



HORIZON CONNECT



IBEW LOCAL 353
PENSION & BENEFIT PLANS

Training Session



AGENDA



IBEW LOCAL 353
PENSION & BENEFIT PLANS

- Go-live timelines and What to Expect
- Navigating HORIZON CONNECT
- ****New mandatory data points**
- Warnings and errors
- Adjustment batches
- Task Management
- Access and profile changes
- Payment options
- ****New Interest Reporting**
- Contact TEIBAS



GO-LIVE TIMELINES

We are now live for entering **March 2026**
work hours





GO-LIVE TIMELINES

RECOMMENDED CHECKLIST FOR ENDING MERIT USE:

- ✓ Print your fiscal 2025 reports from MERIT and as many years as you need.

MERIT is no longer accessible for inputting any information, but you can view, print and export until the end of August 2026

- ✓ View Jan and Feb transactions in MERIT
 - ✓ **Entry Grid Users** – Create entry grid (1-time setup)
-



WHAT TO EXPECT WHEN YOU LOG IN

Everyone who currently has access will be granted access to
Horizon Connect

- ❖ **You have received an email from:**
noreply@teibas.com
 - ❖ Activate your account and change your password
 - ❖ Set up multi-factor authentication - required with every login
 - ❖ **Check your spam folder**
-



WHAT TO EXPECT WHEN YOU LOG IN

ORACLE

Activate your profile in account - TEIBAS

Hi Cecile Ong,

You have been granted access to Cloud Console or an Identity Domain.
Activate your account before the expiration date.

Cloud Account / Tenancy: TEIBAS

Username: [Focal_Cecile1](#)

Activate Your Account

This link will expire on Sunday, April 12, 2026 4:36:08 PM CDT.

If you have any questions, please contact your Cloud Account admin at or at
[Oracle Support](#).

❖ Step 1 – Activate your Account

The email will have your username and instructions on how to log into the system.

If you have not received an email, please contact the Employer Services team at employers@teibas.com.



WHAT TO EXPECT WHEN YOU LOG IN

ORACLE Cloud

TEIBAS

Focal_Cecile1

Identity domain ⓘ
teibas-prod

Reset your password.

Set a password for your user account.

New Password

Confirm New Password

Reset Password

Set a strong password

The application will guide you on creating a strong password

Reset your password.

Set a password for your user account.

New Password

- The password must have at least 12 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- The password must have at least 1 special characters.
- Cannot repeat last 4 passwords



WHAT TO EXPECT WHEN YOU LOG IN

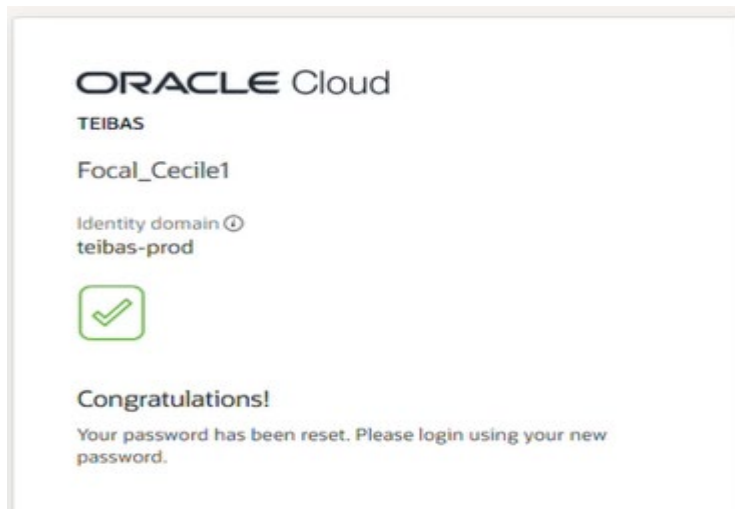
Step 1 - Done!

❖ You will also receive an email confirming the change in password.

❖ Click on the Employer Portal hyperlink :

[Sign In](#)

❖ Enter your credentials





WHAT TO EXPECT WHEN YOU LOG IN



Your profile password for TEIBAS was reset

Hi Audrienne Coley,

Your password for Cloud Console or Identity Domain - idcs-e2fbb05229a84d088c763c40294d4c09 account was reset.

