

United Mine Workers of America

**Cash Deferred Savings Plan
of 1988**

Instructions
For
Web Site

Electronic Submission

February 5, 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): (call or email to obtain this information)
Account Number: (call or email to obtain this information)
 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

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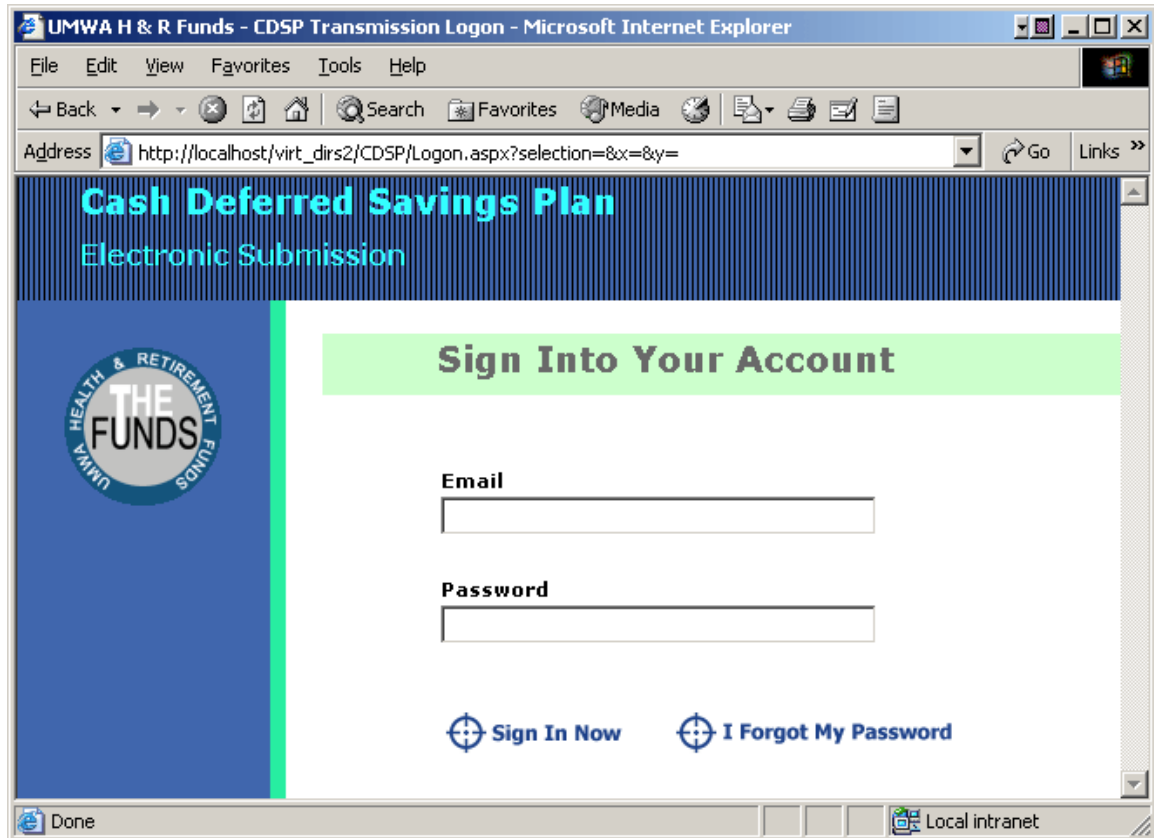
General Counsel for such action as deemed appropriate, including the assessment of interest on all delinquent amounts.

