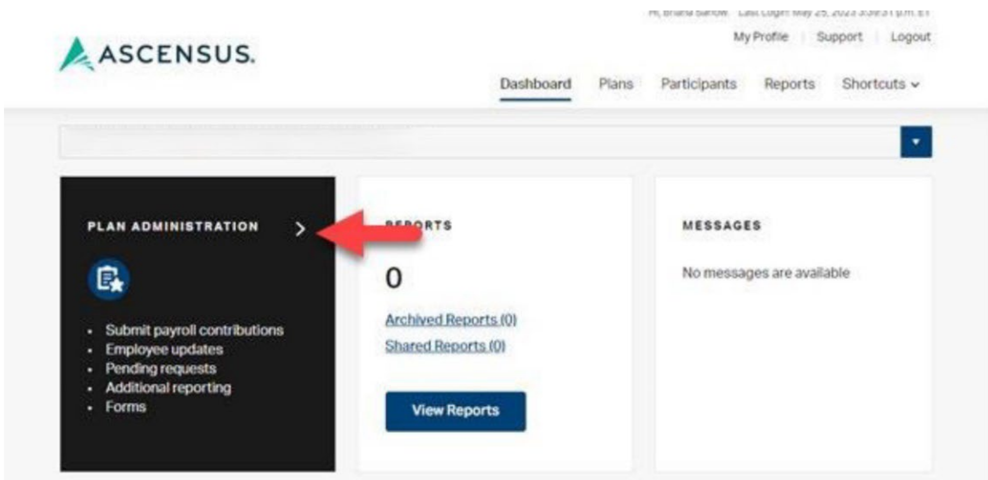
Instructions for Payroll File Submission

Payroll File Submission via Manual Entry

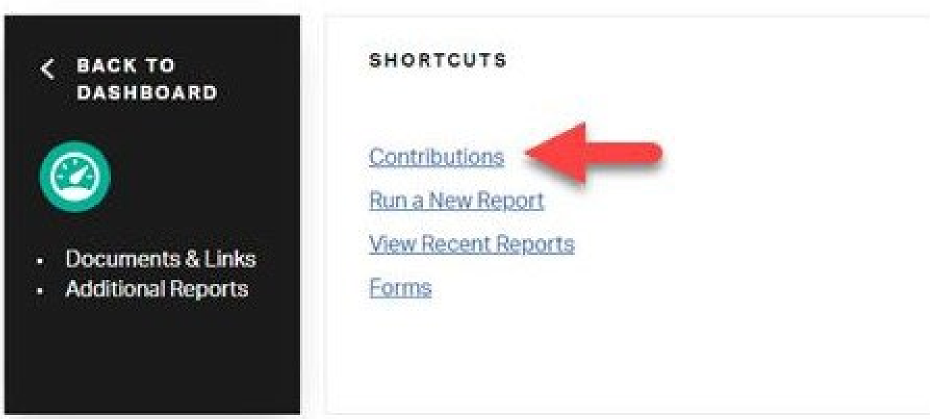
You will find everything you need to manage payroll and census data directly on the plan website. This document focuses on the process for submitting contributions manually; however, you also have the option of uploading with a file—whatever your preference, we have you covered.

We are always reviewing and enhancing our contribution process, and will provide updated instructions as needed.

