

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/>)



For Unions / Employers



Here you will find information commonly do not find what you are looking for, please respond as quickly as possible.

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

Firm Access

Firm No: (no dashes, 8 digits)

5 Digit Zip:

5. 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)**
6. Click the “select dir” drop down and choose which type of document you are submitting.

Choose Department

Monthly Remittance Report
Audit Documents

7. Check off “I am not a robot”

I'm not a robot

8. Click “Send File(s)”
9. You will receive confirmation that the file went successfully.