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



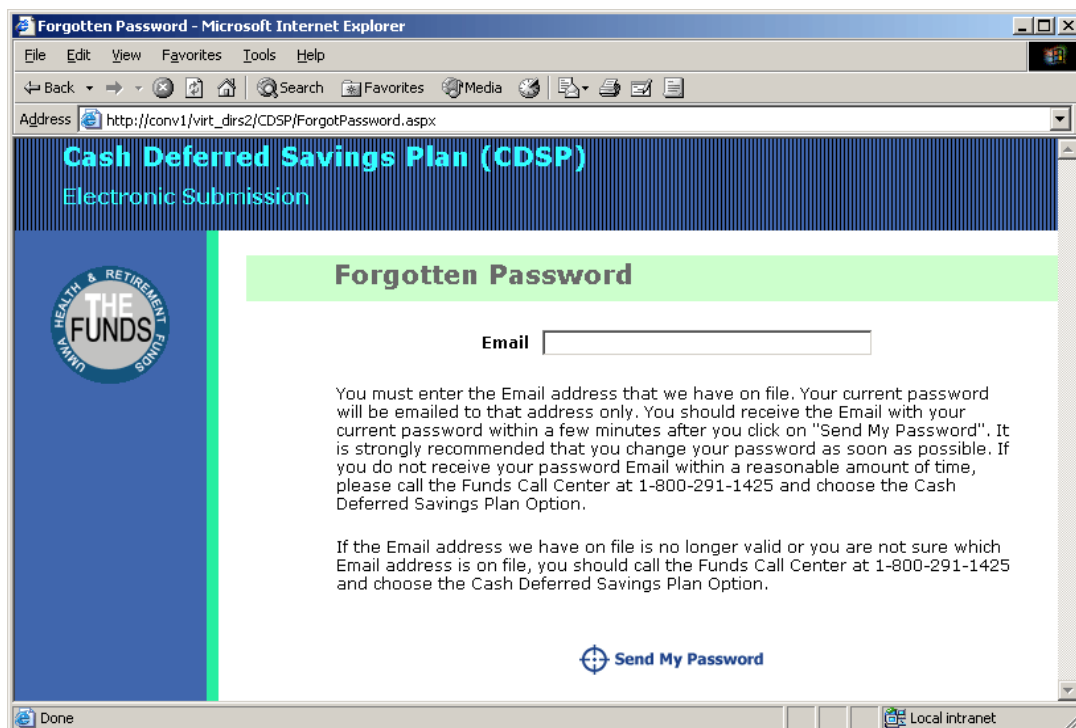
A. Enter Email and Password.

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



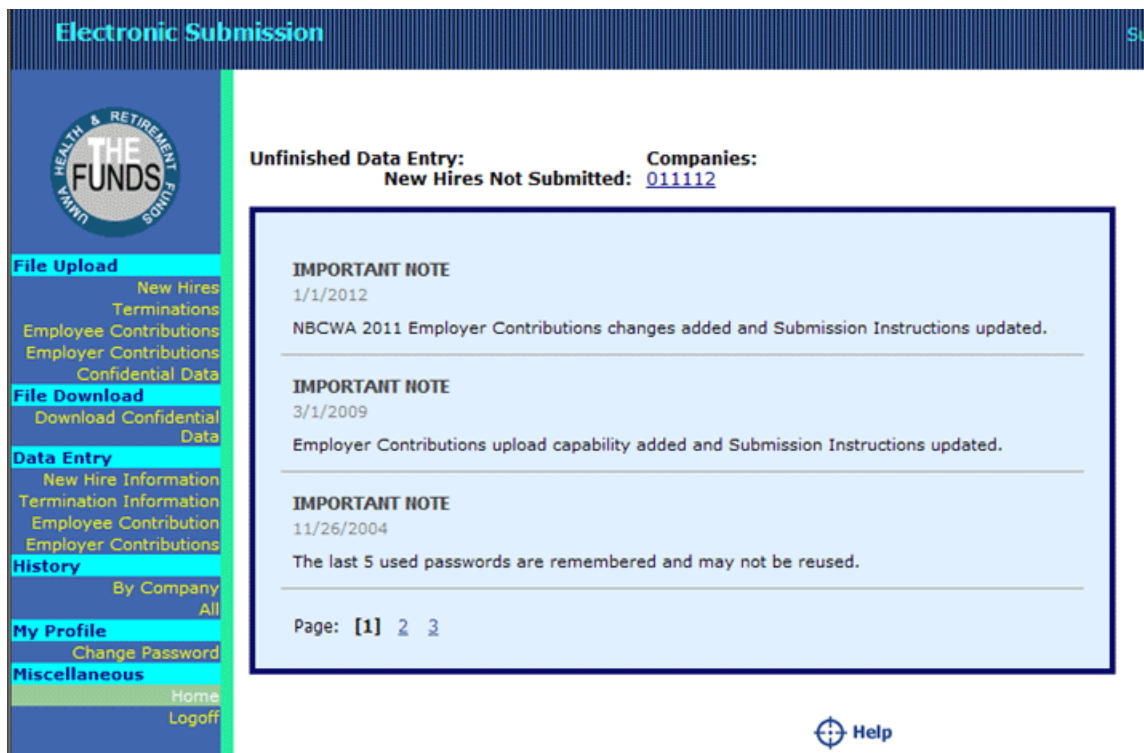
1. Follow the instructions on the screen:
 - a. Enter the Email address that we have on file for you. Your current password will be emailed to that address only. You should receive the Email with your current password within a few minutes after you click on “Send My Password”. It is strongly recommended 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.**

