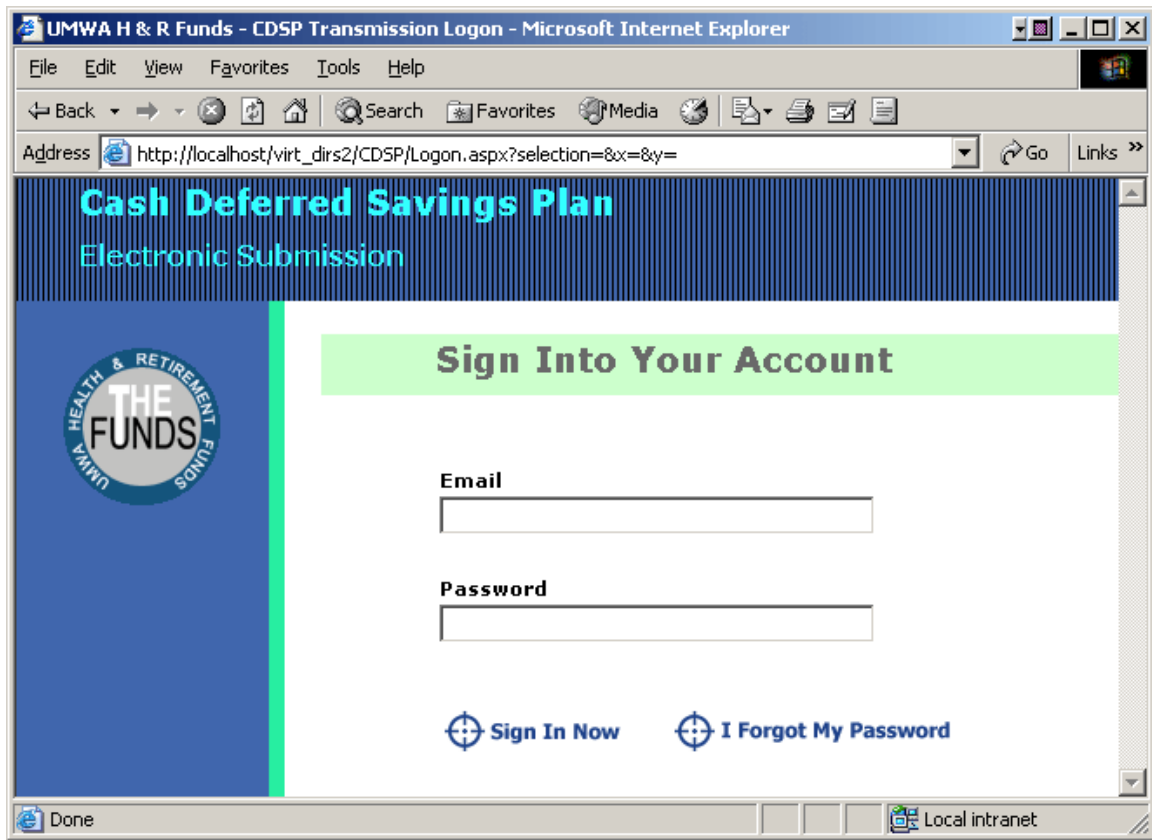
**I. Cash Deferred Savings Plans (CDSP) Electronic Submission General Information**

- A. Hours of Operations
1. The web site will be available 24 hours / 7 days a week / 365 day 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 128-bit SSL (note the lock at the bottom, right hand corner of the screen).
  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 5.0 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 of 1988  
P. O. Box 19096-A  
Newark, NJ 07195-0096
    - b. **Electronic Fund Transfer (EFT) transmitted to:**  
  
**\*\* Information available AFTER you log-in (see EFT Info.) \*\***
  2. Pay period ending date and payroll deduction dates **must be identified** with each submission.  
  
**Important:** Checks must be *postmarked within five (5) calendar days after the payday on which the deductions have been withheld from the participant's gross pay*. A delinquent employer will be liable for payments of interest from the contribution due date at a rate established by the Trustees at the beginning of each calendar year. In addition to the assessment of interest, the delinquent employer's account may be referred to the Funds' Office of General Counsel for such action as deemed appropriate consistent with applicable status.
- F. Web Address
1. Please go to **<http://www.umwafunds.org/cdsp>** then click on "Employer Uploads".