1. Log into your plan website and select **Plan Administration**



2. Select **Contributions** from the list of shortcuts.



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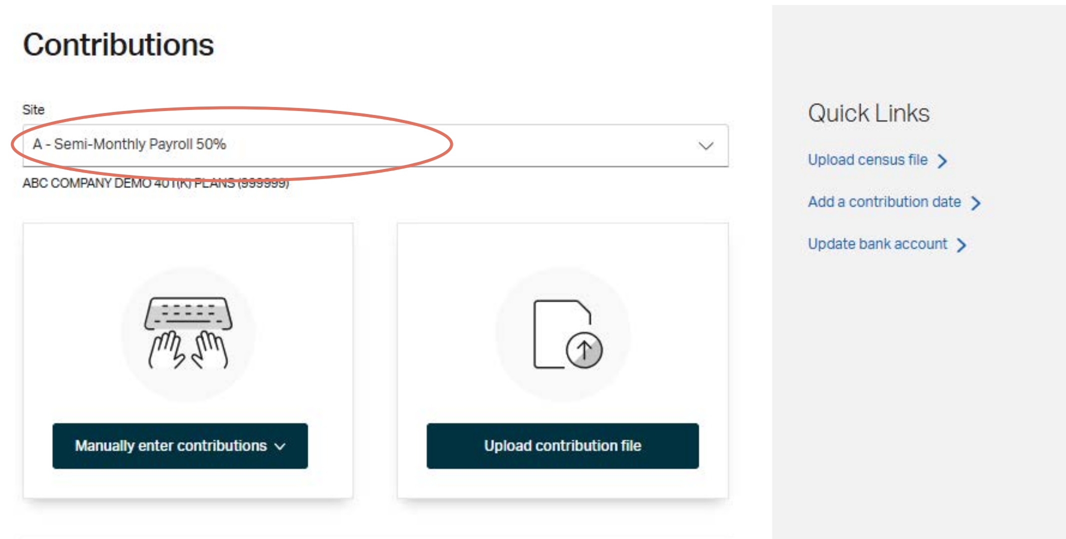
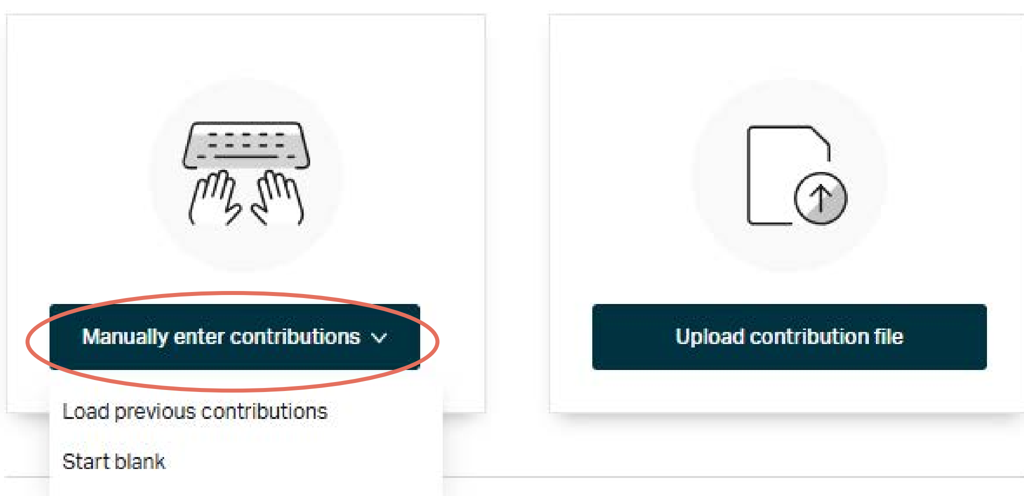
3. Select the applicable site from the dropdown. The term “site” refers to different groups of employees and pay frequency that may often correlate to a different location or division.



4. Select **Manually Enter Contributions.** You will see two options, **Start blank** and **Load previous contributions**. Select start blank to start a new upload and add participants as needed. If you would like to use a previously loaded payroll, choose that option.



