



Carpenters Southwest Administrative Corporation

ADMINISTRATIVE OFFICE: 533 S Fremont Ave. • Los Angeles, CA 90071-1706 • Tel: (213) 386-8590 • Toll Free (800) 293-1370

www.carpenterssw.org

Subject: SOUTHWEST CARPENTERS TRUSTS
WebERF – Electronic Filing of Monthly Reports to Trustees

Dear New Employer:

Carpenters Southwest Administrative Corporation (CSAC) is now able to provide our employers the option of submitting their monthly report forms securely and safely on-line.

If you are interested in signing up for our WebERF program, you will need a PC running a Windows O/S (XP, Vista or Windows 7), with the following minimum requirements:

- Internet browser (IE 7.0 or higher: or Mozilla Firefox 3.0 or higher)
- Processor speed of 2.0 GHz or faster
- Memory minimums:
 - Windows 7 (64-bit) – 2 GB;
 - Windows 7 (32-bit) – 1 GB;
 - Vista – 1 GB;
 - XP – 512 MB
- Broadband Internet connection

If you are interested in participating in this program, please mail us the name of the person, including an email address, who will submit your monthly reports. Please send the requested information to our Employer Control Department at 533 S. Fremont Ave., 6th Floor, Los Angeles, CA 90071 so we can set up your account and provide you with the proper support to get you started.

Please let us know if you have any questions.

Sincerely,

Administrator

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