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**II. Sign Into Your Account**

**Figure 1 Sign On Page**

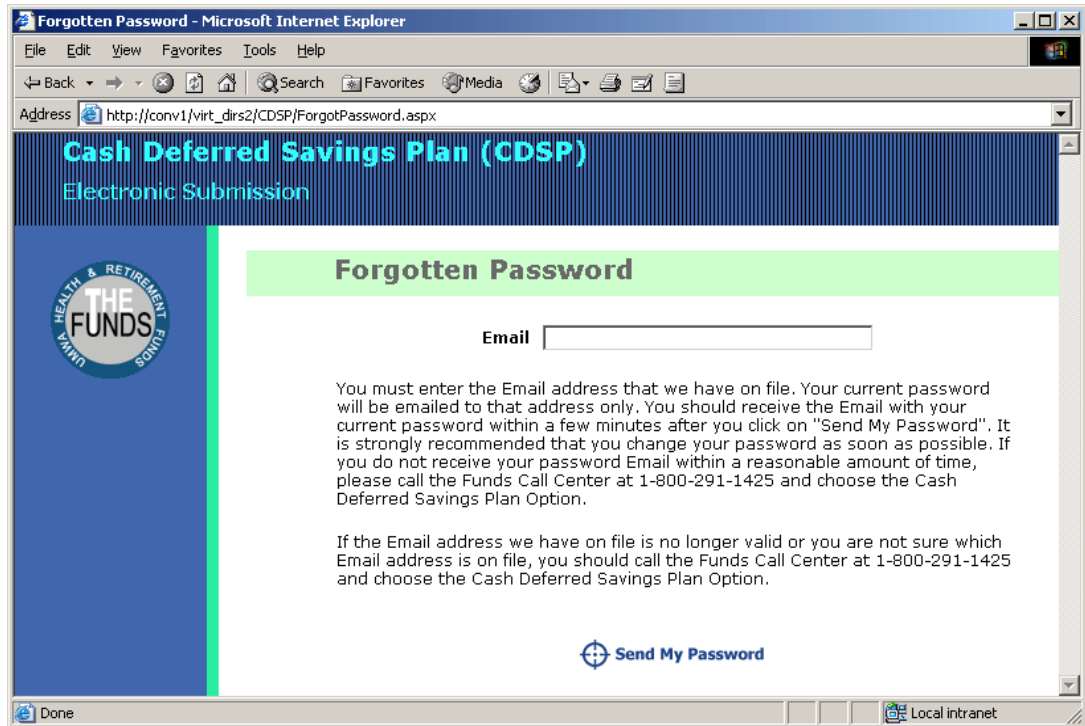


- A. Enter Email and Password.
1. Enter your email address.
  2. Enter your password
  3. Click on "Sign In Now".

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- B. Forgot My Password  
If you forgot your password, click on “**Forgot My Password**”

