February 14, 2005

FORM LM-3 LABOR ORGANIZATION ANNUAL REPORT

(electronic)

USER GUIDE

Version 3.0

Phone: (866) 4-USA-DOL (487-2365)
E-mail: olms-public@dol.gov
Web: www.olms.dol.gov

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Introduction

The U.S. Department of Labor's Office of Labor-Management Standards (OLMS) is pleased to introduce the new Form LM-3 electronic software. This software, which is in Adobe, replaces the previous versions, which were in Informed Filler. Using the electronic Form LM-3, you can:

- Enter information directly into an online version of the form;
- Import data files extracted from your financial accounting system into the form.

After you have completed the form, you can either:

- Have your labor organization's president and treasurer sign the report electronically; and
- Submit the signed form electronically to OLMS

or

- Print a copy of the completed report and have your labor organization's president and treasurer sign the paper copy; and
- Mail the signed copy to

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, NW
Room N-5616
Washington, DC 20210-0001

Getting Started

This document guides you through the process of completing the electronic Form LM-3, providing instructions and navigation tips to help you:

- Download the electronic Form LM-3 from the OLMS Web site;
- Navigate and enter information directly into the form;
- Import data files extracted from your union's accounting system into the form; and
- Add digital signatures.

This document's focus is "how" to enter information into the form. Two companion documents provide additional information:

Table 1: Companion Documents

Document Name	Contents	Location
Instructions for Form LM-3 Annual Report	▪ Rules for filing ▪ Detailed directions for what information to enter	www.dol.gov/esa/regs/compliance/olms/lm3.htm
Data Specifications Document (and accompanying files)	▪ Guidance to technical users for creating data access or transformation tools and preparing data import files	www.dol.gov/esa/regs/compliance/olms/dsd.htm

Before You Begin

To use the electronic Form LM-3 you need the following hardware and software.

Hardware

Processor: Intel® Pentium III® (or equivalent)

Operating System options:

- Microsoft® Windows 98, Second Edition
- Microsoft® Windows, Millennium Edition
- Microsoft® Windows NT® 4.0 with Service Pack 6
- Microsoft® Windows 2000 with Service Pack 2
- Microsoft® XP Professional
- Microsoft® XP Home Edition

Memory: 64MB of RAM

Available hard disk space: 60MB

Note: For optimum performance, OLMS recommends using an Intel Pentium 4® (or equivalent) processor running at a minimum speed of 2.4 GHz with 1GB of memory.

Software

Adobe® Reader®, Version 6

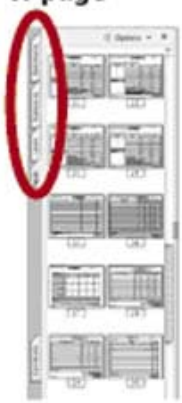
Internet Browser options:

- Internet Explorer, Version 5.5 or 6
- Netscape, Version 4.7
- Mozilla, Version 1.3 or 1.4

Using Adobe® Reader® 6

You will need Adobe® Reader® 6 to use the electronic Form LM-3. If you do not have Adobe® Reader® 6 installed on your system, you can download a free copy of Adobe® Reader® 6 from the Adobe Web site (www.adobe.com).

Tips for Navigating Throughout Form LM-3

ACTION	TIP
Moving from page to page 	For greater ease in navigating through the document, use the Page thumbnails on the left side of the screen to scroll from page to page. You also can highlight the page number that is displayed in the middle of the bottom of the screen, enter the page number you want to go to, and press <Enter>. You are automatically taken to that page. This is very useful if you know exactly where you want to go and saves scrolling through the form and/or the thumbnails. Navigation buttons located on either side of the number box allow you to navigate forward and back one page at a time or go to the first or last page of the form.
Moving from field to field	Either use the <Tab> key to move through the fields on the screen or use the mouse to click the field in which you want to enter text.
Saving the Document	**Save your work frequently!** As you fill out the form, go to the "File" Menu and select "Save As." The "Save As" function will automatically reduce the file size of the form so it is preferable to use the "Save As" function.
Date Fields	Enter dates in the format: **mm/dd/yyyy**.
State Fields	Enter two-character postal abbreviation of a U.S. state or territory. You must use the drop-down list to enter the state in any section of the form where the state is required. The state cannot be manually entered by the user. Alternatively, you can choose "00" from the drop-down list to enter a non-listed country in the state field and its corresponding postal code (e.g., NW34D2). If you choose a U.S. state or territory you must enter a properly formatted U.S. ZIP code.
Telephone Numbers	Include the area code when entering the phone number.
Text Fields	Other than LM-3 Item 56 – Additional Information **50 characters is the maximum length of any field in the form.**
ZIP Code Fields	ZIP codes must either be five or nine digits for U.S. states or territories. For example, 12345 or 12345-6789. Alternatively, choose "00" from the drop-down list to enter a non-listed country in the state field and its corresponding postal code (e.g., NW34D2).

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Adding Additional Information (Item 56)

The Instructions for Form LM-3 identify entries that require you to provide additional information.

Using the electronic Form LM-3, you add required and optional additional information in Item 56 (Page 1 of Form LM-3) in the following instances:

- When prompted by the form to enter required additional information into an item;
- When prompted by the form to enter required additional information when the form is validated; and
- When you want to add general comments or additional information about information you are reporting on Form LM-3 (optional additional information).

Entering Required Additional Information

The following table identifies the Form LM-3 items that prompt you to enter information in Item 56.

Table 2: Additional Information Fields

Page/Schedule	Item/Column Number	Reason for Prompt to Enter Additional Information
Page 1	Item 2	Entering a reporting period that is less than one year in length
Page 1	Item 3	Selecting option "B" Terminal Report or option "C" Report for a Subsidiary.
Page 1	Item 9	Answering "No"
Page 1	Item 57	Changing the President's title
Page 1	Item 58	Changing the Treasurer's title
Page 2	Items 10 – 18	Answering "Yes"
Statement A	Item 25	If an automatically calculated cash reconciliation results in a discrepancy of $100 or greater
Statement A	Items 25 – 36, Columns A and C	Entering amounts that are different than the amounts of previous filing's end of reporting period amounts

After you enter data in a field that requires additional information or when the system validates that field (see Validating the Form), a message identifying the additional information that you must enter will display.

Adding Required Information

To add required additional information:

1. Click the **OK** button to close the message window.

   The form takes you to Item 56—Additional Information.

2. Enter the information according to the instructions in the message window that prompted you to enter additional information.

3. Click the **Save** button in the upper right corner of Item 56—Additional Information.

The additional information will display on the Additional Information Summary page that is automatically added to the end of the form.

Note: You are required to enter an answer in Item 56. Entering a space, tab or return without any other text will not be accepted by Form LM-3.

Deleting Required Information

To delete additional information you were prompted to enter:

1. Go to the page and field that prompted you to enter the additional information and change or delete the entry in the field.

Example 1: If you entered an amount in a field, delete the amount.

Example 2: If you selected a check box that prompted the message to enter additional information, change the check box selection—for example, from "yes" to "no."

The additional information you entered is automatically deleted from the Additional Information page.

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Adding Optional Information

To add optional additional information:

1. Go to the first page of Form LM-3.
2. Click the **General Additional Information** button.

   A message window stating that you can enter general comments will display.
3. Click the **OK** button to close the message window.