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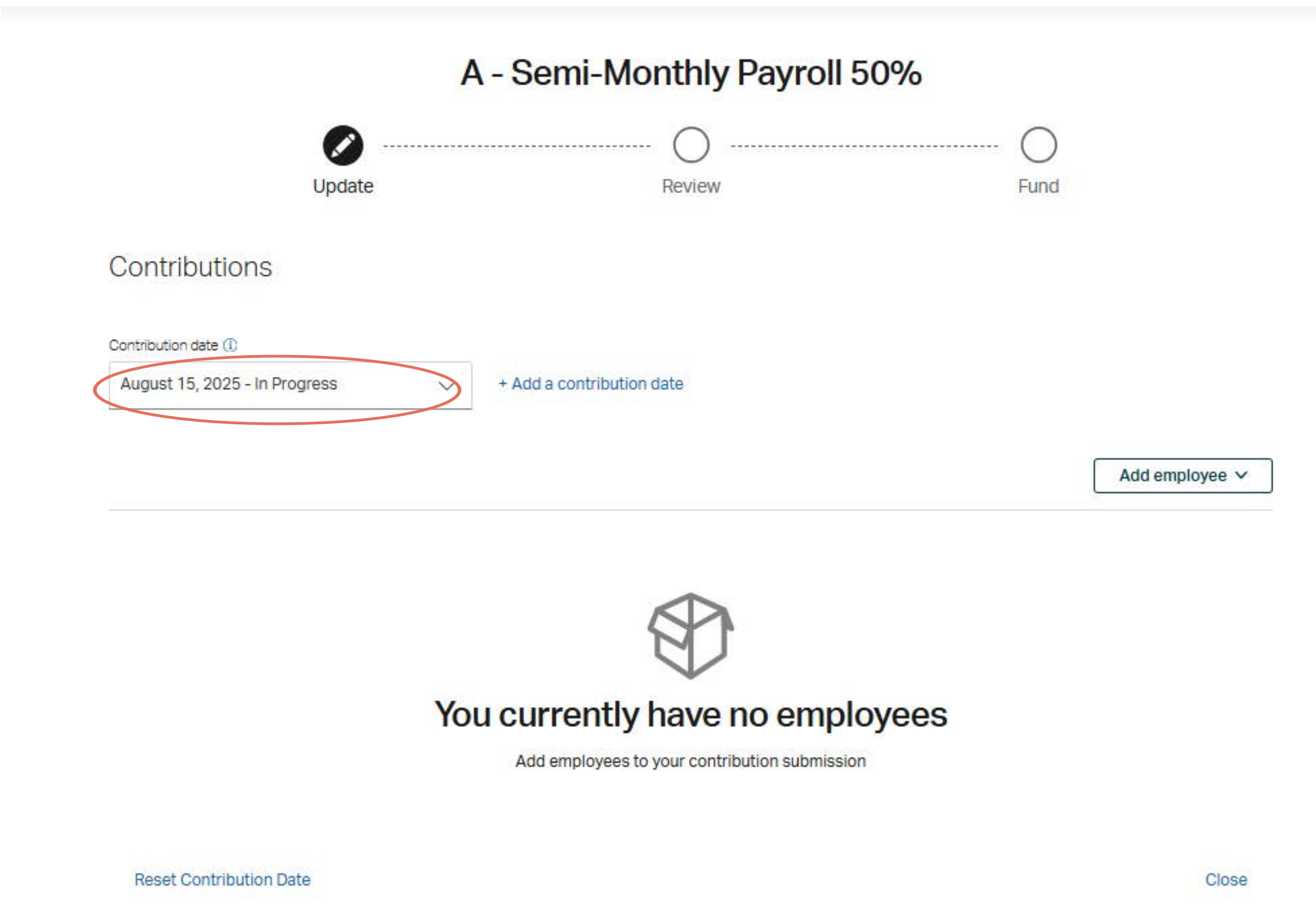
5) Select a contribution date, these dates are pre-populated with payroll dates and frequency information gathered from past payroll submissions.
    - If you need to schedule a one-time contribution date outside your normal payroll frequency, you can also do that here.
    - Payroll dates cannot be added if more than 30 days in the past. To submit a contribution older than 30 days, please contact our Client Services team.