**Figure 2 Forgotten Password Page**

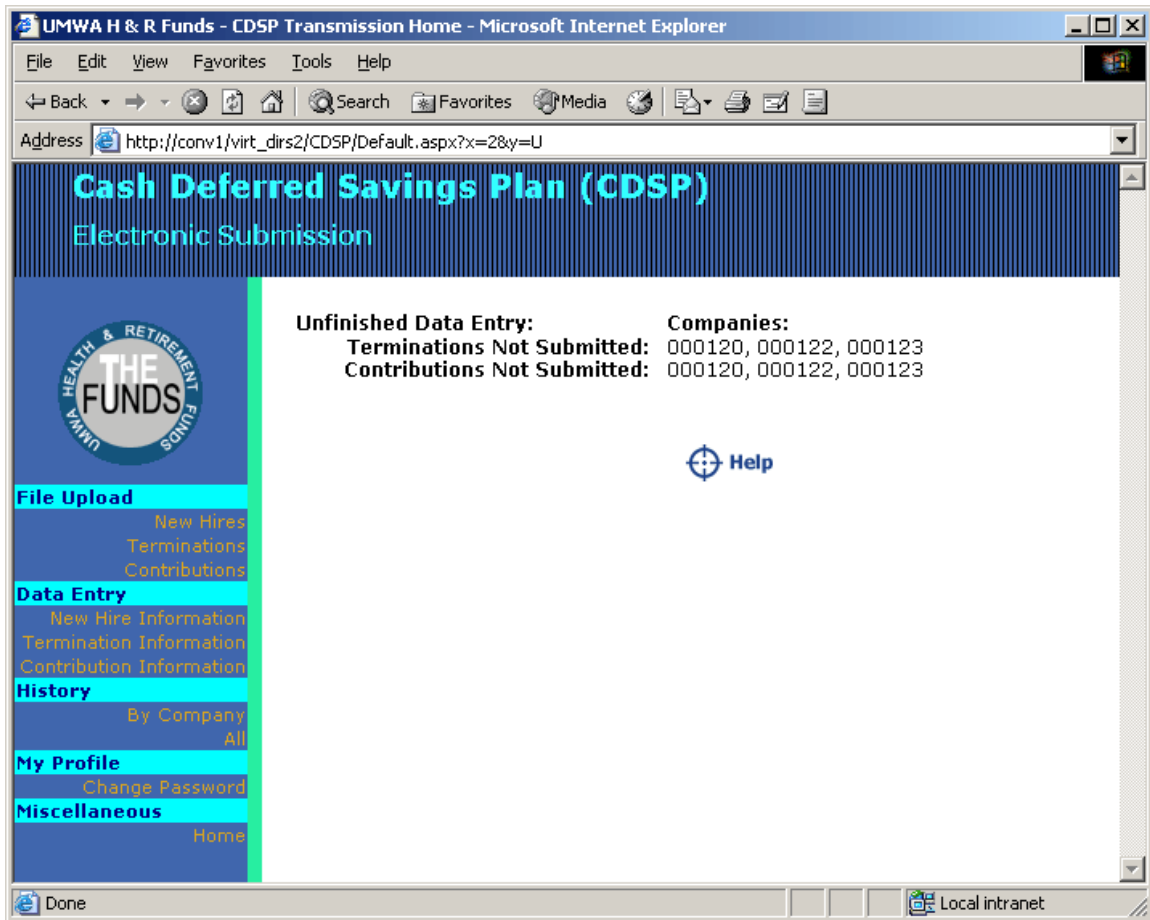


1. Follow the instructions on the screen:
  - a. Enter the Email address that we have on file for you. Your current password will be emailed to that address only. You should receive the Email with your current password within a few minutes after you click on “Send My Password”. It is strongly recommended 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 or Employer Contributions.
      - i. New Hires
      - ii. Terminations
      - iii. Employee Contributions
      - iv. Employer Contributions

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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.

**IV. File Upload**

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

- 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.
4. Click on “Continued to Step 2” to continue New Hire file upload.

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5. Enter 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 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 “Continued to Step 2” to continue Termination file upload.
5. Enter 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 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 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 Contributions (Employer Contribution File Upload) – 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. 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 **Employer Contribution Amount Total** \*\* Net of adjustments \*\* (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
6. Enter the **Total Number of Hours** (include comma (,) separator, and a 2-digit hour fraction with decimal point).
7. Select the **EPC**.

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8. Enter the **Total Number of Pay Period Records**.
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 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.
12. Enter the 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.

**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.

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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 “Continued 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., 111-22-3333).
  - b. Enter the new hire First Name (lead cap format, i.e., John).
  - c. 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
  - 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.

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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.

**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.
3. Click on “Continued to Step 1a” to continue with Termination data entry.
4. Termination Data Entry – Step 1a.
  - a. Enter the terminated employee social security number with dashes (-) (i.e., 111-22-3333).
  - b. Select the Termination Date (Month / Day / Year) from the calendar provided.

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5. 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.
  6. Enter the terminated employee social security number with dashes (-) (i.e., 111-22-3333).
  7. Select the Termination Date (Month / Day / Year) from the calendar provided.
  8. 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.
  9. Repeat steps 4 – 8 for **EACH** termination.
  10. 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., 111-22-3333).
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) – 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. 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 **Total Employer Contribution Amount** \*\* Net of adjustments \*\* (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
6. Enter the **Total Number of Hours** (include comma (,) separator, and a 2-digit hour fraction with decimal point).
7. Select the **EPC**.
8. Enter the **Total Number of Pay Period Records**.
9. Click on "Continue to Step 2" to continue Employer Contribution data entry.
10. 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.
11. Enter the employee social security number with dashes (-) (i.e., 111-22-3333).
12. Enter the employer contribution dollar amount (include dollar sign (\$), comma (,) separator, and a 2-digit cents with decimal point).
13. Enter the pay period hours (include comma (,) separator, and a 2-digit hours fraction)

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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 **8 – 10 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”.

**VIII. Miscellaneous**

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

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**IX. File Layouts**

**A. New Hires – Fixed Length / Fixed Position Option 1.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	17	11	Only digits 0-9 and 2 dashes, with leading zeros
First Name	18	37	20	Trailing spaces required
Middle Name	38	57	20	May be blank but must be 20 spaces
Last Name	58	77	20	Trailing spaces required
Street Address 1	78	107	30	Trailing spaces required
Street Address 2	108	137	30	May be blank but must be 30 spaces
City	138	167	30	Trailing spaces required
State	168	169	2	Standard 2 position State abbreviation
Zip Code	170	174	5	Only digits 0-9, with leading zeros
Telephone Number	175	184	10	Only digits 0-9, with leading zeros, no separators
Marital Status	185	185	1	One of: B (unspecified), M (married), S (single), D (divorced), W (widowed), H (head of household), or O (other)
Gender	186	186	1	M(ale) or F(emale)
Date of Birth	187	196	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)
Date of Hire	197	206	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)
Total Length			206	