   The cursor is now in Item 56—Additional Information.
4. Enter a comment in Item 56—Additional Information.
5. Click the **Save** button in the upper right corner of Item 56—Additional Information.

The comment that you entered is labeled "General Information" on the Additional Information Summary page at the end of the form.

Modifying or Deleting Optional Additional Information

To modify or delete optional additional information:

1. Go to the first page of Form LM-3.
2. Click the **General Additional Information** button.

   A message stating that you can enter general comments will display.
3. Click the **OK** button to close the message window.

   Previously entered comments will display in Item 56—Additional Information.
4. Modify, including adding more information or deleting the comment(s) that display in Item 56—Additional Information.
5. Click the **Save** button in the upper right corner of Item 56—Additional Information.

The revised comment will display on the Additional Information Summary page at the end of the form. When you delete a comment, it is removed from the Additional Information Summary page.

Downloading and Prefilling Document

To begin the process of completing the electronic Form LM-3, download the form and prefill information by following these steps:

1. Go to the OLMS home page (www.olms.dol.gov).

2. Select "Download the Electronic Form LM-2, LM-3, LM-4, and T-1" from the *Quick Links* section.

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards

www.dol.gov/esa

Search / A-Z Index

Find It!: By Topic | By Audience | By Top 20 Requested Items | By Form | By Organization | By Location

February 14, 2005 DOL Home > ESA > OLMS

Office of Labor-Management Standards (OLMS)

The Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor's Employment Standards Administration administers and enforces most provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). The LMRDA was enacted primarily to ensure basic standards of democracy and fiscal responsibility in labor organizations representing employees in private industry. Unions representing U.S. Postal Service employees became subject to the LMRDA with the passage of the Postal Reorganization Act of 1970. The LMRDA establishes:

- A Bill of Rights for union members;
- Requirements for reporting and disclosure of financial information and administrative practices by labor unions;
- Requirements for reporting and disclosure by employers, labor relations consultants, union officers and employees, and surety companies, when they engage in certain activities;
- Rules for establishing and maintaining trusteeships;
- Standards for conducting fair elections of union officers; and
- Safeguards for protecting union funds and assets.

OLMS also administers provisions of the Civil Service Reform Act of 1978 and the Foreign Service Act of 1980 relating to standards of conduct for Federal employee unions, which are comparable to LMRDA requirements.

Quick Links

New! Obtaining an Electronic Digital Signature

New! Rights of Members of Federal Sector Unions

New! Determining if a Union is a Local, Intermediate or National

Download the Electronic Revised Form LM-2

Download the Electronic Form T-1

Notice of Employee Rights Concerning Payment of Union Dues: E. O. 13201 (The Beck Poster) Information and FAQs

Revised Form LM-2 Information and FAQ's

Form T-1 Information and FAQ's

Subscribe to the OLMS Mailing List

OLMS Links

Compliance Assistance

LMRDA Enforcement

Internet Public Disclosure Room

Forms
- Current LM-2, LM-3, LM-4
- Revised Form LM-2
- New Form T-1
- All Other Forms

Publications and Outreach

Laws and Regulations

Newsroom

About OLMS
- Mission
- History
- Org. Chart
- Offices
- Customer Service

Contact OLMS

Transit Employee Protections

Transit Employee Protections

When Federal funds are used to acquire, improve, or operate a transit system, Federal law requires arrangements to protect the rights of affected mass transit employees. The OLMS Division of Statutory Programs ensures that fair and equitable arrangements are in place before the U.S. Department of Transportation's Federal Transit Administration (FTA) can release funds to grantees. The terms and conditions of the protective arrangements are included in the grantee's contract with FTA.

We Want to Know What You Think

Do you have comments or suggestions about the material offered here? Please take the DOL Customer Survey (via the link at the bottom of this page), or email OLMS directly at olms-public@dol.gov with any comments, suggestions, or concerns.

Last Updated: 02/01/05

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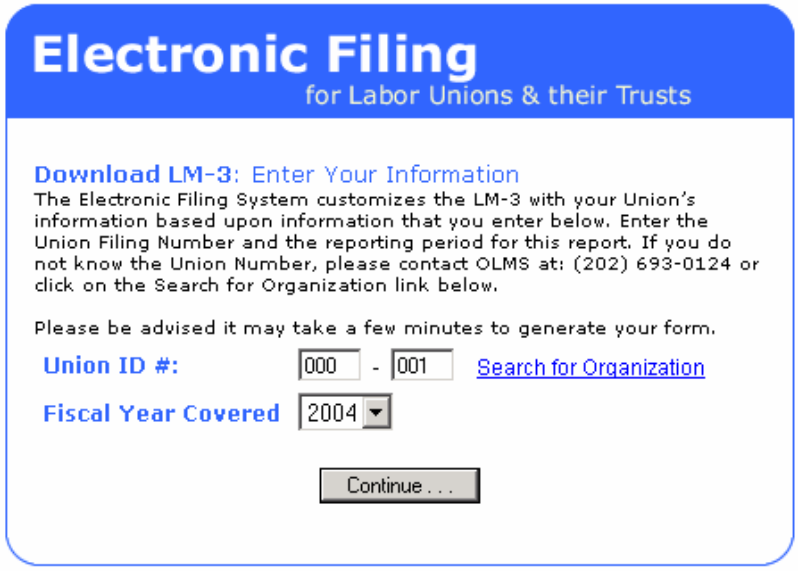
Frequently Asked Questions | Freedom of Information Act | Customer Survey
Privacy & Security Statement | Disclaimers | E-mail to a Friend

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USA-DOL
TTY: 1-877-889-5627
Contact Us

3. Enter the first three digits of your labor organization's file number in the Union ID # field's first segment. Enter the second three digits of your labor organization's file number in the Union ID # field's second segment. Once you have entered the Union ID, select the Fiscal Year for which you are submitting the LM3.



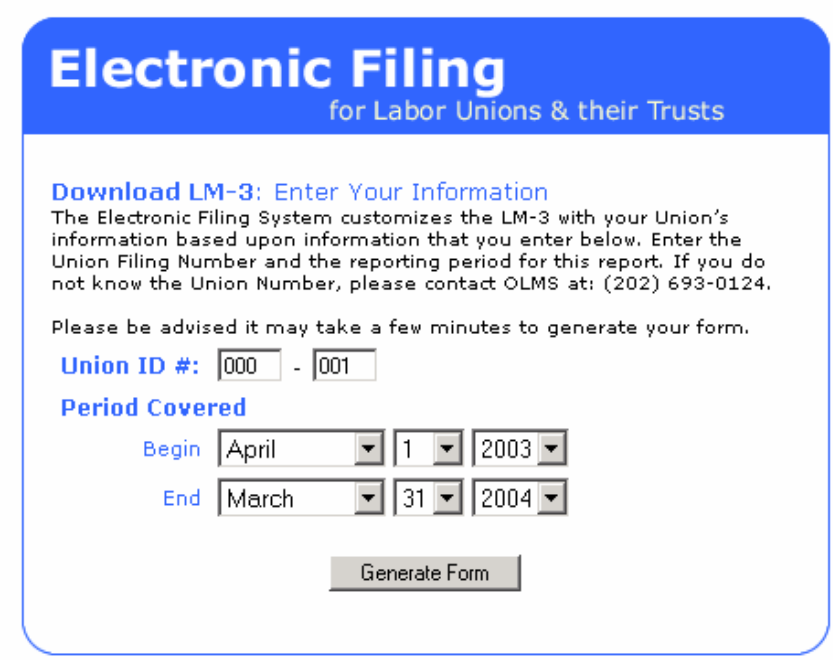
4. Click the **Continue** button

   Note: Notice that the Begin and End dates are pre-populated with the Begin and End dates of your union's Fiscal Year.