Cloud Account / Tenancy: TEIBAS

Username: [Focal Audrienne](#)



Step 2 – Log In

- ❖ Click on the Employer Portal hyperlink

[Sign In](#)

- ❖ Enter your credentials

WHAT TO EXPECT WHEN YOU LOG IN

ORACLE Cloud

TEIBAS

Focal_Cecile1

Identity domain ⓘ
teibas-prod

Enable Secure Verification

Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.



Click below to enable secure verification methods for your account.

Enable Secure Verification

[What is Secure Verification?](#)

Step 2 - Multi-Factor Authentication

- ❖ You will be navigated to the multi-factor authentication page.
- ❖ Click on **Enable Secure Verification**
- ❖ There are multiple options for validating identity:
 - ❖ **E-mail (recommended) – Passkey given in email**
 - ❖ Mobile App – App generates code, or user approves via push notification (no # required)
 - ❖ Phone Number – receive code by call or text

WHAT TO EXPECT WHEN YOU LOG IN

ORACLE Cloud

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teibas-prod

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Click below to enable secure verification methods for your account.

Enable Secure Verification

[What is Secure Verification?](#)

Managing Multiple accounts?

- ❖ You will receive a separate email for each account that you are reporting for
- ❖ The username will be different for each account, but you can use the same password for all your accounts



NAVIGATING THE APPLICATION

To log in Monthly

- Go to [Teibas.com/Horizon Connect-Employer Portal](https://teibas.com/Horizon Connect-Employer Portal)
- Enter Username or Email
- Enter Password
- Click 'Sign In'
- Verify using MFA

ORACLE Cloud

TEIBAS

TEIBAS Account Sign In

Identity domain ⓘ
teibas-prod

User Name

Password

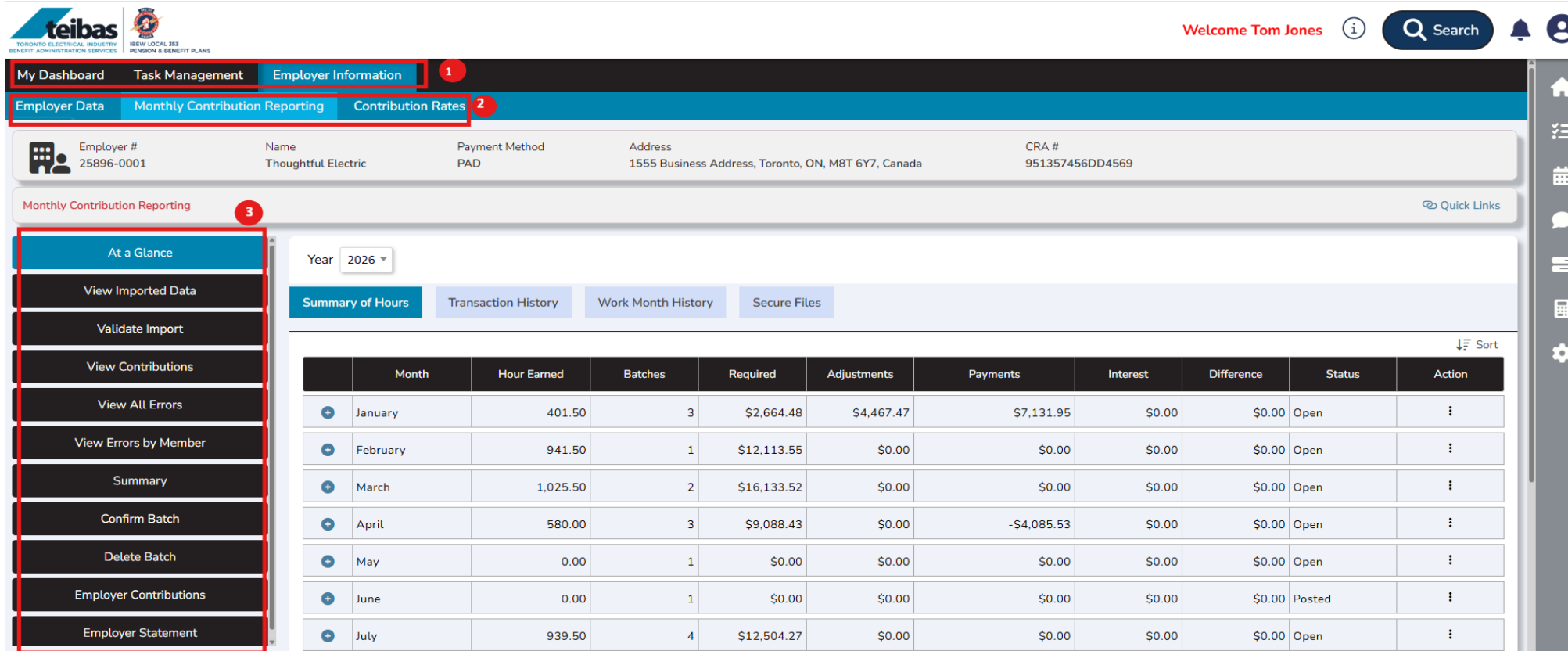
[Forgot Password?](#)