**B. New Hires – Fixed Length / Fixed Position Option 2.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	17	11	Only digits 0-9 and 2 dashes, with leading zeros
First Name	18	37	20	Trailing spaces required
Middle Name	38	57	20	May be blank but must be 20 spaces
Last Name	58	77	20	Trailing spaces required
Street Address 1	78	107	30	Trailing spaces required
Street Address 2	108	137	30	May be blank but must be 30 spaces
City	138	167	30	Trailing spaces required
State	168	169	2	Standard 2 position State abbreviation
Zip Code	170	174	5	Only digits 0-9, with leading zeros
Telephone Number	175	184	10	Only digits 0-9, with leading zeros, no separators
Marital Status	185	185	1	One of: B (unspecified), M (married), S (single), D (divorced), W (widowed), H (head of household), or O (other)
Gender	186	186	1	M(ale) or F(emale)

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Date of Birth	187	194	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)
Date of Hire	195	204	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)
Total Length			202	

**C. New Hires – Fixed Length / Fixed Position Option 3.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	15	9	Only digits 0-9, with leading zeros, no dashes
First Name	16	35	20	Trailing spaces required
Middle Name	36	55	20	May be blank but must be 20 spaces
Last Name	56	75	20	Trailing spaces required
Street Address 1	76	105	30	Trailing spaces required
Street Address 2	106	135	30	May be blank but must be 30 spaces
City	136	165	30	Trailing spaces required
State	166	167	2	Standard 2 position State abbreviation
Zip Code	168	176	5	Only digits 0-9, with leading zeros
Telephone Number	173	182	10	Only digits 0-9, with leading zeros, no separators
Marital Status	183	183	1	One of: B (unspecified), M (married), S (single), D (divorced), W (widowed), H (head of household), or O (other)
Gender	184	184	1	M(ale) or F(emale)
Date of Birth	185	194	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)
Date of Hire	195	204	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)
Total Length			204	

**D. New Hires – Fixed Length / Fixed Position Option 4.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	15	9	Only digits 0-9, with leading zeros, no dashes
First Name	16	35	20	Trailing spaces required
Middle Name	36	55	20	May be blank but must be 20 spaces
Last Name	56	75	20	Trailing spaces required
Street Address 1	76	105	30	Trailing spaces required
Street Address 2	106	135	30	May be blank but must be 30 spaces
City	136	165	30	Trailing spaces required
State	166	167	2	Standard 2 position State abbreviation

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Zip Code	168	172	5	Only digits 0-9, with leading zeros
Telephone Number	173	182	10	Only digits 0-9, with leading zeros, no separators
Marital Status	183	183	1	One of: B (unspecified), M (married), S (single), D (divorced), W (widowed), H (head of household), or O (other)
Gender	184	184	1	M(ale) or F(emale)
Date of Birth	185	192	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)
Date of Hire	193	200	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)
Total Length			200	

**E. New Hires – Comma Separated Option 1.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	11	Only digits 0-9 and 2 dashes, with leading zeros
First Name	20	Trailing spaces not required
Middle Name	20	Trailing spaces not required, optional but quotes and comma still required
Last Name	20	Trailing spaces not required
Street Address 1	30	Trailing spaces not required
Street Address 2	30	Trailing spaces not required, optional but quotes and comma still required
City	30	Trailing spaces not required
State	2	Standard 2 position State abbreviation
Zip Code	5	Only digits 0-9, with leading zeros
Telephone Number	10	Only digits 0-9, with leading zeros, no separators
Marital Status	1	One of: B (unspecified), M (married), S (single), D (divorced), W (widowed), H (head of household), or O (other)
Gender	1	M(ale) or F(emale)
Date of Birth	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)
Date of Hire	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)

**F. New Hires – Comma Separated Option 2.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	9	Only digits 0-9, with leading zeros
First Name	20	Trailing spaces not required

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Middle Name	20	Trailing spaces not required, optional but quotes and comma still required
Last Name	20	Trailing spaces not required
Street Address 1	30	Trailing spaces not required
Street Address 2	30	Trailing spaces not required, optional but quotes and comma still required
City	30	Trailing spaces not required
State	2	Standard 2 position State abbreviation
Zip Code	5	Only digits 0-9, with leading zeros
Telephone Number	10	Only digits 0-9, with leading zeros, no separators
Marital Status	1	One of: B (unspecified), M (married), S (single), D (divorced), W (widowed, H (head of household), or O (other)
Gender	1	M(ale) or F(emale)
Date of Birth	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)
Date of Hire	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)

**G. New Hires – Comma Separated Option 3.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

<b>Field</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	11	Only digits 0-9 and 2 dashes, with leading zeros
First Name	20	Trailing spaces not required
Middle Name	20	Trailing spaces not required, optional but quotes and comma still required
Last Name	20	Trailing spaces not required
Street Address 1	30	Trailing spaces not required
Street Address 2	30	Trailing spaces not required, optional but quotes and comma still required
City	30	Trailing spaces not required
State	2	Standard 2 position State abbreviation
Zip Code	5	Only digits 0-9, with leading zeros
Telephone Number	10	Only digits 0-9, with leading zeros, no separators
Marital Status	1	One of: B (unspecified), M (married), S (single), D (divorced), W (widowed, H (head of household), or O (other)
Gender	1	M(ale) or F(emale)
Date of Birth	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)
Date of Hire	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)