5. If you need to change the beginning date, use the *Period Covered Begin* field's drop-down list.

6. If you need to change the end date, use the *Period Covered End* field's drop-down list.

   Note: You cannot enter a date range that covers more than one year.



7. Click the **Generate Form** button.

   The *Click Below to Start Downloading* window will display.

8. Right-click the New Form LM-3 link. Click "Save Target As..." and then select a location to store the PDF file. To use the downloaded form, first start the Adobe® Reader® 6 program on your computer. Open the form by selecting "Open" from the Adobe® Reader® 6 "File" menu, and navigating to the location where you saved the lm3.pdf and selecting it.

Some fields on page 1 of Form LM-3 are populated with prefill information. If this is not the first time your labor organization has filed an LM-3, some fields on Statement A are also populated with prefill information. The following table lists the fields containing prefill information and indicates whether or not those fields are editable.

Table 3: Prefill Fields

Page	Item Number	Name	Editable
1	1	File Number	No
1	2	Period Covered Start Date	No
1	2	Period Covered End Date	No
1	4	Affiliation Name	No
1	5	Designation	No
1	6	Designation Number	No
1	7	Unit Name	No
1	8	First Name	Yes
1	8	Last Name	Yes
1	8	P.O. Box	Yes
1	8	Number and Street	Yes
1	8	City	Yes
1	8	State	Yes
1	8	Zip Code	Yes
Statement A	25A	Cash (Start of Period)	Yes
Statement A	23A	Accounts Receivable (Start of Period)	Yes
Statement A	26A	Loans Receivable (Start of Period)	Yes
Statement A	27A	U.S. Treasury Securities (Start of Period)	Yes
Statement A	28A	Investments (Start of Period)	Yes
Statement A	29A	Fixed Assets (Start of Period)	Yes
Statement A	30A	Other Assets (Start of Period)	Yes
Statement A	32C	Accounts Payable (Start of Period)	Yes
Statement A	33C	Loans Payable (Start of Period)	Yes
Statement A	34C	Mortgages Payable (Start of Period)	Yes
Statement A	35C	Other Liabilities (Start of Period)	Yes

Important:

- If you change Statement A information that has been prefilled, you are prompted to provide a reason in the Additional Information box (Item 56).

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
Washington, DC 20210

FORM LM-3 LABOR ORGANIZATION ANNUAL REPORT

FOR USE BY LABOR ORGANIZATIONS WITH LESS THAN $250,000 IN TOTAL ANNUAL RECEIPTS

Form Approved
Office of Management and Budget
No. 1215-0188
Expires: 11-30-2006

This report is mandatory under P.L. 86-257, as amended. Failure to comply may result in criminal prosecution, fines, or civil penalties as provided by 29 U.S.C. 439 or 440.

READ THE INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS REPORT

For Official Use Only	1. FILE NUMBER	2. PERIOD COVERED MON DAY YEAR From Through	3. (a) AMENDED – If this is an amended report correcting a previously filed report, check here: ☐ (b) TERMINAL – If your organization ceased to exist and this is its terminal report, see section XII of the instructions and check here: ☐ (c) SUBSIDIARY – If this is a report for a subsidiary organization of your union as defined in section X of the instructions, check here: ☐

4. AFFILIATION OR ORGANIZATION NAME	8. MAILING ADDRESS (Type or print in capital letters)
5. DESIGNATION (Local, Lodge, etc.) / 6. DESIGNATION NUMBER	First Name / Last Name
7. UNIT NAME (if any)	P.O. Box – Building and Room Number (if any)
9. Are your organization's records kept at its mailing address? (If "No," provide address in Item 56.) Yes ☐ No ☐	Number and Street
	City
	State / ZIP Code + 4

56. ADDITIONAL INFORMATION

Each of the undersigned, duly authorized officers of the above labor organization, declares, under penalty of perjury and other applicable penalties of law, that all of the information submitted in this report (including the information contained in any accompanying documents) has been examined by the signatory and is, to the best of the undersigned's knowledge and belief, true, correct, and complete. (See Section VI on penalties in the instructions.)

57.SIGNED: _____ PRESIDENT (If other title, see instructions.)
_____ Date _____ Telephone Number

58. SIGNED: _____ TREASURER (If other title, see instructions.)
_____ Date _____ Telephone Number

Form LM-3 (Revised 2004)

General Additional Information | Validate Form | Submit

Completing Page 1:

1. Complete Item 3 if the report is amended, terminal, or for a subsidiary of the labor organization.
2. Enter information in Items 5-9 according to the instructions.

   Note: Items 5-7 are not editable.

   Note: You must contact the U.S. Department of Labor's Office of Labor-Management Standards at 202-693-0124 to officially change a labor organization's affiliation or organization name in Item 4.

   Note: You must answer either "Yes" or "No" in Item 9.

Important:

You are prompted to enter additional information in Item 56 if:

- The Period Covered is less than one year;
- You indicate that this is a terminal report (Item 3);
- You select "No" as the answer to Item 9;
- You are changing President's title (Item 57); and/or
- You are changing Treasurer's title (Item 58).

COMPLETE ITEMS 10 THROUGH 23

FILE NUMBER:

10. During the reporting period did the labor organization have a 'subsidiary organization" as defined in section X of the instructions? Yes ☐ No ☐

11. During the reporting period did the labor organization create or participate in the administration of a trust or other fund or organization, as defined in the instructions, which provides benefits for members or their beneficiaries? Yes ☐ No ☐

12. During the reporting period did the labor organization have a political action committee (PAC) fund? Yes ☐ No ☐

13. During the reporting period did the labor organization acquire or dispose of any assets in any manner other than by purchase or sale? Yes ☐ No ☐

14. During the reporting period did the labor organization have an audit or review of its books and records by an outside accountant or by a parent body auditor/representative? Yes ☐ No ☐

15. During the reporting period did the labor organization discover any loss or shortage of funds or other assets? (Answer "Yes" even if there has been repayment or recovery.) Yes ☐ No ☐

16. During the reporting period did the labor organization have any officer who was paid $10,000 or more by your organization and also received $10,000 or more as an officer or employee of another labor organization or of an employee benefit plan? Yes ☐ No ☐

17. During the reporting period did the labor organization pay any employee salary, allowances, and other expenses which, together with any payments from affiliates, totaled more than $10,000? Yes ☐ No ☐

18. During the reporting period did the labor organization have loans totaling more than $250 to any officer, employee, or member, or make any loans to a business enterprise? Yes ☐ No ☐

19. How many members did your organization have at the end of the reporting period? ☐

20. What is the maximum amount recoverable under your organization's fidelity bond, for a loss caused by any officer or employee of your organization? ☐

21. During the reporting period did the labor organization have any changes in its constitution and bylaws, other than the rates of dues and fees, or in practices/procedures listed in the instructions? (If the constitution and bylaws or practices/procedures have changed, see the instructions.) Yes ☐ No ☐

22. What is the date of your organization's next regular election of officers? ☐

23. What are your organization's rates of dues and fees? (Enter a minimum and maximum if more than one rate applies for any line.)

