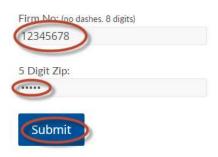
Instructions for Firms/Employers to securely send us documents

- 1. Visit our website at https://www.teamsterfunds.com/
- 2. Click on the "Unions/Employers" menu item
- 3. Click on "Employer Login" link on the left (Here is a direct link for your convenience: https://www.teamsterfunds.com/firm-access/)



- 4. Enter your Firm number (This is an 8 digit number usually displayed on documents we send you)
- 5. Enter your zip code and click Submit

Firm Access



- 6. Click Select File or drag your document anywhere within the dotted line box. Be sure the file name is your firm Number (i.e. 01234001.xlsx)
- 7. Click the "select dir" drop down and choose which type of document you are submitting.



8. Check off "I am not a robot"



- 9. Click "Send File(s)" Send File
- 10. You will receive confirmation that the file went successfully.