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IX. File Layouts

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

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
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	

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

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
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	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	202	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	

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C. New Hires – 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	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	

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D. New Hires – 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	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	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	

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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)

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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
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)

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G. New Hires – 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
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 (,).

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

Field	Start	End	Length	Notes
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)
Total Length			25	

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

Field	Start	End	Length	Notes
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)
Total Length			23	

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	

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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)

P. Terminations – 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
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)

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

Field	Start	End	Length	Notes
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 (REQUIRED) (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 (REQUIRED) (blank for positive, "-" for negative)
Total Length			36	

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

Field	Start	End	Length	Notes
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 (REQUIRED) (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 (REQUIRED) (blank for positive, "-" for negative)
Total Length			34	

S. Employee Contributions – 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
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 (REQUIRED) (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 (REQUIRED) (blank for positive, "-" for negative)
Total Length			38	

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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 (REQUIRED) (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 (REQUIRED) (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 (REQUIRED) (blank for positive, "-" 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 (REQUIRED) (blank for positive, "-" for negative)

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 (REQUIRED) (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 (REQUIRED) (blank for positive, "-" for negative)

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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 (REQUIRED) (blank for positive, "-" 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 (REQUIRED) (blank for positive, "-" 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 (REQUIRED) (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 (REQUIRED) (blank for positive, "-" for negative)

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Y. Employer Contributions – **Pre NBCWA 2011** – Fixed Length / Fixed Position Option 1.

Field	Start	End	Length	Notes
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	With no comma, with decimal point (2 positions to right of decimal point), with leading sign (blank for positive, "-" for negative)
Total Length			34	

Z. Employer Contributions – **Pre NBCWA 2011** – Fixed Length / Fixed Position Option 2.

Field	Start	End	Length	Notes
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, 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	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)
Total Length			32	

AA. Employer Contributions – **Pre NBCWA 2011** – 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
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)
Total Length			36	

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BB. Employer Contributions – **Pre NBCWA 2011** – 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
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)
Total Length			34	

CC. Employer Contributions – **Pre NBCWA 2011** – 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 ((OPTIONAL) blank for positive, (REQUIRED) "-" for negative)
Hours	9	No comma, with decimal point (2 positions to right of decimal point), with leading sign ((OPTIONAL) blank for positive, (REQUIRED) "-" for negative)

DD. Employer Contributions – **Pre NBCWA 2011** – 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 ((OPTIONAL) blank for positive, (REQUIRED) "-" for negative)
Hours	8	No comma, no decimal point (2 positions to right of decimal point), with leading sign ((OPTIONAL) blank for positive, (REQUIRED) "-" for negative)

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EE. Employer Contributions – **Pre NBCWA 2011** – 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 ((OPTIONAL) blank for positive, (REQUIRED) "-" for negative)
Hours	9	No comma, with decimal point (2 positions to right of decimal point), with leading sign ((OPTIONAL) blank for positive, (REQUIRED) "-" for negative)

FF. Employer Contributions – **Pre NBCWA 2011** – 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 ((OPTIONAL) blank for positive, (REQUIRED) "-" for negative)
Hours	8	No comma, no decimal point (2 positions to right of decimal point), with leading sign ((OPTIONAL) blank for positive, (REQUIRED) "-" for negative)

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GG. Employer Contributions – NBCWA 2011 – Fixed Length / Fixed Position Option 1.