Rates of Dues and Fees

Dues/Fees	Amount		Unit	Minimum	Maximum
(a) Regular Dues/Fees		per			
(b) Initiation Fees		per			
(c) Transfer Fees		per			
(d) Work Permits		per			

If the answer to any of the above questions is "Yes", provide details in Item 56 (Additional Information) as explained in the instructions for each Item.

Form LM-3 (Revised 2004)

Completing Page 2:

1. Answer Items 10-23 according to the instructions.

Important:

- You are prompted to enter additional information in Item 56 if you select "Yes" as the answer to Items 10 – 18 and Item 21.
- You cannot enter negative numbers in Item 19 or 20.

Add More Disbursements To Officers

24. ALL OFFICERS AND DISBURSEMENTS TO OFFICERS Enter Amounts in Dollars Only – Do Not Enter Cents FILE NUMBER:

(A) Name (List all persons who held office during the reporting period even if they received no salary or other disbursements. Use all capital letters.) / (B) Title (Enter title of officer, such as PRESIDENT or TREASURER.)	(C) Status *	Gross Salary (before taxes and other deductions) (D)	Allowances and Other Disbursements (E)	Total (F)
1. Last Name: Last Name / First Name: First Name / Title	Status			$0
2. Last Name: Last Name / First Name: First Name / Title	Status			$0
3. Last Name: Last Name / First Name: First Name / Title	Status			$0
4. Last Name: Last Name / First Name: First Name / Title	Status			$0
5. Last Name: Last Name / First Name: First Name / Title	Status			$0
6. Last Name: Last Name / First Name: First Name / Title	Status			$0
7. Last Name: Last Name / First Name: First Name / Title	Status			$0
8. Totals from additional pages (if any)		$0	$0	$0
9. Totals of Lines 1 through 8		$0	$0	$0
			10. Less Deductions	
	Enter the Total from Line 11 in Item 45		11. Net Disbursements	$0
** Code for (C) Status: past officer – P; continuing officer – C; new officer during the reporting period – N.	(If any officer was not elected at a regular election in accordance with your organization's constitution and bylaws, explain in Item 56 on page 1.)			

Perform Calculations

Form LM-3 (Revised 2004)

Completing Item 24:

1. Complete Columns A, B, C, D and E and Line 10 according to the instructions.
2. Click the **Perform Calculations** button.

To add a page to report more disbursements to officers:

1. Click the **Add More Disbursements to Officers** button. A continuation page is added to the end of Form LM-3.
2. Enter additional disbursements to officers information.
3. Click the **Perform Calculations** button.

The total amounts from the additional page(s) will display on the original Item 24 page on Line 8 in Columns D, E and F.

Note: If you need to add more pages to report additional disbursements to officers, you must return to Item 24 (page 3 of Form LM-3) and click the **Add More Disbursements to Officers** button. You can return to Item 24 on Page 3 by clicking the **Return to Original Schedule Page** button.

Enter Amounts in Dollars Only – Do Not Enter Cents

FILE NUMBER:

STATEMENT A ASSETS AND LIABILITIES

ASSETS Item	Start of Reporting Period (A)	End of Reporting Period (B)	LIABILITIES Item	Start of Reporting Period (C)	End of Reporting Period (D)
25. Cash			32. Accounts Payable		
26. Loans Receivable			33. Loans Payable		
27. U.S. Treasury Securities			34. Mortgages Payable		
28. Investments			35. Other Liabilities		
29. Fixed Assets	$0		36. TOTAL LIABILITITES	$0	$0
30. Other Assets					
31. TOTAL ASSETS	$0	$0	37. NET ASSETS (Item 31 less Item 36)	$0	$0

STATEMENT B RECEIPTS AND DISBURSEMENTS

CASH RECEIPTS Item	AMOUNT	CASH Item	AMOUNT
38. Dues		45. To Officers (from Item 24)	$0
39. Per Capita Tax		46. To Employees (less deductions)	
40. Fees, Fines, Assessments & Work Permits		47. Per Capita Tax	
41. Interest & Dividends		48. Office & Administrative Expense	
42. Sale of Investments & Fixed Assets		49. Professional Fees	
43. Other Receipts		50. Benefits	
44. TOTAL RECEIPTS	$0	51. Contributions, Gifts & Grants	
If total receipts reported in Item 44 are $250,000 or more, your organization must file Form LM-2 instead of this form.		52. Purchase of Investments & Fixed Assets	
		53. Loans Made	
		54. Other Disbursements	
		55. TOTAL DISBURSEMENTS	$0

Form LM-3 (Revised 2004)

Perform Calculations

Completing Statement A:

1. The software will prefill assets information for the start of the reporting period in Column A. If the data is inaccurate, however, it can be edited manually.
2. Enter Cash and U.S. Treasury Securities information for the end of the reporting period in Column B, Lines 25 and 27 according to the instructions.
3. The software will prefill liabilities information for the start of the reporting period in Column C. If the data is inaccurate, however, it can be edited manually.
4. Enter Mortgages Payable information for the end of the reporting period in Column D, Line 34.
5. Click the **Perform Calculations** button.

Important:

- You are prompted to enter additional information in Item 56 if:

  You change the amount in Column A or C in Statement A.

Completing Statement B:

1. Enter dollar amounts in Lines 38-43, and 45-54, according to the instructions.
2. Click the **Perform Calculations** button.

Important:

- You are prompted to enter additional information in Item 69 if the following is true:

	Item 25, Column A
+	Item 44
-	Item 55
≠	Item 25, Column B ± 100

Importing Form Data

Using the Form LM-3 electronic filing data import tool, you can:

- Import Comma Separated Value (CSV) and Extensible Markup Language (XML) files directly into Item 24 of Form LM-3 or as an attachment to the form.

Though the steps you take to import CSV and XML files are different, the import methods are the same.

Table 4: Import Methods

Import Method	Recommended Use	What Happens
Import data into form fields	To import small and medium data files.	Information is imported directly into the form. Additional pages are automatically created if form data does not fit on one page.
Import data as attachment	To import large data files.	Information is imported as an attachment that you can view with the OLMS Attachment Viewer. You cannot modify information as an attachment.
Validate only; do not import	To validate that import file data is formatted correctly.	Information is validated only, and errors are identified so data can be corrected prior to importing. The form contents are not modified.

All import methods validate data. The import tool reports errors when data does not conform to specifications identified in the Data Specifications Document and OLMS business rules. You can print the error report or save it as a text file.