Sign In

[Need help signing in?](#)

NAVIGATING THE APPLICATION

1. WORKBOARDS
2. TABS
3. EVENTS



The screenshot shows the teibas application interface. At the top, there are logos for teibas and IBEW Local 353, along with the text "Welcome Tom Jones" and a search bar. Below this is a navigation menu with tabs for "My Dashboard", "Task Management", and "Employer Information" (highlighted with a red box and a '1'). Under "Employer Information", there are sub-tabs for "Employer Data", "Monthly Contribution Reporting", and "Contribution Rates" (highlighted with a red box and a '2'). The main content area displays employer information for "Thoughtful Electric" and a "Monthly Contribution Reporting" section. This section has a left-hand menu with options like "At a Glance", "View Imported Data", "Validate Import", "View Contributions", "View All Errors", "View Errors by Member", "Summary", "Confirm Batch", "Delete Batch", "Employer Contributions", and "Employer Statement" (highlighted with a red box and a '3'). The main area shows a table of contribution data for the year 2026, with tabs for "Summary of Hours", "Transaction History", "Work Month History", and "Secure Files".

Employer # 25896-0001 Name Thoughtful Electric Payment Method PAD Address 1555 Business Address, Toronto, ON, M8T 6Y7, Canada CRA # 951357456DD4569

Monthly Contribution Reporting

Year 2026

Summary of Hours Transaction History Work Month History Secure Files

	Month	Hour Earned	Batches	Required	Adjustments	Payments	Interest	Difference	Status	Action
+	January	401.50	3	\$2,664.48	\$4,467.47	\$7,131.95	\$0.00	\$0.00	Open	:
+	February	941.50	1	\$12,113.55	\$0.00	\$0.00	\$0.00	\$0.00	Open	:
+	March	1,025.50	2	\$16,133.52	\$0.00	\$0.00	\$0.00	\$0.00	Open	:
+	April	580.00	3	\$9,088.43	\$0.00	-\$4,085.53	\$0.00	\$0.00	Open	:
+	May	0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Open	:
+	June	0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Posted	:
+	July	939.50	4	\$12,504.27	\$0.00	\$0.00	\$0.00	\$0.00	Open	:

ENTERING A CONTRIBUTION REPORT

- Go to Employer Information -> Monthly Contribution Reporting -> **At a Glance**
- Select the month and click on the “3-dots” in the “Action” column
- Select “Import file” or the option you prefer
- Make note of the batch ID

Monthly Contribution Reporting

Year: 2025

Month	Hour Earned	Batches	Required	Adjustments	Payments	Interest	Difference	Status	Action
January	745.00	11	\$12,979.45	\$0.00	\$6,655.24	\$677.45	\$0.00	Open	⋮
February	268.00	2	\$4,785.34	\$0.00	\$4,785.34	\$0.00	\$0.00	Posted	⋮
March	45.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Open	⋮
April	300.00	2	\$3,563.88	\$0.00	\$1,861.94	\$108.59	\$0.00	Open	⋮
May	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		⋮
June	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		⋮
July	204.00	4	\$3,856.62	\$0.00	\$454.50	\$0.00	\$0.00	Open	⋮