1. Detail Data Record

Field	Start	End	Length	Notes
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
NIM2007 EPC Amount	16	25	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Hours	26	35	10	With no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
UMWA Mine #	36	38	3	Only digits 0-9, with leading zeros. If reporting at the company level please use three zeroes (000).
NIM2012 EPC Amount	39	48	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 SPC Amount	49	58	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp SPC Amount	59	68	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM EPC Amount	69	78	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM SPC Amount	79	88	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 SPC Amount	89	98	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)

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EM20 SPC Amount	99	108	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Other	109	118	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Late Fee	119	128	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Total Length			128	

2. Trailer Record (optional)

Field	Start	End	Length	Notes
NIM2007 EPC Contribution Amount	1	20	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 EPC Contribution Amount	21	40	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 SPC Contribution Amount	41	60	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp SPC Contribution Amount	61	80	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM EPC Contribution Amount	81	100	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM SPC Contribution Amount	101	120	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 SPC Contribution Amount	121	140	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)

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EM20 SPC Contribution Amount	141	160	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Other Contribution Amount	161	180	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Late Fee Amount	181	200	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2007 Hours Amount	201	220	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 Hours Amount	221	240	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp Hours Amount	241	260	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM Hours Amount	261	280	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 Hours Amount	281	300	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 Hours Amount	301	320	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2007 Records	321	340	20	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
NIM2012 Records	341	360	20	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.

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20YrSupp Records	361	380	20	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
NIMEM Records	381	400	20	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
EMLess20 Records	401	420	20	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
EM20 Records	421	440	20	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Other Records	441	460	20	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Late Fee Records	461	480	20	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Total Length			480	

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HH. Employer Contributions – NBCWA 2011 – Fixed Length / Fixed Position Option 2.

1. Detail Data Record

Field	Start	End	Length	Notes
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
NIM2007 EPC Amount	16	24	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros , with leading sign (REQUIRED) (blank for positive, "-" for negative)
Hours	25	34	9	No comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros , with leading sign (REQUIRED) (blank for positive, "-" for negative)
UMWA Mine #	34	36	3	Only digits 0-9, with leading zeros. If reporting at the company level please use three zeroes (000).
NIM2012 EPC Amount	37	45	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 SPC Amount	46	54	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp SPC Amount	55	63	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM EPC Amount	64	72	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM SPC Amount	73	81	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 SPC Amount	82	90	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with

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				leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 SPC Amount	91	99	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Other	100	108	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Late Fee	109	117	9	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Total Length			117	

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2. Trailer Record (optional)

Field	Start	End	Length	Notes
NIM2007 EPC Contribution Amount	1	19	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 EPC Contribution Amount	20	38	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 SPC Contribution Amount	39	57	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp SPC Contribution Amount	58	76	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM EPC Contribution Amount	77	95	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM SPC Contribution Amount	96	114	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 SPC Contribution Amount	115	133	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 SPC Contribution Amount	134	152	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)

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Other Contribution Amount	153	171	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
Late Fee Amount	172	190	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2007 Hours Amount	191	209	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 Hours Amount	210	228	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp Hours Amount	229	247	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM Hours Amount	248	266	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 Hours Amount	267	285	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 Hours Amount	286	304	19	No dollar sign, no comma, no decimal point (last 2 positions will be assumed to be right of implied decimal point), with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2007 Records	305	323	19	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.

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NIM2012 Records	324	342	19	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
20YrSupp Records	343	361	19	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
NIMEM Records	362	380	19	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
EMLess20 Records	381	399	19	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
EM20 Records	400	418	19	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Other Records	419	437	19	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Late Fee Records	438	456	19	No comma, with leading zeros, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Total Length			456	

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II. Employer Contributions – NBCWA 2011 – Comma Separated Option 1.

