

### Instructions for Firms/Employers to securely send us documents

1. Visit our website at <https://bakerydrivers.asp-benefits.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://bakerydrivers.asp-benefits.com/unions-employers/>)



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

Firm No: (no dashes, 8 digits)

12345678

5 Digit Zip:

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Submit

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.

Choose Department

select dir...

Monthly Remittance Report

Audit Documents

8. Check off “I am not a robot”

☒ I'm not a robot

hCAPTCHA

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