If the import process encounters errors, OLMS recommends that your labor organization fix the input data before you re-import files. ***Do not submit Form LM-3 until all data has been imported successfully into Form LM-3.***

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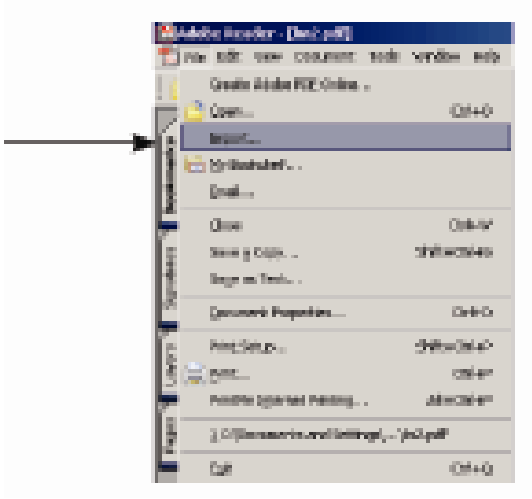
Importing CSV Files

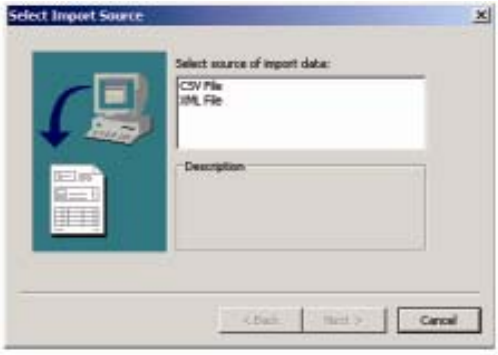
Recommendation: Avoid manually changing data you have imported; if you re-import data, you will overwrite your manual changes.

To import a CSV file:

1. Open Form LM-3 in Acrobat® Reader®.
2. Click "Import" from the File menu on the menu bar.

   The *Select Import Source* box displays.

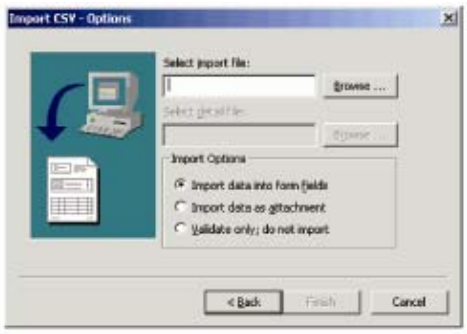




3. Click CSV File from the *Select source of import data* window.

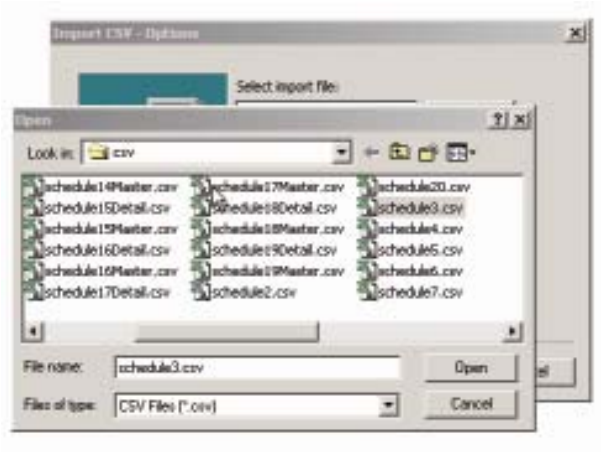
4. Click the **Next** button.

The *Import CSV-Options* box displays.



5. Click the **Browse** button to the right of the *Select import file* box.

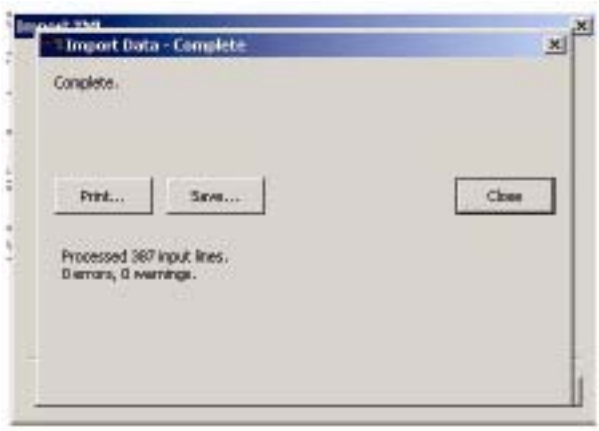
   The *Open File* box displays.



6. Find and select the file containing the data you want to import.
7. Click the **Open** button to return to the *Import CSV-Options* box.
8. Select an import method from the Import Options list.
9. Click the **Finish** button.

   The *Importing Data* box displays.

   After the import process is complete, the *Import Data – Complete* box displays. The box displays problems detected in the import file.



10. Review the information in the information window. You can print the error report or save it as a text file by clicking the **Print** or **Save** buttons.
11. Click the **Close** button to return to Form LM-3.
12. Review the information that you imported in Item 24.

Important:

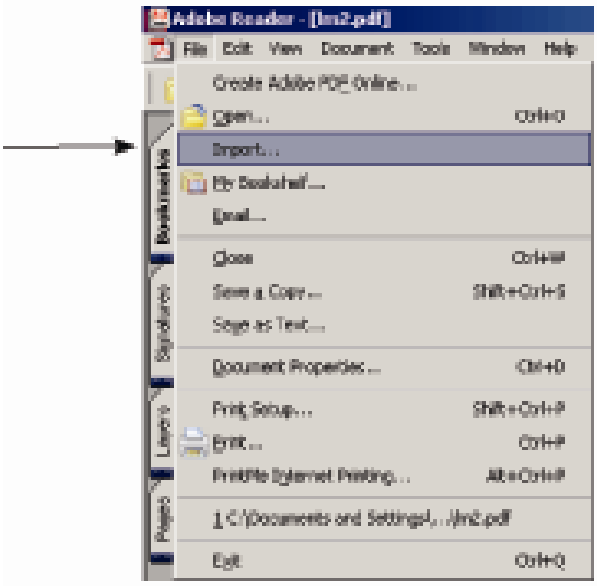
- Once the data is imported directly into the form the totals are automatically calculated and the data rows can be edited.
- When importing as an attachment, the totals (but not the data rows) go into the form itself and the totals will be automatically calculated.
- The attachment cannot be edited.

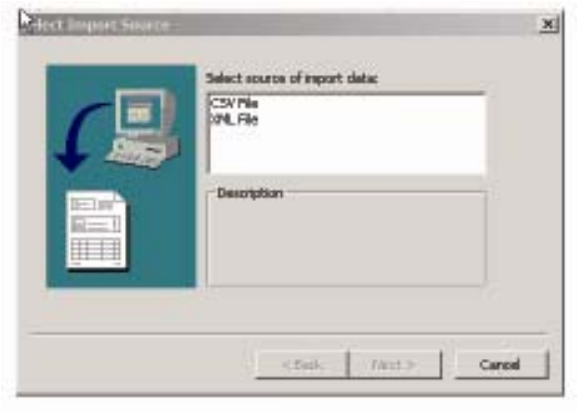
Importing XML Files

To import XML file data:

1. Open Form LM-3 in Adobe® Reader® 6.
2. Select *Import* from the File menu on the menu bar.

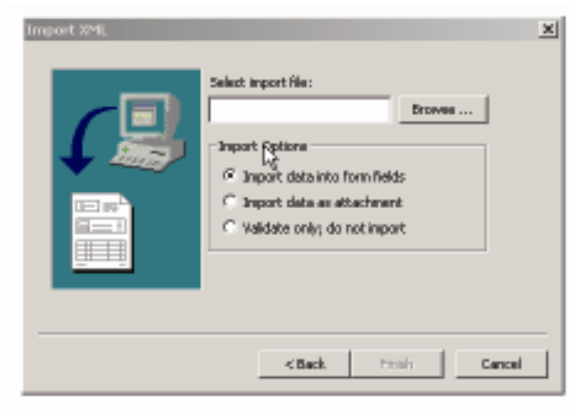
   The *Select Import Source* box displays.





