

Your Quick Guide to Data Reporting on Horizon Connect

1. LOGIN

Horizon Connect can be found at: <https://teibas-employer.cpashosting.com/employer-idcs/servlet/LoginServlet?Action=Login>. We recommend that Horizon Connect users access the employer reporting portal using either **Microsoft Edge** or **Google Chrome** for the best user experience. The use of other browsers may provide a poor user experience. You can also access Horizon Connect on teibas.com under the Employers tab at the top of the page. To login enter your employer code, username, and password provided by TEIBAS.

2. ENTER DATA

Navigate to Employer Information -> Monthly Contribution Reporting -> Action buttons on the work month row and select Import file or Entry Grid.

The screenshot shows the 'Monthly Contribution Reporting' page. The top navigation bar includes 'My Dashboard', 'Task Management', and 'Employer Information'. The 'Employer Information' tab is active, showing details for Employer # 25896-0001, Name: Thoughtful Electric, Payment Method: PAD, Address: -, and CRA # 951357456DD4569. The 'Monthly Contribution Reporting' section has tabs for 'Summary of Hours', 'Transaction History', 'Work Month History', and 'Secure Files'. The 'Summary of Hours' tab is selected, displaying a table with columns: Month, Hour Earned, Batches, Required, Adjustments, Payments, Interest, Difference, Status, and Action. The table shows data for January, February, and March. A dropdown menu is open for the March row, showing options: Import file, NIL Report, Entry Grid (highlighted), and Blank List.

Enter the hours for each employee ensuring that the agreement and job class are correct. If another line is required for a new employee, or for a change in job class, click "New" to insert new row.

The screenshot shows the 'Monthly Contribution Reporting' page with the 'Entry Grid' tab selected. The top navigation bar is the same as the previous screenshot. The 'Monthly Contribution Reporting' section has tabs for 'Summary of Hours', 'Transaction History', 'Work Month History', and 'Secure Files'. The 'Entry Grid' tab is selected, displaying a table with columns: Member Key, 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, Remarks, and Action. The table shows data for March 2026. A 'New' button is visible at the top right of the table.

3. ADDING EMPLOYEES

You can do one of three options to add employees. The first action is you can import a file to add employees under the Employer information tab similar to when you import a file. Under the Employer tab can also click on the "Action" button, and add the employees there. You can also enter the employees directly into the entry grid. You can enter the SIN number, First Name, Last Name etc., if you have uploaded previously to the grid. The other option is create a "Blank List". Go to the "Action" button, then select the blank list. The difference between a blank list and the entry grid is the entry grid will contain previously entered employers, whereas the blank list is blank and is where you can add new employees.

4. IMPORTING FILES

If you need to import a file in Horizon Connect, go to the Employer Information tab, then to monthly contribution reporting tab. When you go to a specific work month, go to the last column called the "Action" column, click on the three dots that appear next to the "Action" column. Select import file. Then you can either drag and drop the file into Horizon Connect or click browse the file. You can then select the file you want to input from your computer.

The screenshot shows the 'Monthly Contribution Reporting' tab in the Horizon Connect interface. The 'Action' column for January is selected, and a dropdown menu is open showing options: Import file, Entry Grid, Blank List, and NIL Report. A red arrow points to the 'Import file' option.

Month	Hour Earned	Batches	Required	Adjustments	Payments	Interest	Difference	Status	Action
January	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Import file
February	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Entry Grid
March	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Blank List
April	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		NIL Report

The screenshot shows the 'Submit Data File' section in the Horizon Connect interface. A red arrow points to the 'Browse File' button.

Submit Data File

Drag & Drop File
or click to browse
Browse File

Next

The screenshot shows the 'Monthly Contribution Reporting' tab in the Horizon Connect interface. The 'Action' column for January is selected, and a dropdown menu is open showing options: Import file, Entry Grid, Blank List, and NIL Report. A red arrow points to the 'Entry Grid' option.

Month	Hour Earned	Batches	Required	Adjustments	Payments	Interest	Difference	Status	Action
January	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Import file
February	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Entry Grid
March	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Blank List
April	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		NIL Report

When you finish entering the hours for each employee, select "Submit".

5. VALIDATE DATA

Select the "Validate Import" event on the left and click on "Finish". Horizon Connect will review the submission for any warnings and errors. Warnings will allow you to still submit the batch where an error will not and require you to address the error. Click on the "View All Errors" or "View Errors by Member" events to review. To fix an error, go to the "View Imported Data" event and edit or delete a line, then validate again.

Select the "Summary" event to view the totals. Confirm the total hours and required remittance for each agreement and job class.

