



**SECURE WEBSITE  
EMPLOYER'S EXTRANET GUIDE**

EMPLOYER SERVICES

## **FORWARD**

The Fonds secure Employer's Extranet site is a personalized mailbox through which the Fund and employers that offer payroll deduction can safely and rapidly exchange documents.

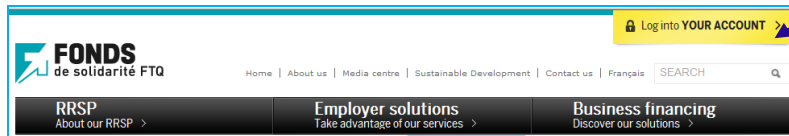
A cost-effective method of operation, the Employer's Extranet can be used to view the change notices we send when payroll updates are required as well as to send us your contribution remittance files.

## **TECHNICAL REQUIREMENTS**

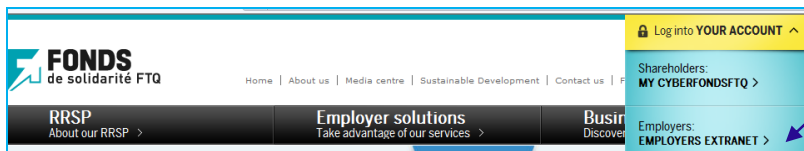
- Your computer must be equipped with Internet Explorer 5.0 or higher or Netscape Navigator 6.0 or higher.
- When you first register for this service, the Fund will issue your company a user number. Within 24 hours, you will receive a system-generated password that is known only to you.
- An idle session will terminate after 10 minutes.
- You will automatically be notified by e-mail when a new document has been placed on the site.
- To join Employer Services of the Fonds de solidarité FTQ :  
Telephone : 514 385-3723 or outside Montréal 1 888 385-3723  
E-mail : [employeur@fondsftq.com](mailto:employeur@fondsftq.com)


## LOG INTO THE SECURE WEBSITE

1. Go to the Fonds de solidarité FTQ website at [www.fondsftq.com](http://www.fondsftq.com)
2. In the yellow band at the right top of the screen, click **Log you're your account.**



3. In the dropdown menu, click **Employers: EMPLOYERS EXTRANET**



 A security certificate window may open. Accept the certificate.

4. When you see the following screen, enter your user number followed by your password (contains digits and letters). Remember that passwords are case sensitive.

**FONDS**  
de solidarité FTQ

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Log into YOUR ACCOUNT ^

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MY CYBERFONDSFTQ >

Employers:  
EMPLOYERS EXTRANET >

**EMPLOYER'S EXTRANET**

Welcome to the Fonds de Solidarité FTQ secure Web site.  
Please enter your user number and password.

USER NUMBER:

PASSWORD:

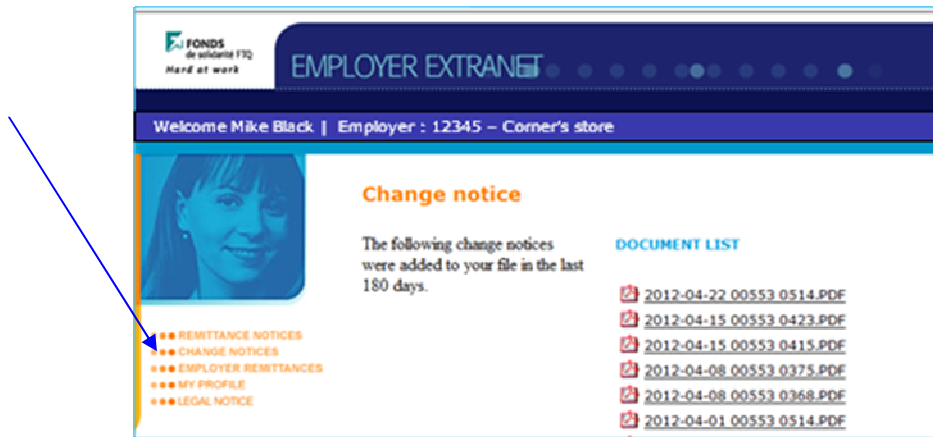
5. Click **LOGIN**.


→ You are now on the secure website.

## VIEW A CHANGE NOTICE


The change notice contains all the information required to update your file or register for the next pay.

### 1. Click **Change Notice**.




 If this window does not open, it means that you do not have access privileges because you are not in charge of change notices; if in fact you are, please call Employer Services so we can make the change.

### 2. Select and open the desired PDF file.

 Change notices transmitted electronically (in PDF format) are the same as one sent by mail.

 Unread files are flagged with a red star.  
(example :  [2003-07-07 10028.PDF](#)  ).

 Please note that change notices remain in the document list for 180 days, with the most recent appearing first.


## RETRIEVE A FUND REMITTANCE NOTICE OR LIST

The remittance notice is usually sent the last week of each month. This notice shows the period for which you must make the remittance as well as the payment deadline. If you use the Fonds list, either the "Remittance List" or the "Detailed Remittance List," they will appear in pdf or Excel format in the Document List section.