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**H. New Hires – Comma Separated Option 4.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

<b>Field</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	9	Only digits 0-9, with leading zeros
First Name	20	Trailing spaces not required
Middle Name	20	Trailing spaces not required, optional but quotes and comma still required
Last Name	20	Trailing spaces not required
Street Address 1	30	Trailing spaces not required
Street Address 2	30	Trailing spaces not required, optional but quotes and comma still required
City	30	Trailing spaces not required
State	2	Standard 2 position State abbreviation
Zip Code	5	Only digits 0-9, with leading zeros
Telephone Number	10	Only digits 0-9, with leading zeros, no separators
Marital Status	1	One of: B (unspecified), M (married), S (single), D (divorced), W (widowed), H (head of household), or O (other)
Gender	1	M(ale) or F(emale)
Date of Birth	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)
Date of Hire	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)

**I. Terminations – Fixed Length / Fixed Position Option 1.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	15	9	Only digits 0-9, with leading zeros, no dashes
Termination Date	16	25	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)
<b>Total Length</b>			<b>25</b>	

**J. Terminations – Fixed Length / Fixed Position Option 2.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	15	9	Only digits 0-9, with leading zeros, no dashes
Termination Date	16	23	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)
<b>Total Length</b>			<b>23</b>	

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**K. Terminations – Fixed Length / Fixed Position Option 3.**

Field	Start	End	Length	Notes
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	17	11	Only digits 0-9 and 2 dashes, with leading zeros
Termination Date	18	27	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)
Total Length			27	

**L. Terminations – Fixed Length / Fixed Position Option 4.**

Field	Start	End	Length	Notes
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	17	11	Only digits 0-9 and 2 dashes, with leading zeros
Termination Date	18	25	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)
Total Length			25	

**M. Terminations – Comma Separated Option 1.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	9	Only digits 0-9, with leading zeros, no dashes
Termination Date	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)

**N. Terminations – Comma Separated Option 2.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	9	Only digits 0-9, with leading zeros, no dashes
Termination Date	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)

**O. Terminations – Comma Separated Option 3.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	11	Only digits 0-9 and 2 dashes, with leading zeros
Termination Date	10	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with either as slash (/) or dash (-) between month and day and between day and year (MM/DD/YYYY or MM-DD-YYYY)

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**P. Terminations – Comma Separated Option 4.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

<b>Field</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	11	Only digits 0-9 and 2 dashes, with leading zeros
Termination Date	8	Only digits 0-9, with leading zeros, 2 digit month 2 digit day 4 digit year, with no separator between month and day and between day and year (MMDDYYYY)

**Q. Employee Contributions – Fixed Length / Fixed Position Option 1.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	15	9	Only digits 0-9, with leading zeros, no dashes
Pay Period Gross Salary	16	24	9	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
Pay Period Deferral Percentage	25	27	3	No percent sign, with leading zeros, no decimal point, and no decimals
Pay Period Deferral Amount	28	36	9	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
<b>Total Length</b>			<b>36</b>	

**R. Employee Contributions – Fixed Length / Fixed Position Option 2.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	15	9	Only digits 0-9, with leading zeros, no dashes
Pay Period Gross Salary	16	23	8	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
Pay Period Deferral Percentage	24	26	3	No percent sign, with leading zeros, no decimal point, and no decimals
Pay Period Deferral Amount	27	34	8	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
<b>Total Length</b>			<b>34</b>	

**S. Employee Contributions – Fixed Length / Fixed Position Option 3.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	17	11	Only digits 0-9 and 2 dashes, with leading zeros

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Pay Period Gross Salary	18	26	9	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
Pay Period Deferral Percentage	27	29	3	No percent sign, with leading zeros, no decimal point, and no decimals
Pay Period Deferral Amount	30	38	9	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
Total Length			38	

T. Employee Contributions – Fixed Length / Fixed Position Option 4.

Field	Start	End	Length	Notes
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	17	11	Only digits 0-9 and 2 dashes, with leading zeros
Pay Period Gross Salary	18	25	8	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
Pay Period Deferral Percentage	26	28	3	No percent sign, with leading zeros, no decimal point, and no decimals
Pay Period Deferral Amount	29	36	8	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
Total Length			36	

U. Employee Contributions – Comma Separated Option 1.

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	9	Only digits 0-9, with leading zeros, no dashes
Pay Period Gross Salary	9	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)
Pay Period Deferral Percentage	3	No percent sign, no decimal point, and no decimals
Pay Period Deferral Amount	9	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)

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V. Employee Contributions – Comma Separated Option 2.