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

1. Detail Data Record

Field	Max 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
NIM2007 EPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Hours	9	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
UMWA Mine #	3	Only digits 0-9, with leading zeros. If reporting at the company level please use three zeroes (000).
NIM2012 EPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM EPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Other	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Late Fee	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)

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2. Trailer Record (optional)

Field	Max Length	Notes
NIM2007 EPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 EPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM EPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Other Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Late Fee Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2007 Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)

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NIM2007 Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
NIM2012 Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
20YrSupp Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
NIMEM Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
EMLess20 Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
EM20 Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Other Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Late Fee Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.

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JJ. Employer Contributions – NBCWA 2011 – Comma Separated Option 2.

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

1. Detail Data Record

Field	Max 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
NIM2007 EPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Hours	10	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
UMWA Mine #	3	Only digits 0-9, with leading zeros. If reporting at the company level please use three zeroes (000).
NIM2012 EPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM EPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 SPC Amount	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Other	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Late Fee	10	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)

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2. Trailer Record (optional)

Field	Max Length	Notes
NIM2007 EPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 EPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM EPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 SPC Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Other Contribution Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
Late Fee Amount	20	No dollar sign, no comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2007 Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIM2012 Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
20YrSupp Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
NIMEM Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EMLess20 Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)
EM20 Hours Amount	20	No comma, with decimal point (2 positions to right of decimal point), with leading sign (REQUIRED) (blank for positive, "-" for negative)

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NIM2007 Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
NIM2012 Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
20YrSupp Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
NIMEM Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
EMLess20 Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
EM20 Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Other Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.
Late Fee Records	20	No comma, with leading sign (REQUIRED) (blank for positive, "-" for negative). Integer number with no explicit or implied decimal point.

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X. Sample Files

A. New Hires

Fixed Length / Fixed Position Option 1

123456999-99-9999	First Name	Middle Name	Last Name
Street Address Line 1	Street Address Line 2	City	
ST123451234567890BF04/01/196706-14-1986			

Fixed Length / Fixed Position Option 2

123456999-99-9999	First Name	Middle Name	Last Name
Street Address Line 1	Street Address Line 2	City	
ST123451234567890SM0401196706141986			

Fixed Length / Fixed Position Option 3

1234569999999999	First Name	Middle Name	Last Name
Street Address Line 1	Street Address Line 2	City	
ST123451234567890MF04/01/196706-14-1986			

Fixed Length / Fixed Position Option 4

1234569999999999	First Name	Middle Name	Last Name
Street Address Line 1	Street Address Line 2	City	
ST123451234567890WM0401196706141986			

Comma Separated Option 1

"123456","999-99-9999","First Name","Middle Name","Last Name","Street Address Line 1","Street Address Line 2","City","ST","12345","1234567890","B","F","04/01/1967","06-14-1986"

Comma Separated Option 2

"123456","999-99-9999","First Name","Middle Name","Last Name","Street Address Line 1","Street Address Line 2","City","ST","12345","1234567890","B","F","04011967","06141986"

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Comma Separated Option 3

"123456", "999999999", "First Name", "Middle Name", "Last Name", "Street Address Line 1", "Street Address Line 2", "City", "ST", "12345", "1234567890", "B", "F", "04/01/1967", "06-14-1986"

Comma Separated Option 4

"123456", "999999999", "First Name", "Middle Name", "Last Name", "Street Address Line 1", "Street Address Line 2", "City", "ST", "12345", "1234567890", "B", "F", "04011967", "06141986"

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B. Terminations

Fixed Length / Fixed Position Option 1

12345799999999907/03/2002

12345799999999906/30/2002

or

12345799999999907-03-2002

12345799999999906-30-2002

Fixed Length / Fixed Position Option 2

12345799999999907032002

12345799999999906302002

Fixed Length / Fixed Position Option 3

123457999-99-999907/03/2002

123457999-99-999906/30/2002

or

123457999-99-999907-03-2002

123457999-99-999906-30-2002

Fixed Length / Fixed Position Option 4

123457999-99-999907032002

123457999-99-999906302002

Comma Separated Option 1

"123457" , "999999999" , "07/03/2002"