ENTERING A CONTRIBUTION REPORT

IF YOU ENTER HOURS DIRECTLY TO THE ENTRY GRID

- *Option 1:* Download the most recent grid from MERIT and convert to new template then upload to Horizon Connect
- *Option 2:* Enter names directly into Entry Grid in Horizon Connect (1st time only)
- **After setup, every month the Entry Grid will populate with names**



MERIT

123456 - ELECTRICAL COMPANY LIMITED SELECTED MONTH: MAY 2025

USER: TAUDRIENNE | [CHANGE PASSWORD](#)

HOME	DATA	REPORTS	EXPORT	ADMIN	LOGOUT
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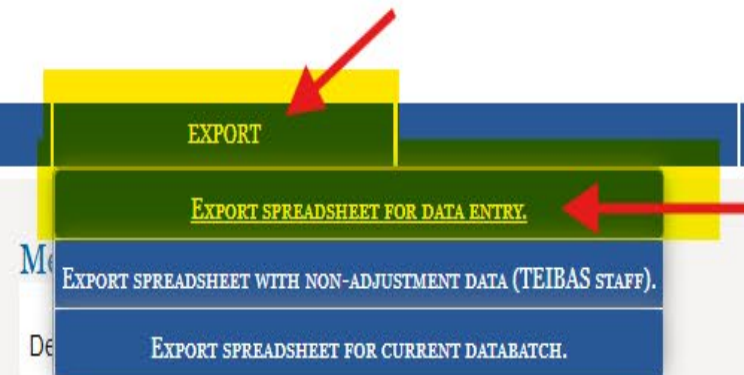
LOCAL:

[LOCAL 353](#)

EMPLOYER:

[123456 - Electrical Company Limited](#)

[view details](#)



EXPORT

EXPORT SPREADSHEET FOR DATA ENTRY.

EXPORT SPREADSHEET WITH NON-ADJUSTMENT DATA (TEIBAS STAFF).

EXPORT SPREADSHEET FOR CURRENT DATABATCH.

1 of 1 [next](#)

[View agreements and fund rates](#)

[Estimate Delinquent charges](#)

NEW DATA POINTS

You will be required to submit details of overtime hours

- You will enter
 - Hours Worked
 - Time and a half overtime hours worked - x1.5
 - Double time overtime hours worked - x2
 - **The system will calculate total Hours Earned**

View Contributions for Batch Process ID = 86769 - April 2026

Sort Filter

SIN	Last Name	First Name	Agreement	Job Class	Hours Worked	Overtime Hrs Worked 1.5 X	Overtime Hrs Worked 2X	Hours Earned	Gross Pay (\$)	MW Rate to 353	Other Local	MW Rate to Other	Status
<input checked="" type="radio"/> 256-478-547	Added	Newly	ICI	PA	125.00	5.00	4.00	140.50	\$0.00	0		0	Posted
<input type="radio"/> 522-365-478	Membe	Demo	ICI	JM	50.00			50.00	\$0.00	0		0	Posted
<input type="radio"/> 155-247-956	353member	New	ICI	JM	60.00	2.00	0.50	64.00	\$0.00	0		0	Posted
<input type="radio"/> 642-398-121	Member353	Local353	ICI	A5	20.00			20.00	\$0.00	0		0	Posted
<input type="radio"/> 457-225-698	Candlestick	Jimmy	ICI	A4	80.00			80.00	\$0.00	0		0	Posted
<input type="radio"/> 532-147-159	From353	Jo-Anne	ICISHIFT	JM	20.00	1.00		21.50	\$0.00	0		0	Posted



NEW DATA POINTS

- For example, if a member worked 10 hours in a week (regular hours, and overtime hours) you will be asked to provide following information:

- **Regular hours worked = 5 hrs.**
- **Overtime hours worked at time and a half = 2 hrs.**
- **Overtime hours worked at double time = 3 hrs.**

- The system will calculate the hours earned as follows:

$$5 \text{ hrs.} + (2 \text{ hrs.} \times 1.5) + (3 \text{ hrs.} \times 2) = 14 \text{ hrs. earned}$$

- **SHIFT HOURS: Continue to report shift hours using the Shift Agreement codes**
-



VALIDATING YOUR SUBMISSION

Validations give you notice that something needs to be corrected in your batch.