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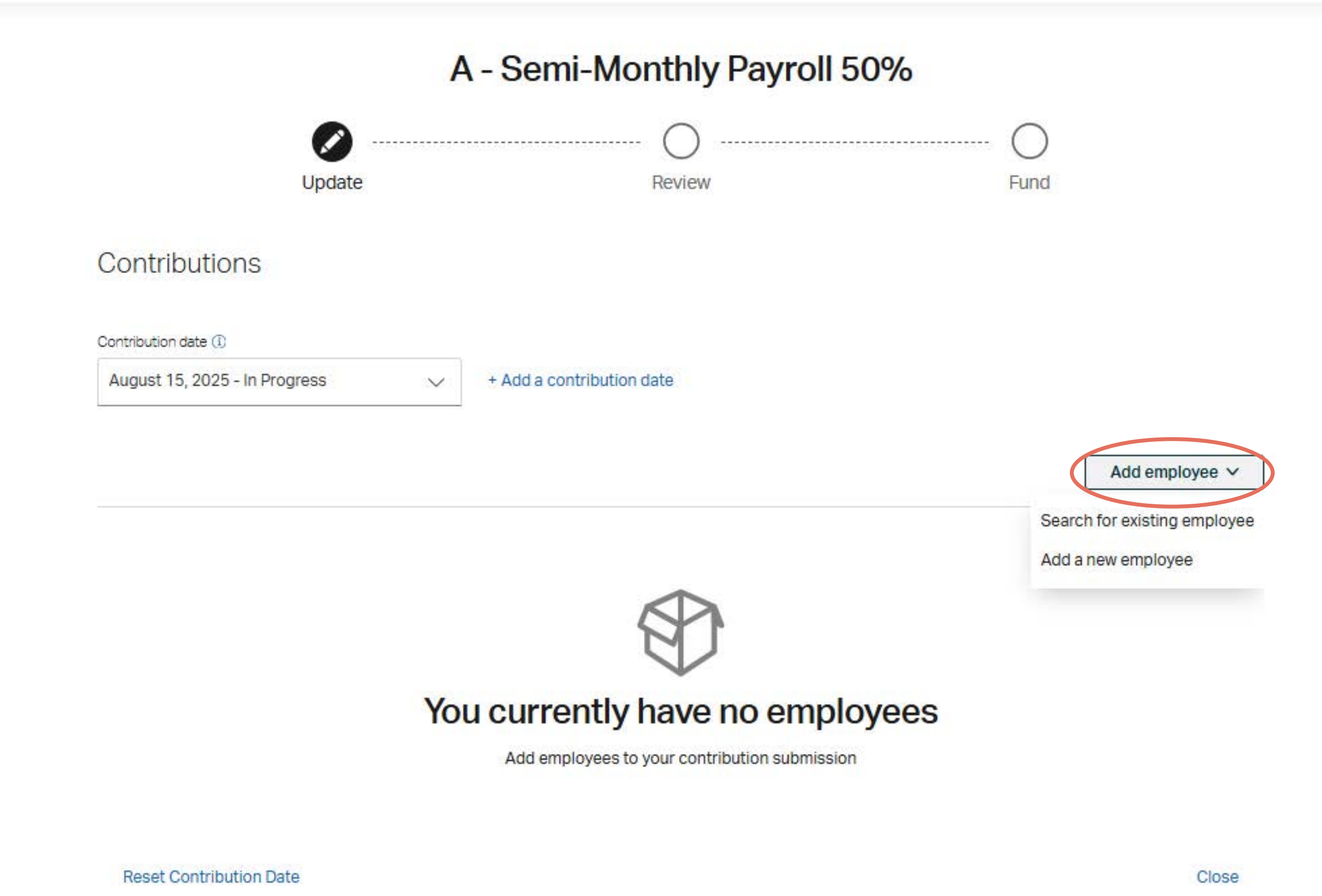
6) The contributions grid will need to be created by clicking on the **Add Employee** button. If the Load Previous Contributions option was selected at the start, the grid will be populated by the participants and amounts from the previous payroll processed.