**For the Excel file, you have to save it on your computer first.** Make the changes and deposit it on the employers' Extranet.


### 1. Click **Remittance Notice**.



 If this window does not open, it means that you do not have access privileges because you are not in charge of remittances; if in fact you are, please call Employer Services so we can make the change.

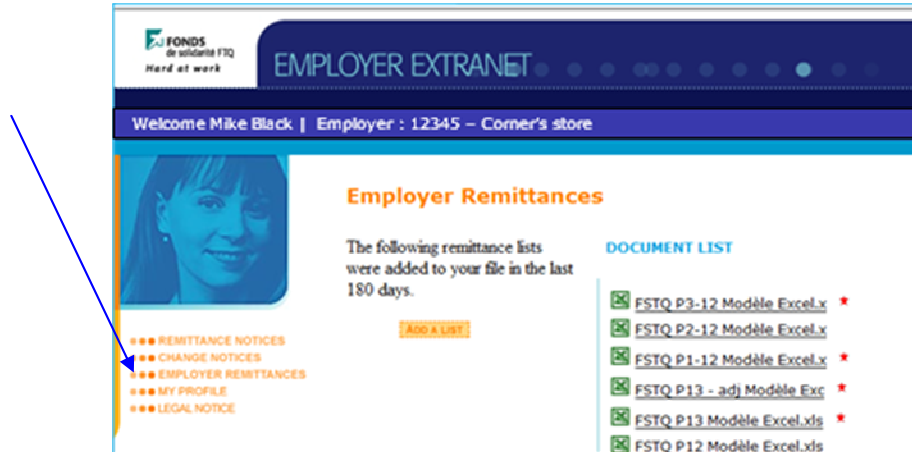
### 2. In the Document List, select the desired pdf or xls file and double-click to open.

 Unread files are flagged with a red star.  
(example :  [2003-07-07 10028.PDF](#) ★).

 Please note that change notices and lists remain in the document list for 180 days, with the most recent appearing first.

## SEND AN ELECTRONIC REMITTANCE FILE

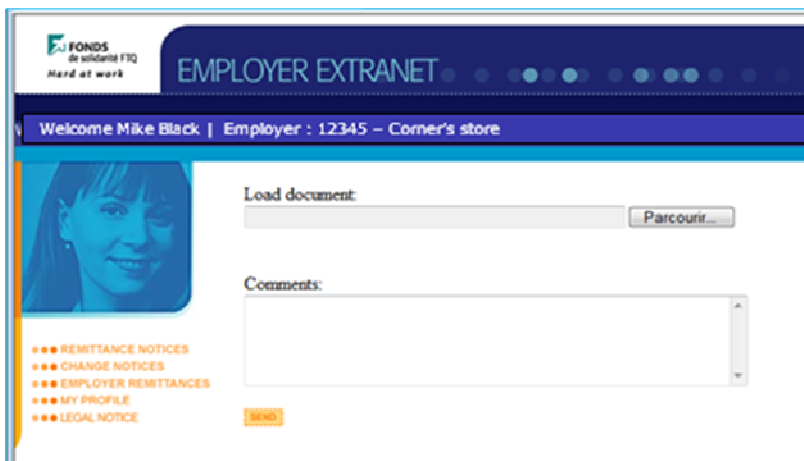
1. Click **Employer Remittances**.



- ✍ If this window does not open, it means that you do not have access privileges because you are not in charge of remittances; if in fact you are, please call Employer Services so we can make the change.

2. Click **Add a list**.

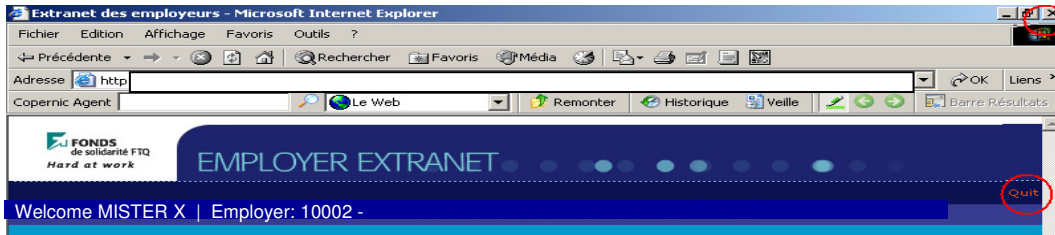
3. When the following window opens, click **Browse** (Parcourir ...) and attach your remittance file. If it is necessary, enter a remittance-related comment in the box below.



4. Click **Send**.  
→ The Fonds can now process your remittance.

## LOG OFF THE SECURE WEBSITE

Click **Quit** or the **X** in the top right corner of the window.



## CHANGE YOUR PASSWORD

Your new password must contain at least 8 characters but no more than 12. Moreover, the password should contain at least one number and one letter.

1. Select **My Profile**.
2. When the following window opens, type your current password in the first box, followed by the new password in the next two boxes.

3. Click **Save**. Your new password is now valid.