There are **2 types** of validations:

Warnings

You can complete the batch without addressing Warnings – *not recommended*

Examples:

- Hours earned is > 300 hours
 - Member with same name exists with different SIN
 - Contributions received for unknown member. Person will be created.
-



VALIDATING YOUR SUBMISSION

Errors

Will not allow you to complete the batch

Examples:

- Invalid SIN
 - If you are an Owner Operator and the hours reported is < 150 hrs. earned
 - Job class does not match with the agreement for this employer
-



ADJUSTMENT BATCHES

- If the adjustment batch is **positive** (missing hours)
 - Go to the month that is missing hours – At a Glance
 - Create a second batch and enter the missing hours
 - **Assign the batch as an Adjustment and give a reason**
 - Complete all Events
 - Submit
-



ADJUSTMENT BATCHES

NEGATIVE ADJUSTMENT BATCHES NEED TEIBAS APPROVAL!

You will be able to confirm the batch, but hrs. **will not post to employee's record.**


System will automatically create a Task to the Employer Service team + **CREATE A TASK WITH EXPLANATION.**

- *Job class changes*
 - Create a new **adjustment** batch with negative hours for the wrong job class **and** positive hours for the correct job class.
 - **Upload any support through task management if needed**
 - *Too many hours reported/sent for wrong person)*
 - Go to the month and enter a negative **adjustment** batch
 - Assign as an **adjustment** batch
-

TASK MANAGEMENT




Tasks

 Employer # 25896-0001	Name Thoughtful Electric	Payment Method PAD	Address 1555 Business Address, Toronto, ON, M8T 6Y7, Canada	CRA # 951357456DD4569
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Manage Tasks [Quick Links](#)


- New Task
- Completed Tasks
- Task Attachments
- Sent Tasks

 New Task

Task Category* Task Type* Service Level Due Date

Task Description*

Assignee CC Priority

 Drag & Drop File
or

Document ID	File Name
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PAYMENT OPTIONS

Your payment options remain the same:

- PAD – Funds are deducted from your account on the 20th of the month
 - EFT – Send your remittance using your online banking
 - Direct Deposit – Funds are deposited directly to the Trust account
 - Cheque – Cheque must be delivered to TEIBAS offices by the 20th of the month
-



**NEW INTEREST REPORTING

Interest Calculations

- Interest is now calculated and reported as it is incurred vs when payment is made
 - The Interest rate remains unchanged:
 \$0.08 per \$100 outstanding per day or 29.2% pa
 - The prior balance on the confirmation statement now includes interest
-



ACCESS TO YOUR ACCOUNT AND PROFILE CHANGES

- The address on file is at the header of all screens
 - If your contact information changes, contact TEIBAS – **CREATE A TASK**
 - If your employees leaves your company, you must remove their access
to the application – **CREATE A TASK**
 - Ensure that TEIBAS has updated phone numbers and email addresses for you
 - Adding new persons to access your account – You will be able to initialize that request
-



FREQUENTLY ASKED QUESTIONS

- Will TEIBAS support me during the transition? **YES!**
- Will a User Guide be available? **YES!**
- Will the Training deck be available? **YES!**

Remember – WE'RE HERE TO HELP!

Employer Services Team:

CREATE A TASK!!

Email : Employers@teibas.com

Vanitha : Vanitha@teibas.com ext. 703

Ashley: Ashley@teibas.com ext. 780

Phone # 416-637-6789



QUESTION AND COMMENTS...

THANK YOU FOR YOUR FEEDBACK!



TORONTO ELECTRICAL INDUSTRY
BENEFIT ADMINISTRATION SERVICES



IBEW LOCAL 353
PENSION & BENEFIT PLANS