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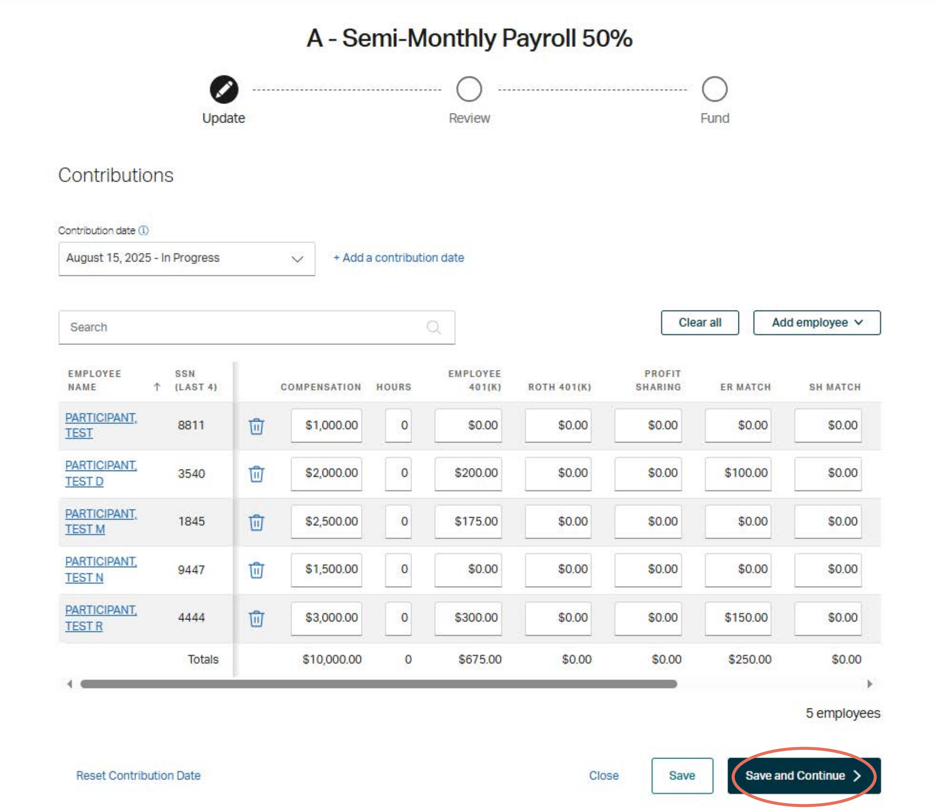
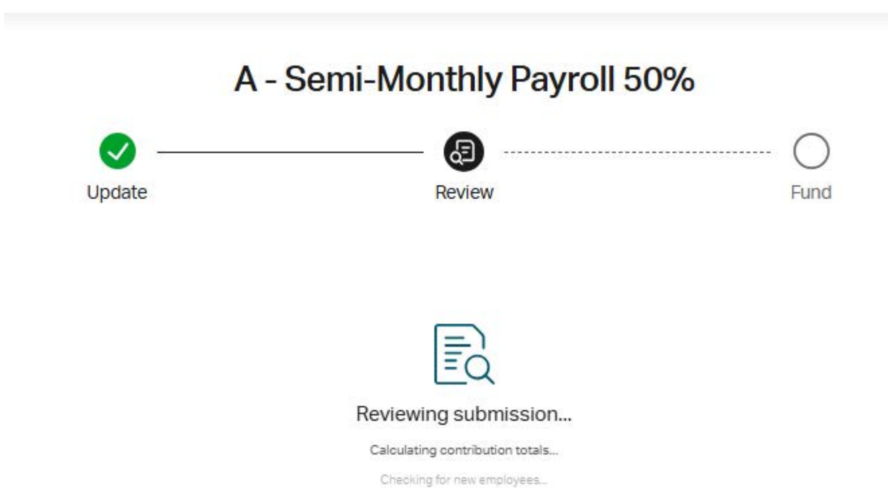
7) Once all your participants are listed, you can enter all information in the available fields or over-write data pulled in from a previous payroll. Once you are ready to proceed, click **Save and Continue.**



8) The system completes an initial review of your submission in real-time to help you identify and correct data errors that could delay processing.



