Instructions for Firms/Employers to securely send us documents

1. Visit our website at https://njapprentice.asp-benefits.com/
2. Click on the "Unions-Employers" menu item and choose Employer Login from the left (Here is a direct link for your convenience: https://njapprentice.asp-benefits.com/firm-access/)
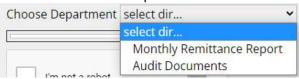

3. Enter your Firm number (This is an 8 digit number usually displayed on documents we send you)
4. Enter your zip code and click Submit

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

7. Check off "I am not a robot"

8. Click "Send File(s)" [Send File]
9. You will receive confirmation that the file went successfully.