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	9	Only digits 0-9, with leading zeros, no dashes
Pay Period Gross Salary	8	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)
Pay Period Deferral Percentage	3	No percent sign, no decimal point, and no decimals
Pay Period Deferral Amount	8	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)

W. Employee Contributions – Comma Separated Option 3.

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	11	Only digits 0-9 and 2 dashes, with leading zeros
Pay Period Gross Salary	9	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)
Pay Period Deferral Percentage	3	No percent sign, no decimal point, and no decimals
Pay Period Deferral Amount	9	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)

X. Employee Contributions – Comma Separated Option 4.

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	11	Only digits 0-9 and 2 dashes, with leading zeros
Pay Period Gross Salary	8	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
Pay Period Deferral Percentage	3	No percent sign, no decimal point, and no decimals
Pay Period Deferral Amount	8	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)

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**Y. Employer Contributions – Fixed Length / Fixed Position Option 1.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	15	9	Only digits 0-9, with leading zeros, no dashes
Employer Contribution Amount	16	25	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
Hours	26	34	9	No comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
<b>Total Length</b>			<b>34</b>	

**Z. Employer Contributions – Fixed Length / Fixed Position Option 2.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	15	9	Only digits 0-9, with leading zeros, no dashes
Employer Contribution Amount	16	24	9	No dollar sign, no comma, without decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
Hours	25	32	8	No comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
<b>Total Length</b>			<b>32</b>	

**AA. Employer Contributions – Fixed Length / Fixed Position Option 3.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	17	11	Only digits 0-9 and 2 dashes, with leading zeros
Employer Contribution Amount	18	27	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
Hours	28	36	9	No comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
<b>Total Length</b>			<b>36</b>	

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**BB. Employer Contributions – Fixed Length / Fixed Position Option 4.**

<b>Field</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Notes</b>
UMWA Coal Co. #	1	6	6	Only digits 0-9, with leading zeros
Social Security Number	7	17	11	Only digits 0-9 and 2 dashes, with leading zeros
Employer Contribution Amount	18	26	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
Hours	27	34	8	No comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (blank for positive, "-" for negative)
<b>Total Length</b>			<b>34</b>	

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**CC. Employer Contributions – Comma Separated Option 1.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	9	Only digits 0-9, with leading zeros, no dashes
Employer Contribution Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)
Hours	9	No comma, with decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)

**DD. Employer Contributions – Comma Separated Option 2.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	9	Only digits 0-9, with leading zeros, no dashes
Employer Contribution Amount	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)
Hours	8	No comma, no decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)

**EE. Employer Contributions – Comma Separated Option 3.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	11	Only digits 0-9 and 2 dashes, with leading zeros
Employer Contribution Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)
Hours	9	No comma, with decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)

**FF. Employer Contributions – Comma Separated Option 4.**

All Fields must be surrounded by double quotes (" ") and separated by a comma (,).

Field	Length	Notes
UMWA Coal Co. #	6	Only digits 0-9, with leading zeros
Social Security Number	11	Only digits 0-9 and 2 dashes, with leading zeros
Employer Contribution Amount	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)
Hours	8	No comma, no decimal point (2 positions to right of decimal point), with leading sign (( <b>OPTIONAL</b> ) blank for positive, ( <b>REQUIRED</b> ) "-" for negative)

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**X. Sample Files**

**A. Terminations**

**Fixed Length / Fixed Position Option 1**

12345713579276507/03/2002

12345700779276506/30/2002

or

12345713579276507-03-2002

12345700779276506-30-2002

**Fixed Length / Fixed Position Option 2**

12345713579276507032002

12345700779276506302002

**Fixed Length / Fixed Position Option 3**

123457135-79-276507/03/2002

123457007-79-276506/30/2002

or

123457135-79-276507-03-2002

123457007-79-276506-30-2002

**Fixed Length / Fixed Position Option 4**

123457135-79-276507032002

123457007-79-276506302002

**Comma Separated Option 1**

"123457" , "135792765" , "07/03/2002"

"123457" , "007792765" , "06/30/2002"

or

"123457" , "135792765" , "07-03-2002"

"123457" , "007792765" , "06-30-2002"

**Comma Separated Option 2**

"123457" , "135792765" , "07032002"

"123457" , "007792765" , "06302002"

**Comma Separated Option 3**

"123457" , "135-79-2765" , "07/03/2002"

"123457" , "007-79-2765" , "06/30/2002"

or

"123457" , "135-79-2765" , "07-03-2002"

"123457" , "007-79-2765" , "06-30-2002"

**Comma Separated Option 4**

"123457" , "135-79-2765" , "07032002"

"123457" , "007-79-2765" , "06302002"

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**B. Employee Contributions**

**Fixed Length / Fixed Position Option 1**

123457123456789 02345.00005 00117.25  
123457987654321 01000.00010 00100.00  
123457135792468-01000.00010-00100.00

**Fixed Length / Fixed Position Option 2**

123457123456789 0234500005 0011725  
123457987654321 0100000010 0010000  
123457135792468-0100000010-0010000