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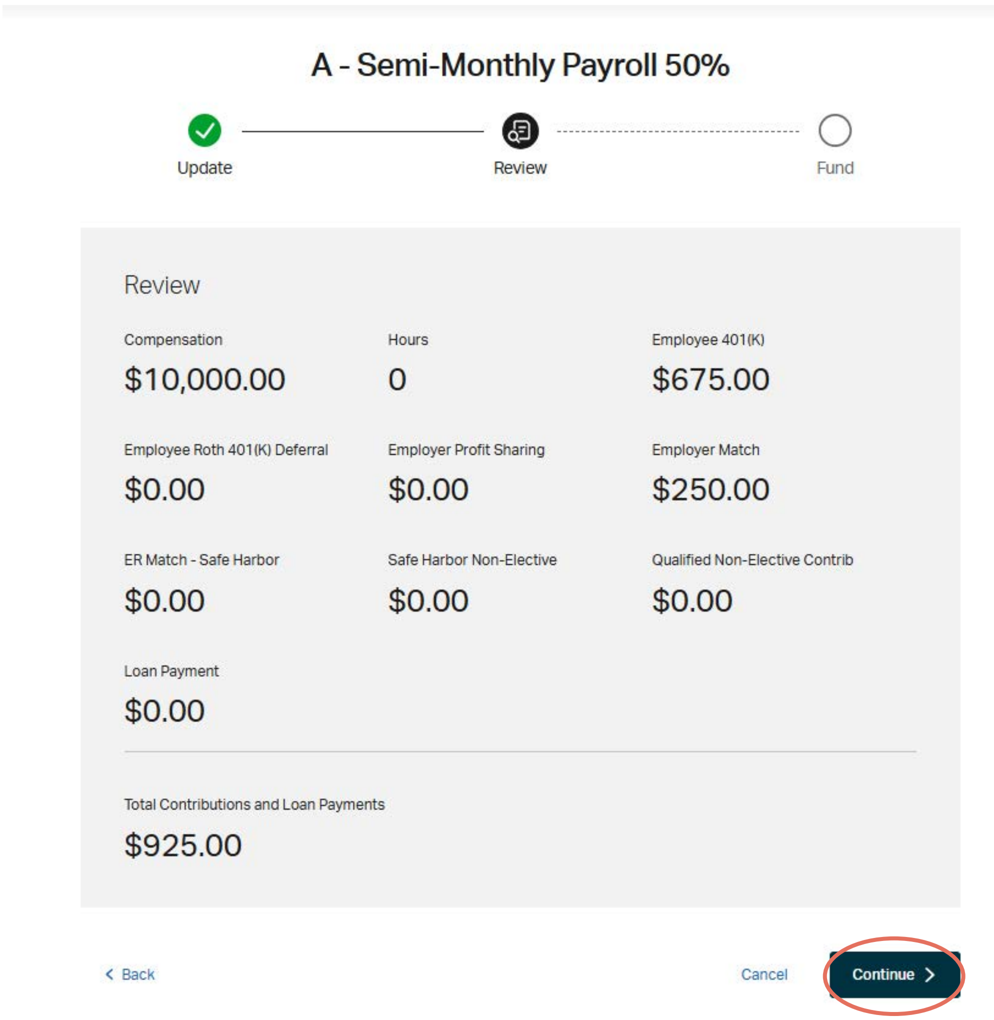
9) The 'Review Totals' step displays the amounts being funded to each contribution source. If the totals match the intended contribution amounts, click **Continue** to continue processing.