"123457" , "999999999" , "06/30/2002"

or

"123457" , "999999999" , "07-03-2002"

"123457" , "999999999" , "06-30-2002"

Comma Separated Option 2

"123457" , "999999999" , "07032002"

"123457" , "999999999" , "06302002"

Comma Separated Option 3

"123457" , "999-99-9999" , "07/03/2002"

"123457" , "999-99-9999" , "06/30/2002"

or

"123457" , "999-99-9999" , "07-03-2002"

"123457" , "999-99-9999" , "06-30-2002"

Comma Separated Option 4

"123457" , "999-99-9999" , "07032002"

"123457" , "999-99-9999" , "06302002"

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C. Employee Contributions

Fixed Length / Fixed Position Option 1

123457999999999 02345.00005 00117.25
123457999999999 01000.00010 00100.00
123457999999999-01000.00010-00100.00

Fixed Length / Fixed Position Option 2

123457999999999 0234500005 0011725
123457999999999 0100000010 0010000
123457999999999-0100000010-0010000

Fixed Length / Fixed Position Option 3

123457999-99-9999 02345.00005 00117.25
123457999-99-9999 01000.00010 00100.00
123457999-99-9999-01000.00010-00100.00

Fixed Length / Fixed Position Option 4

123457999-99-9999 0234500005 0011725
123457999-99-9999 0100000010 0010000
123457999-99-9999-0100000010-0010000

Comma Separated Option 1

"123457", "999999999", " 02345.00", "005", " 00117.25"
"123457", "999999999", " 01000.00", "010", " 00100.00"
"123457", "999999999", "-01000.00", "010", "-00100.00"

Comma Separated Option 2

"123457", "999999999", " 0234500", "005", " 0011725"
"123457", "999999999", " 0100000", "010", " 0010000"
"123457", "999999999", "-0100000", "010", "-0010000"

Comma Separated Option 3

"123457", "999-99-9999", " 02345.00", "005", " 00117.25"
"123457", "999-99-9999", " 01000.00", "010", " 00100.00"
"123457", "999-99-9999", "-01000.00", "010", "-00100.00"

Comma Separated Option 4

"123457", "999-99-9999", " 0234500", "005", " 0011725"
"123457", "999-99-9999", " 0100000", "010", " 0010000"
"123457", "999-99-9999", "-0100000", "010", "-0010000"

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D. Employer Contributions – Pre NBCWA 2011

Fixed Length / Fixed Position Option 1

123457999999999 000080.00 00080.00
123457999999999 000080.00 00080.00
123457999999999-000080.00-00080.00

Fixed Length / Fixed Position Option 2

123457999999999 00008000 0008000
123457999999999 00008000 0008000
123457999999999-00008000-0008000

Fixed Length / Fixed Position Option 3

123457999-99-9999 000080.00 00080.00
123457999-99-9999 000080.00 00080.00
123457999-99-9999-000080.00-00080.00

Fixed Length / Fixed Position Option 4

123457999-99-9999 00008000 0008000
123457999-99-9999 00008000 0008000
123457999-99-9999-00008000-0008000

Comma Separated Option 1

"123457", "999999999", " 000080.00", " 00080.00 "
"123457", "999999999", " 000080.00", " 00080.00 "
"123457", "999999999", "-000080.00", "-00080.00 "

Comma Separated Option 2

"123457", "999999999", " 00008000", " 0008000 "
"123457", "999999999", " 00008000", " 0008000 "
"123457", "999999999", "-00008000", "-0008000 "

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Instruction for Web Site Electronic Submission**

Comma Separated Option 3

"123457" ,"999-99-9999" ," 000080.00" ," 00080.00"
"123457" ,"999-99-9999" ," 000080.00" ," 00080.00"
"123457" ,"999-99-9999" ,"-000080.00" ,"-00080.00"

Comma Separated Option 4

"123457" ,"999-99-9999" ," 00008000" ," 0008000"
"123457" ,"999-99-9999" ," 00008000" ," 0008000"
"123457" ,"999-99-9999" ,"-00008000" ,"-0008000"