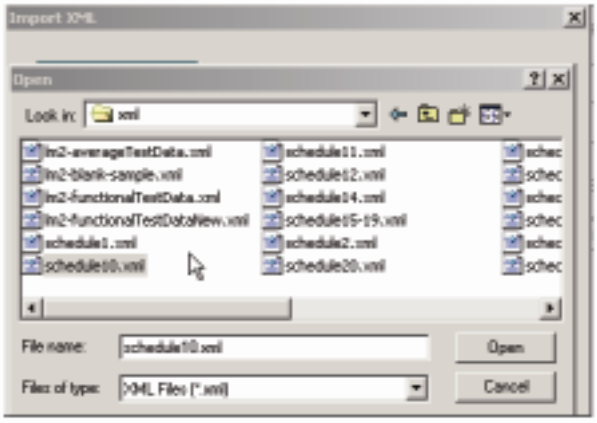
3. Select XML File from the Select source of import data window.
4. Click the **Next** button.

   The *Import XML* box displays.



5. Click the **Browse** button to the right of the *Select import file* box.

   The *Open File* box displays.



6. Find and select the file containing the data you want to import.
7. Click the **Open** button to return to the *Import XML* box.
8. Select an import method from the Import Options list.
9. Click the **Finish** button.

   The *Importing Data* box displays. After the import process is complete, the *Import Data – Complete* box displays. The box displays problems detected in the import file.

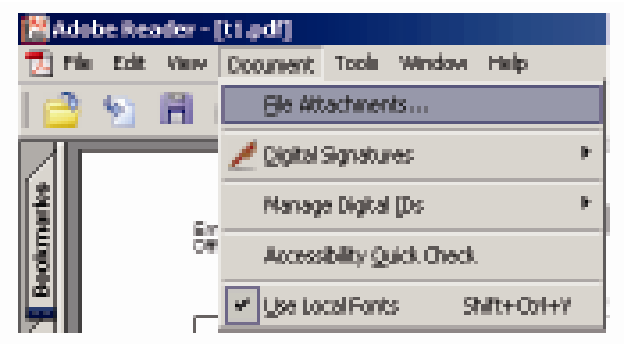
10. Review the information in the information window. You can print the error report or save it as a text file by clicking the **Print** or **Save** buttons.
11. Click the **Close** button to return to Form LM-3.
12. Review the imported information in the form.

Viewing Form Attachments

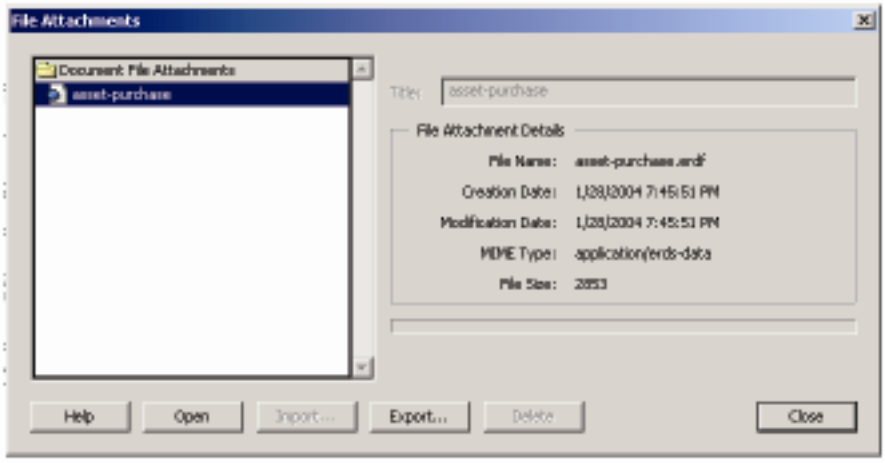
After importing data as an attachment, you will not be able to edit most of the corresponding fields on the form. Row 10 is the only field that can be edited after data is imported into Item 24.

To view data imported as an attachment:

1. Select "File Attachments" from the "Document" menu on the menu bar.



The File Attachments window opens.



2. Select the schedule that you want to view from the *Document File Attachments* list.

3. Click the **Open** button.

The Attachment Viewer opens displaying the schedule you selected.

Note: If a warning message pops up, check the *Do not show this message again* box then click the **Open** button.

4. Close the Attachment Viewer by clicking the **Close** button in the upper right corner of the window.

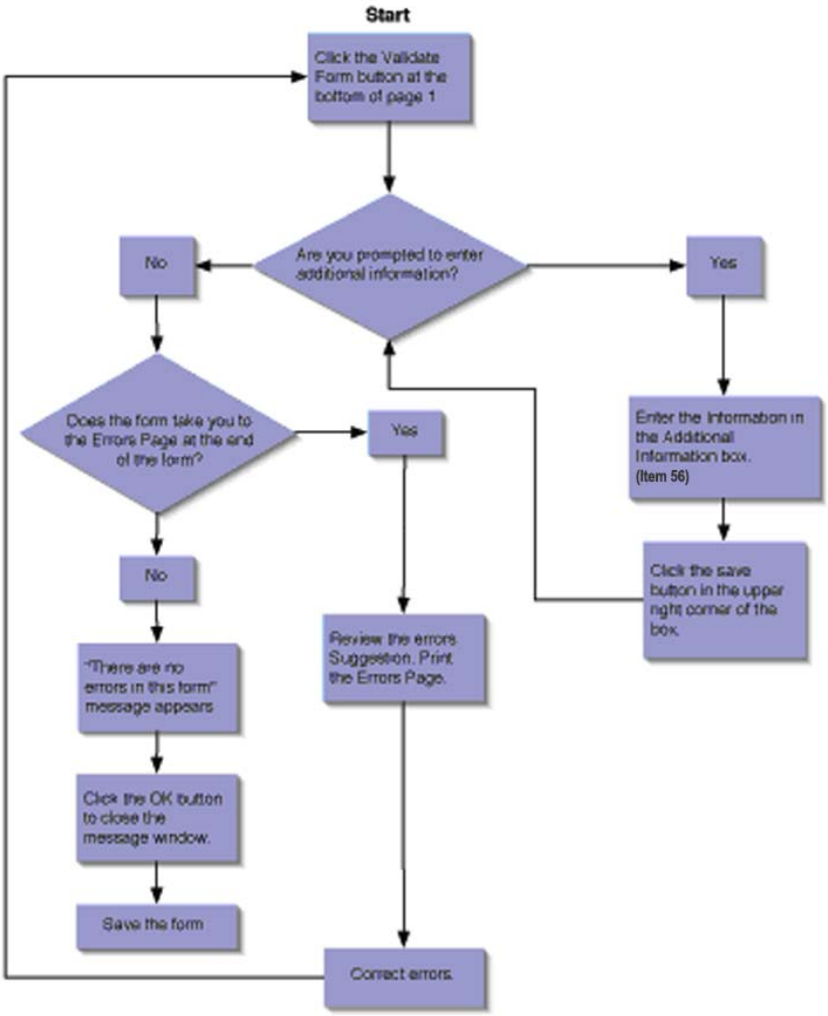
Validating the Form

After completing pages 1 and 2, and Statements A and B, validate the form. The validation process:

- Verifies that you entered information in required fields;
- Ensures that the information you entered is what the form "expected" – for example, validation checks that you have entered a number, not text, into an amount field; and
- Ensures that data you have imported, if you imported data, is what the form "expected".