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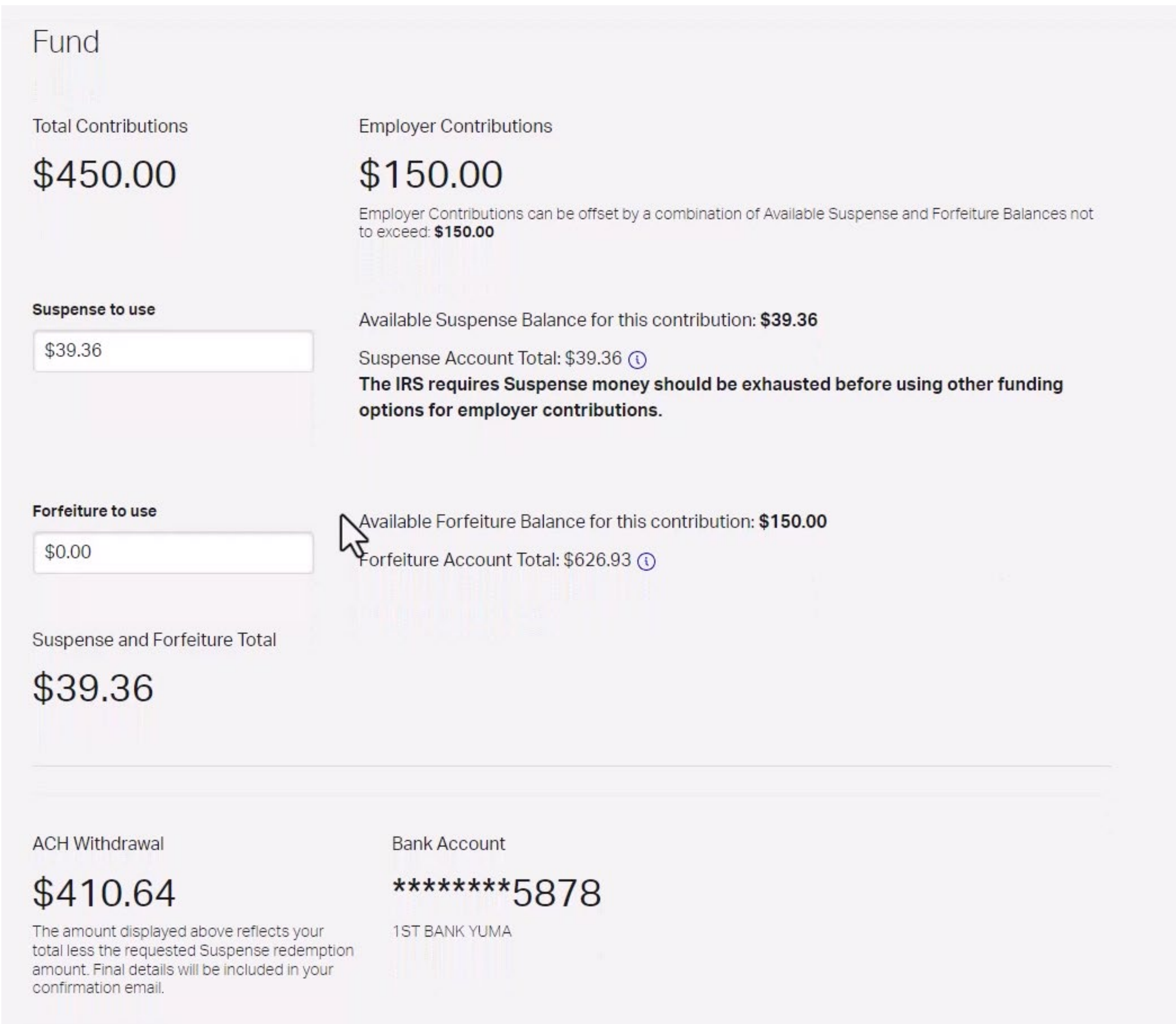
1) Next, you will be presented with the funding step. On this page, you can specify whether you would like to utilize Suspense and Forfeiture account balances towards the funding of your payroll. If also funding via an ACH pull, the last 4 digits of the account number will be listed for your review. Once all funding is completed and in good order, the payroll file will be submitted for processing by clicking on **Submit**.



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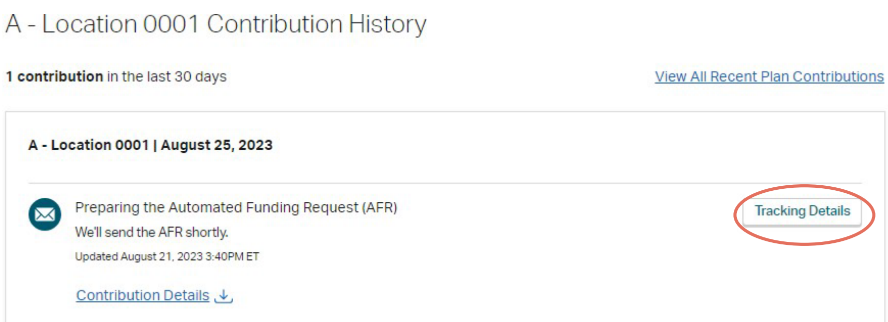
10) After submission, you will receive an Automated Funding Request (AFR) email that confirms the contribution date, site, and source totals, and whether contributions are funded via Automated Clearing House (ACH), check, or wire transfer. The AFR email will also include funding instructions, if necessary.

11) You can verify the status of your submitted file under **Tracking Details**, which also keeps you informed of the steps that remain before contributions are posted to participant accounts.



Updated: September 2025