**Fixed Length / Fixed Position Option 3**

123457123-45-6789 02345.00005 00117.25  
123457987-65-4321 01000.00010 00100.00  
123457135-79-2468-01000.00010-00100.00

**Fixed Length / Fixed Position Option 4**

123457123-45-6789 0234500005 0011725  
123457987-65-4321 0100000010 0010000  
123457135-79-2468-0100000010-0010000

**Comma Separated Option 1**

"123457", "123456789", " 02345.00", "005", " 00117.25"  
"123457", "987654321", " 01000.00", "010", " 00100.00"  
"123457", "135792468", "-01000.00", "010", "-00100.00"

**Comma Separated Option 2**

"123457", "123456789", " 0234500", "005", " 0011725"  
"123457", "987654321", " 0100000", "010", " 0010000"  
"123457", "135792468", "-0100000", "010", "-0010000"

**Comma Separated Option 3**

"123457", "123-45-6789", " 02345.00", "005", " 00117.25"  
"123457", "987-65-4321", " 01000.00", "010", " 00100.00"  
"123457", "135-79-2468", "-01000.00", "010", "-00100.00"

**Comma Separated Option 4**

"123457", "123-45-6789", " 0234500", "005", " 0011725"  
"123457", "987-65-4321", " 0100000", "010", " 0010000"  
"123457", "135-79-2468", "-0100000", "010", "-0010000"

**C. Employer Contributions**

**Fixed Length / Fixed Position Option 1**

123457123456789 000080.00 00080.00  
123457987654321 000080.00 00080.00  
123457135792468-000080.00-00080.00

**UMWA Cash Deferred Savings Plan of 1988  
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**Fixed Length / Fixed Position Option 2**

```
123457123456789 00008000 0008000  
123457987654321 00008000 0008000  
123457135792468-00008000-0008000
```

**Fixed Length / Fixed Position Option 3**

```
123457123-45-6789 000080.00 00080.00  
123457987-65-4321 000080.00 00080.00  
123457135-79-2468-000080.00-00080.00
```

**Fixed Length / Fixed Position Option 4**

```
123457123-45-6789 00008000 0008000  
123457987-65-4321 00008000 0008000  
123457135-79-2468-00008000-0008000
```

**Comma Separated Option 1**

```
"123457" , "123456789" , " 000080.00" , " 00080.00"  
"123457" , "987654321" , " 000080.00" , " 00080.00"  
"123457" , "135792468" , "-000080.00" , "-00080.00"
```

**Comma Separated Option 2**

```
"123457" , "123456789" , " 00008000" , " 0008000"  
"123457" , "987654321" , " 00008000" , " 0008000"  
"123457" , "135792468" , "-00008000" , "-0008000"
```

**Comma Separated Option 3**

```
"123457" , "123-45-6789" , " 000080.00" , " 00080.00"  
"123457" , "987-65-4321" , " 000080.00" , " 00080.00"  
"123457" , "135-79-2468" , "-000080.00" , "-00080.00"
```

**Comma Separated Option 4**

```
"123457" , "123-45-6789" , " 00008000" , " 0008000"  
"123457" , "987-65-4321" , " 00008000" , " 0008000"  
"123457" , "135-79-2468" , "-00008000" , "-0008000"
```

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D. New Hires  
(Line breaks added; file will contain one record per line)

Fixed Length / Fixed Position Option 1

```
123457012-45-8753Gerogina Meridian
Maxwell 123 Main St
Somertown
VA123451234567890MF01/31/195007/01/2002
or
123457012-45-8753Gerogina Meridian
Maxwell 123 Main St
Somertown VA123451234567890MF01-
31-195007-01-2002
```

Fixed Length / Fixed Position Option 2

```
123457012-45-8753Gerogina Meridian
Maxwell 123 Main St
Somertown
VA123451234567890MF0131195007012002
```

Fixed Length / Fixed Position Option 3

```
123457012458753Gerogina Meridian
Maxwell 123 Main St
Somertown
VA123451234567890MF01/31/195007/01/2002
or
123457012458753Gerogina Meridian
Maxwell 123 Main St
Somertown VA123451234567890MF01-
31-195007-01-2002
```

Fixed Length / Fixed Position Option 4

```
123457012458753Gerogina Meridian
Maxwell 123 Main St
Somertown
VA123451234567890MF0131195007012002
```

Comma Separated Option 1

```
"123457", "012-45-
8753", "Gerogina", "Meridian", "Maxwell", "123 Main
St", "", "Somertown", "VA", "12345", "1234567890", "M", "F", "0
1/31/1950", "07/01/2002"
or
"123457", "012-45-
8753", "Gerogina", "Meridian", "Maxwell", "123 Main
St", "", "Somertown", "VA", "12345", "1234567890", "M", "F", "0
1-31-1950", "07-01-2002"
```

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**Comma Separated Option 2**