To validate the form:

1. Go to page 1 of Form LM-3.
2. Use the decision chart to guide your next steps.



Adding Signatures

In order to file Form LM-3 electronically, you are required to add digital signatures to the signature block on the bottom of page one. Before being able to do so, the following must be completed:

You must obtain an Access Certificate for Electronic Services (ACES) digital certificate. See the OLMS Web site (www.dol.gov/esa/regs/compliance/olms/digital-signatures.htm) for information on obtaining an ACES certificate. Once you receive your digital signature, you must install it based on the instructions provided by the digital certificate vendor.

Note: If your organization's Form LM-3 is prepared by a third party (for example, an accounting firm), the preparer will need to save the completed form to a CD or other removable media and send it to the officers of your organization who will be signing the form. Once the completed form is loaded on an officer's computer, the officer will use his/her digital signature to sign the form. After the first officer digitally signs the form, he/she must send the form using removable media to the other officer who will then load the form on his/her computer and digitally sign the form.

Before you can digitally sign the Form LM-3, the form must pass validation. See the section on validation for more information about errors in the Form LM-3. All errors must be resolved before the form may be signed.

If an officer other than the President or Treasurer is signing the form, the title field next to the signature can be changed. Changing the title field to a different value prompts you to enter an explanation as to why the President or Treasurer is not signing the form.

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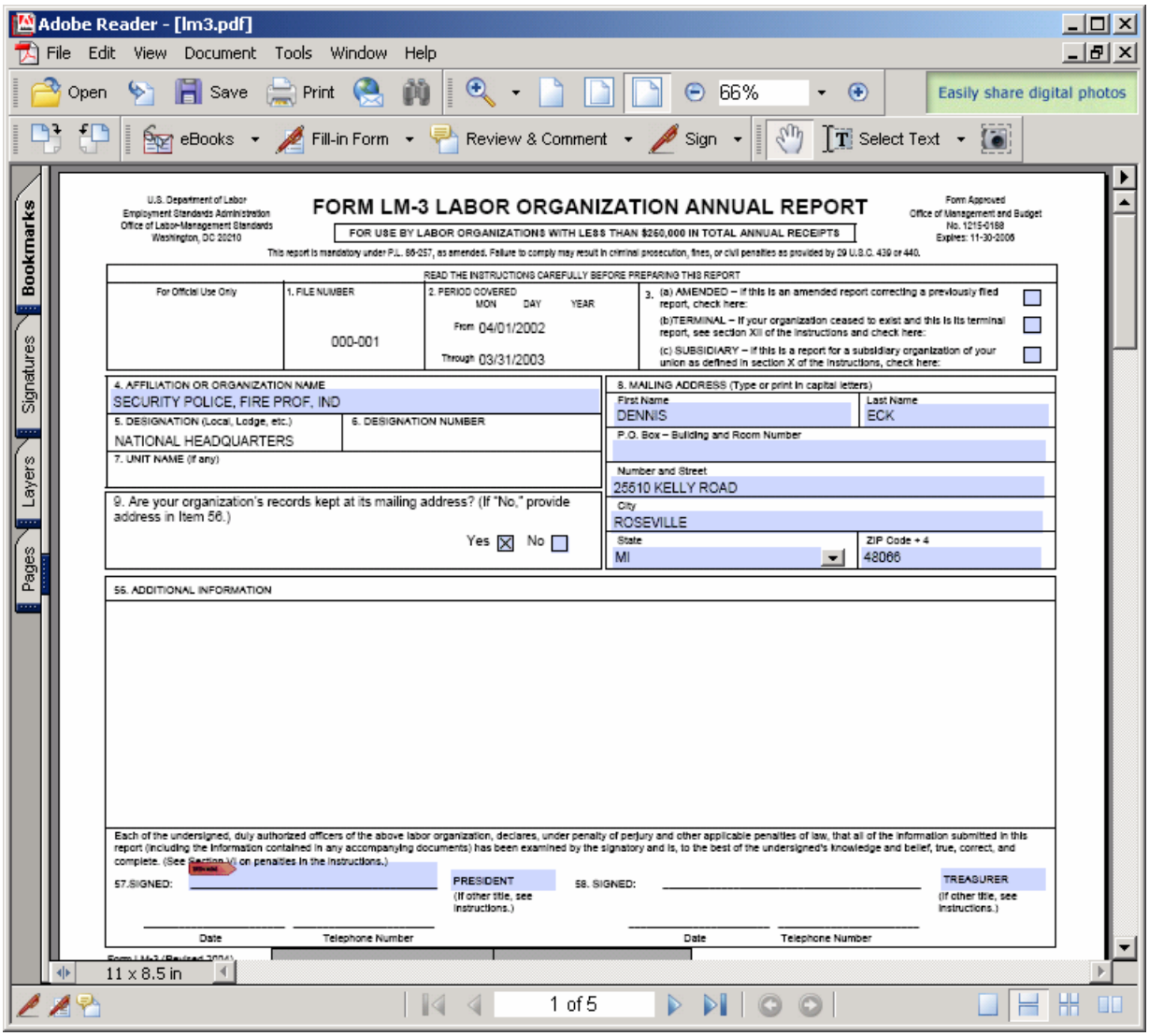
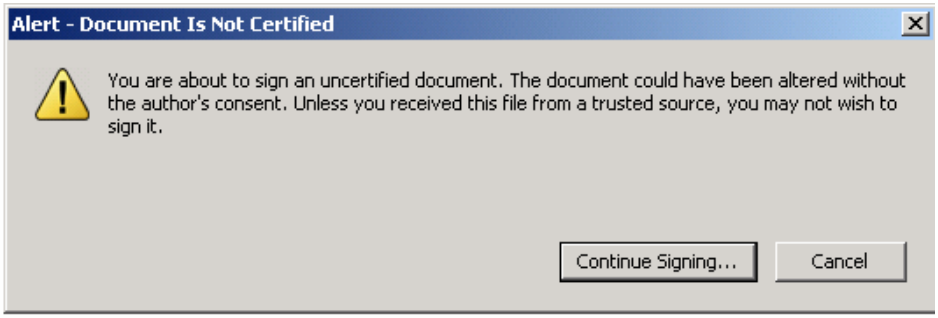
To affix a digital signature to the form, do the following:

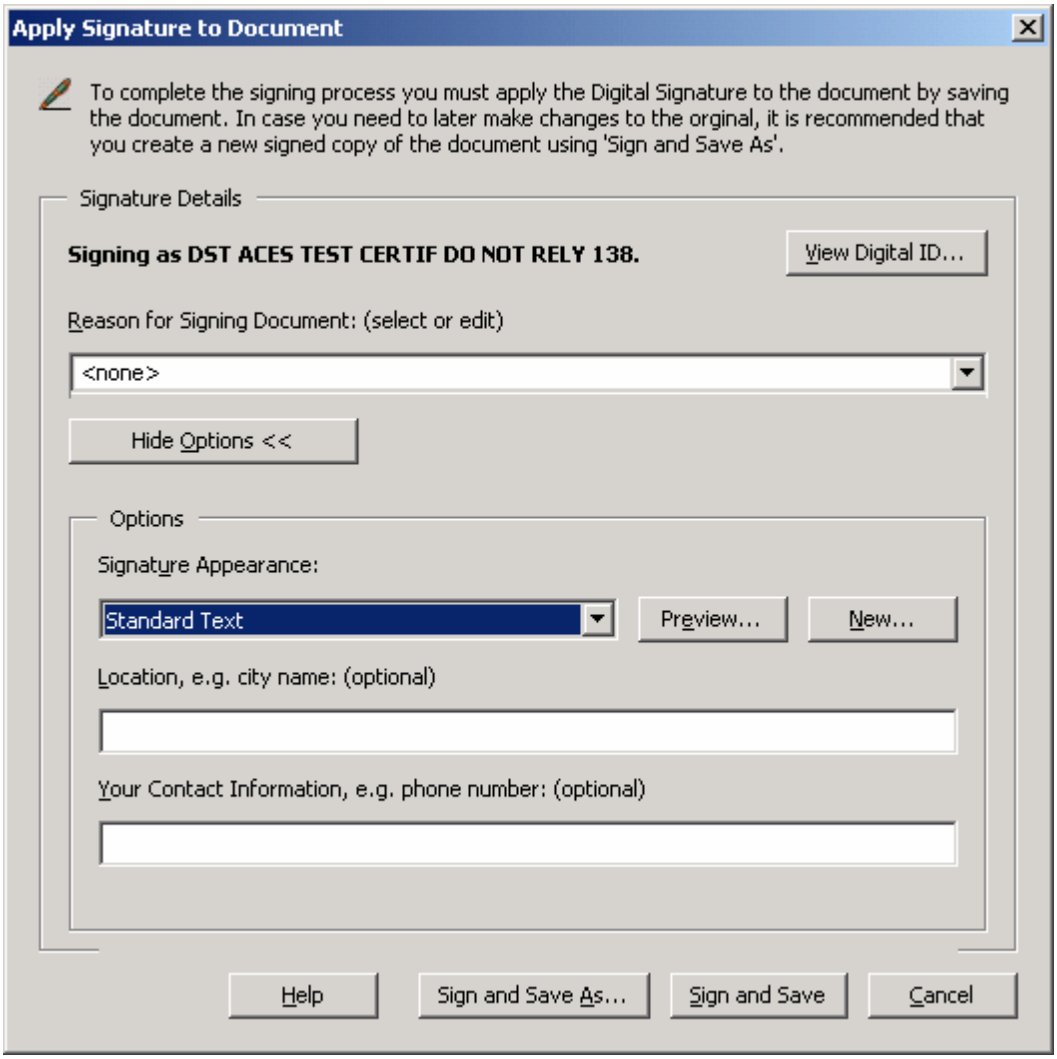
1. Click the signature line.
2. A pop-up will appear with a paragraph of text starting "This form has passed the validation check and is able to be signed and submitted to the Department of Labor."
3. Click **OK**.
4. Another pop-up will indicate "The form is ready for signing. Click the signature again to sign."
5. Click **OK** and a red arrow should appear in the signature block.



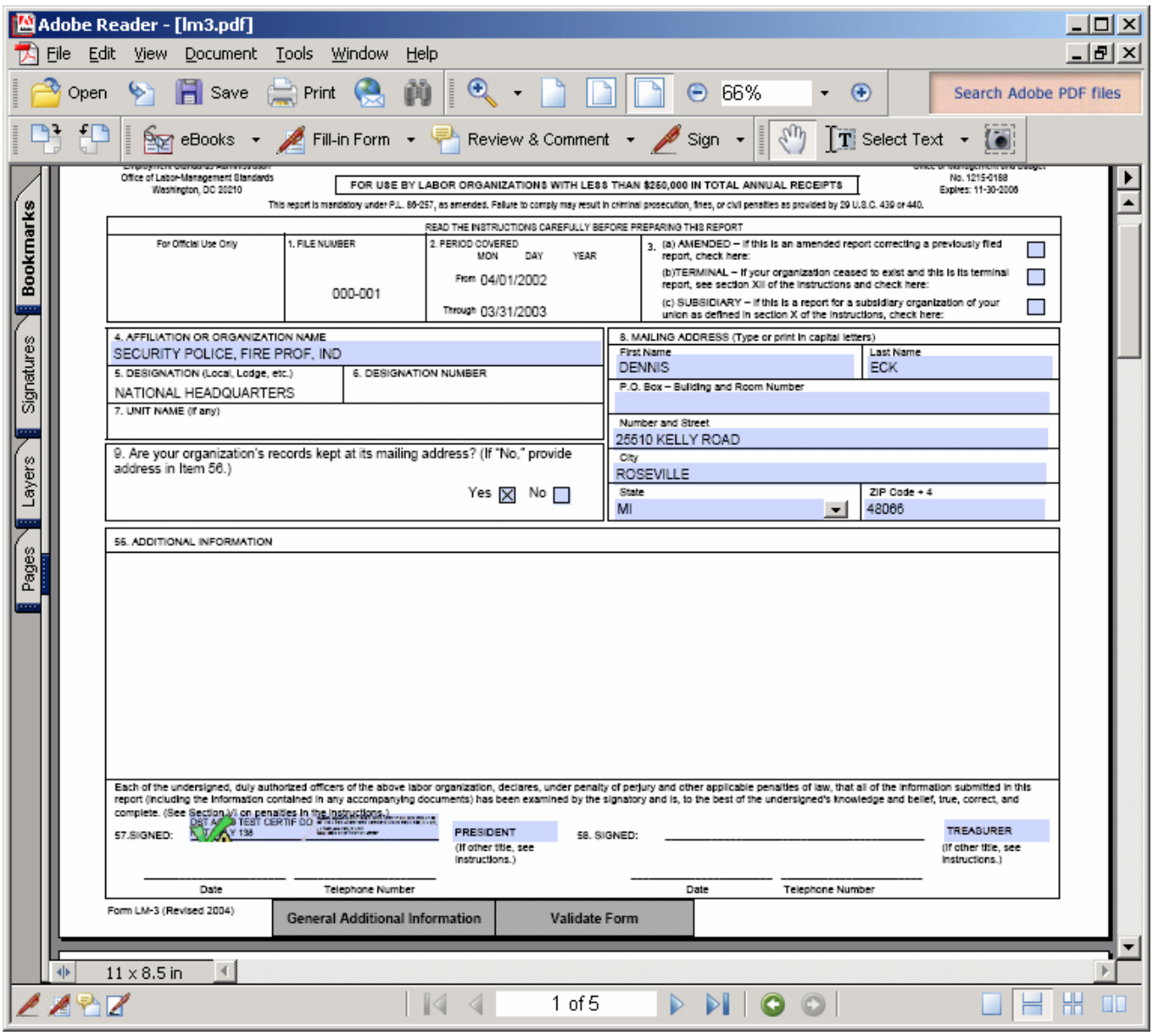
6. Click the arrow to apply the signature. The following pop-up will appear:



7. Click **Continue Signing…** button in the pop-up alert. A pop-up with a list of possible digital signatures is displayed.
8. Select the digital ID previously installed, and click **OK. Once you do, the following pop-up is displayed:**



9. Click **Sign and Save As** to complete the form and save it with signature. Once you do, the form has been successfully signed.



Once you have successfully signed the form, a green checkmark should appear next to the red arrow. The green checkmark indicates that the form has been signed, and there have been no changes to the form since the signature was applied. If any data in the form is changed after the signature is applied, the signature will disappear, and must be re-applied.

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