How to review your CAPP Contribution summary screen

- Login to your account
- Click the box to accept the “Terms and Conditions of Use”
- You will be brought to your “Dashboard” page
- On the “Health & Welfare” panel of your Dashboard, click on the “Current Coverage” link.
• Your CAPP screen will slide into view:

![Image](image1.png)

**Figure 1**

**Figure 2**

• Located on the right side of the screen, you can see your “previous balance” brought forward from the previous coverage quarter. *(figure 1)*. This is your beginning balance for the quarter displayed.

• Located right below your “previous balance” is your “Total Contributions” *(figure 2)*. If you received any contributions for this coverage period, you will see an underlined dollar amount. If you click on that dollar amount, a screen will slide into view listing all the contributions that total up to that number for the entire quarter. Below is an excerpt of what the report will look like.

![Image](image2.png)

**Health & Welfare Plan C Contribution History (Local)**

<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>Work Period End Date</th>
<th>Employer</th>
<th>Production</th>
<th>Days Reported</th>
<th>Contributionamt $</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/27/2017</td>
<td>07/01/2017-07/09/2017</td>
<td>Directv Sports Net NW formerly FSN Northwest - Misc Project</td>
<td>3</td>
<td>196.08</td>
<td></td>
</tr>
<tr>
<td>07/13/2017</td>
<td>06/15/2017-06/30/2017</td>
<td>Pacific Coast Camera and Crewing Various</td>
<td>2</td>
<td>129.00</td>
<td></td>
</tr>
<tr>
<td>07/07/2017</td>
<td>06/01/2017-06/25/2017</td>
<td>Fox Sports Net Northwest - Misc Project</td>
<td>1</td>
<td>64.50</td>
<td></td>
</tr>
<tr>
<td>06/01/2017-06/11/2017</td>
<td>Fox Sports Net Northwest - Misc Project</td>
<td>2</td>
<td>129.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• You can also obtain the detail of employer contributions by month. If you look to the bottom of
the bar graph, you will see the month that a contribution was received.
• If you hover over each of the bars on the graph, with your mouse, you can see a summary total
of the monthly contributions received.

• You can also click on each of the bars displayed, a contribution screen will slide that shows you
the detail of that total for that month.
• To review the CAPP balance for the upcoming coverage quarter, click the “Next Period” box (located in the upper right of the screen).

• The “Next Period” screen will slide in and you can review all contributions credited on your behalf that are applicable to the next upcoming coverage quarter.