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

E. Employer Contributions – NBCWA 2011

(Line breaks added, actual records must not have embedded line breaks)

Fixed Length / Fixed Position Option 1 Detail Records

123457999999999 000080.00 000080.00115 000000.00 000000.00 000000.00 000000.00
000000.00 000000.00 000000.00 000000.00 000000.00

123457999999999 000000.00 000080.00115 000080.00 000080.00 000000.00000000.00
000000.00 000000.00 000000.00 000000.00 000000.00

123457999999999-000000.00-000080.00115 000000.00 000000.00-000080.00000000.00
000000.00 000000.00 000000.00 000000.00 000000.00

Fixed Length / Fixed Position Option 1 Trailer Record

0000000000080984.22 0000000000000345.00 0000000000000345.00 0000000000044825.52
0000000000000000.00 0000000000000000.00 0000000000000000.00 0000000000000000.00
0000000000000000.00 0000000000000000.00 0000000000080976.22 0000000000000345.00
00000000000070116.71 0000000000000000.00 0000000000000000.00 0000000000000000.00
0000000000000010.47 0000000000000000.10 0000000000000008.94 0000000000000000.00
0000000000000000.00 0000000000000000.00 0000000000000000.00 0000000000000000.00

Fixed Length / Fixed Position Option 2 Detail Records

123457999999999 00008000 00008000123 00000000 00000000 00000000 00000000
00000000 00000000 00000000 00000000 00000000

123457999999999 00000000 00008000123 00008000 00008000 00000000 00000000
00000000 00000000 00000000 00000000 00000000

123457999999999 00000000-00008000123 00000000 00000000-00008000 00000000
00000000 00000000 00000000 00000000 00000000

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

Fixed Length / Fixed Position Option 2 Trailer Record

```
000000000008098422 000000000000034500 000000000000034500 0000000000004482552
000000000000000000 000000000000000000 000000000000000000 000000000000000000
000000000000000000 000000000000000000 000000000008097622 000000000000034500
0000000000007011671 000000000000000000 000000000000000000 000000000000000000
0000000000000001047 000000000000000010 0000000000000000894 000000000000000000
000000000000000000 000000000000000000 000000000000000000 000000000000000000
```

Comma Separated Option 1 Detail Records

```
"123457", "999999999", " 000080.00", " 00080.00", "123", " 000000.00", " 000000.00", "
000000.00", " 000000.00", " 000000.00", " 000000.00", " 000000.00", " 000000.00", "
000000.00"
```

```
"123457", "999999999", " 000000.00", " 00080.00", "123", " 000080.00", " 000080.00", "
000000.00000000.00", " 000000.00", " 000000.00", " 000000.00", " 000000.00", "
000000.00"
```

```
"123457", "999999999", " 000000.00", "-00080.00", "123", " 000000.00", " 000000.00-
000080.00000000.00", " 000000.00", " 000000.00", " 000000.00", " 000000.00", "
000000.00"
```

Comma Separated Option 1 Trailer Record

```
" 92.45", " 82.50", " 82.50", " 62.75", " 100.00", " 100.00", " 77.50", " 162.00", "
91.00", " 45.00", " 92.45", " 82.50", " 62.75", " 100.00", " 77.50", " 81.00", " 2", "
2", " 2", " 2", " 2", " 2", " 2", " 2"
```

Comma Separated Option 2 Detail Records

```
"123457", "999-99-9999", " 000080.00", " 00080.00", "123", " 000000.00", "
000000.00", " 000000.00", " 000000.00", " 000000.00", " 000000.00", " 000000.00", "
000000.00", " 000000.00"
```

```
"123457", "999-99-9999", " 000000.00", " 00080.00", "123", " 000080.00", "
000080.00", " 000000.00000000.00", " 000000.00", " 000000.00", " 000000.00", "
000000.00", " 000000.00"
```

**UMWA Cash Deferred Savings Plan of 1988
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"123457", "999-99-9999", " 000000.00", "-00080.00", "123", " 000000.00", " 000000.00-
000080.00000000.00", " 000000.00", " 000000.00", " 000000.00", " 000000.00", "
000000.00"