"123457", "012458753", "Gerogina", "Meridian", "Maxwell", "  
123 Main  
St", "", "Sometown", "VA", "12345", "1234567890", "M", "F", "0  
1/31/1950", "07/01/2002"

or

"123457", "012458753", "Gerogina", "Meridian", "Maxwell", "  
123 Main  
St", "", "Sometown", "VA", "12345", "1234567890", "M", "F", "0  
1-31-1950", "07-01-2002"

**Comma Separated Option 3**

"123457", "012-45-  
8753", "Gerogina", "Meridian", "Maxwell", "123 Main  
St", "", "Sometown", "VA", "12345", "1234567890", "M", "F", "0  
1311950", "07012002"

or

"123457", "012-45-  
8753", "Gerogina", "Meridian", "Maxwell", "123 Main  
St", "", "Sometown", "VA", "12345", "1234567890", "M", "F", "0  
1311950", "07012002"

**Comma Separated Option 4**

"123457", "012458753", "Gerogina", "Meridian", "Maxwell", "  
123 Main  
St", "", "Sometown", "VA", "12345", "1234567890", "M", "F", "0  
1311950", "07012002"

or

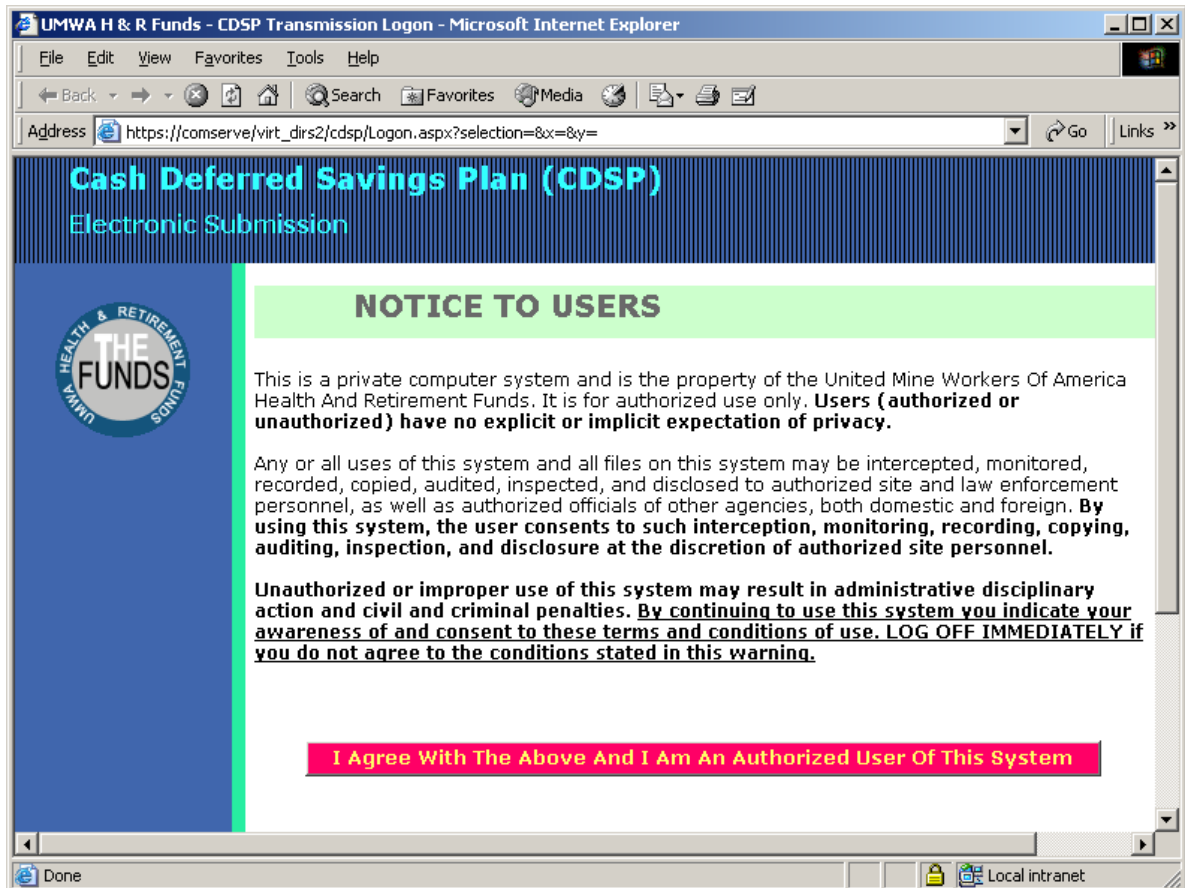
"123457", "012458753", "Gerogina", "Meridian", "Maxwell", "  
123 Main  
St", "", "Sometown", "VA", "12345", "1234567890", "M", "F", "0  
1311950", "07012002"

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

### XI. 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.

C. August 2009, Employer Contribution submission added.