Agreement	Job Class	Hours Worked	Hours Earned	Rate	Required Remittance	GST	RST	HST	Total
ICI									
	Apprentice: 4th Term 70%	145.00	159.50	15.18	2,421.26	11.20	58.44	2.07	2,492.97
	Apprentice: 5th Term 80%	115.00	122.00	16.42	2,003.24	8.56	44.70	1.59	2,058.09
	Journeyperson	483.00	496.00	17.35	8,605.65	23.21	181.74	0.00	8,810.60
	Pre-apprentice	135.00	148.00	6.29	930.92	10.39	54.23	0.00	995.54
ICI Total					13,961.07	53.36	339.11	3.66	14,357.20
Batch Total		878.00	925.50		13,961.07	53.36	339.11	3.66	14,357.20

6. DATA SUBMISSION AND CONFIRMATION STATEMENT

Once you have reviewed the information reported – agreements, hours worked, hours eared, and required amount, select the "Confirm Batch" event on the left. Select Finish. This will inform TEIBAS that your data entry is complete and the remittance is being sent. You cannot delete a batch after it is confirmed.

Print a copy of the transaction for your records. Click the "Employer Statement" event on the left and download the statement using the hyperlink.



Monthly Contribution Reporting

File Name	Document
EmployerStmnt.2026-03.86217.pdf	Document

At a Glance

- View Imported Data
- Validate Import
- View Contributions
- View All Errors
- View Errors by Member
- Summary
- Confirm Batch
- Delete Batch
- Employer Contributions
- Employer Statement**

TORONTO ELECTRICAL INDUSTRY
BENEFIT ADMINISTRATION SERVICES

IBEW LOCAL 353
PENSION & BENEFIT PLANS

Confirmation Statement March 2026

The report and payment are due by the 20th of the month following the month that the hours were worked. Please make the cheque payable to "IBEW 353 Trust Funds" and provide payment with this confirmation statement to TEIBAS.

Thoughtful Electric

Agreement	Hours Worked	Hours Earned	Rate	Required Remittance
ICI				
Apprentice: 4th Term 70%	145	159.5	15.18	\$2,421.26
Apprentice: 5th Term 80%	115	122	16.42	\$2,003.24
Pre-apprentice	135	148	6.29	\$930.92
Journey person	483	496	17.35	\$8,605.65
			G.S.T./H.S.T.-1	\$53.37
			H.S.T.-2	\$3.66
			R.S.T.	\$339.10
			Total for the Month for agreement	\$14,357.20
Totals for all agreements	878	925.5		\$13,961.07
			G.S.T./H.S.T.-1	\$53.37
			H.S.T.-2	\$3.66
			R.S.T.	\$339.10
			Total for the Month	\$14,357.20
			Prior Balance	\$9,796.43
			Paid by Total Due	\$24,153.63

Notes
Keep a copy of this form for tax credit purposes.

Data Submitted Date: 20260301
Confirmation Print Date: 20260106
Batch ID 86217

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www.teibas.com

7. ADJUSTMENT BATCH AND TASK MANAGEMENT

If you enter too many hours or you need to make an adjustment, you can run an adjustment batch.

Batch ID	Hours	Required	Adjustments	Payments	Interest	Difference	Status	Batch Type	Adjustment Reason	Action
89682	-180.00	-\$1,210.79	\$0.00	-\$1,210.79	\$0.00	\$0.00	Posted	Adjustment	Other	View Errors by Member
89671	622.00	\$8,440.58	\$0.00	\$8,440.58	\$0.00	\$0.00	Posted	Regular	Other	View Errors by Member

If you make an error and need to let Employer Services know, you can submit a 'task' asking them to review the hours entered.

Remit funds to TEIBAS. Electronic Funds Transfers should be processed using your online banking. Pre-authorized debit transactions are processed on the 20th of the month. Cheques may be post-dated to the 20th of the month and must be sent with a copy of the Confirmation Statement.

Privacy Warning: Please return your completed and signed forms to TEIBAS via mail or fax. If you wish to scan or provide your completed and signed form by email, please contact TEIBAS for assistance so that a secure encryption portal can be provided to you to safely return the form. Please be advised that if you return the form or provide any other sensitive or personal information to us by regular email, the information is not secure and may be vulnerable to unauthorized use. Neither TEIBAS nor the Board of Trustees of the Local 353, IBEW Trust Funds will be responsible for any unauthorized use, disclosure, interception or other privacy breach where personal information or other sensitive information is provided by you to TEIBAS through the use of email.