Comma Separated Option 2 Trailer Record

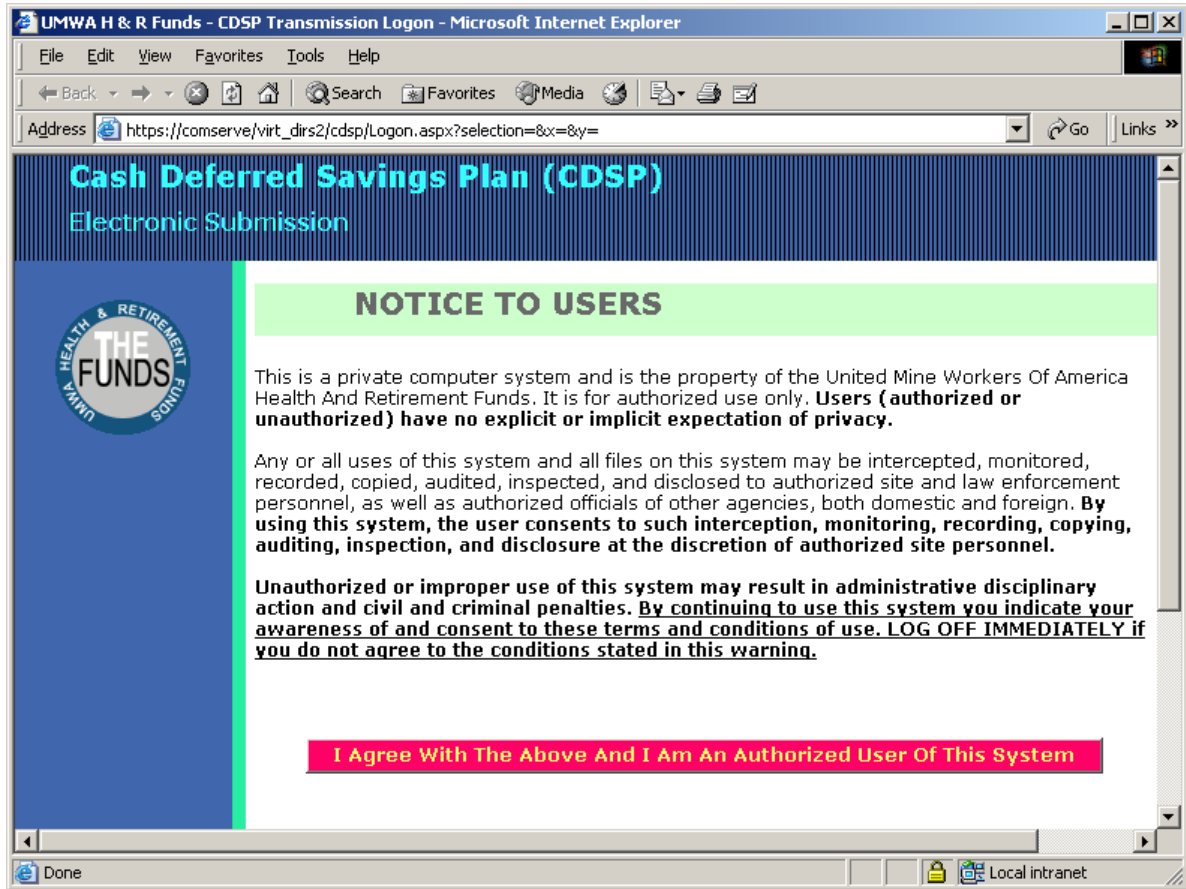
" 92.45", " 82.50", " 82.50", " 62.75", " 100.00", " 100.00", " 77.50", " 162.00", "
91.00", " 45.00", " 92.45", " 82.50", " 62.75", " 100.00", " 77.50", " 81.00", " 2", "
2", " 2", " 2", " 2", " 2", " 2", " 2"

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.

D. July 2011 – January 2012, Added NBCWA 2011 Employer Contributions

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- E. 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.