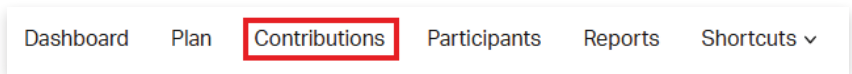


# Contribution submission instructions

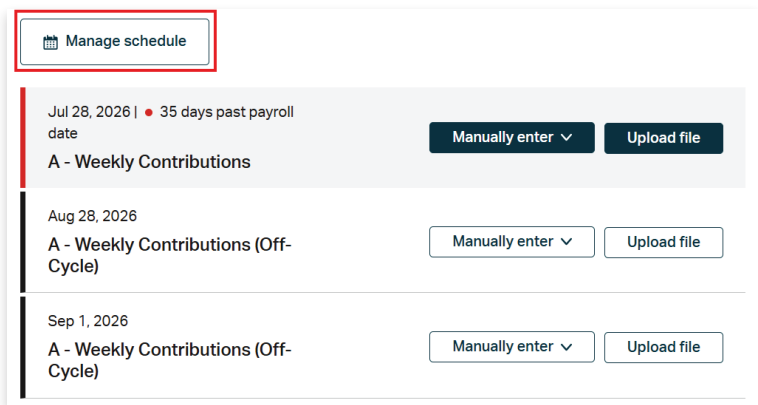
## Via manual entry

You can submit contributions manually or by uploading a file, all from your plan website. This guide is a walkthrough for submitting manually.

1. Log in to your plan website.
2. Select **Contributions** on your dashboard.



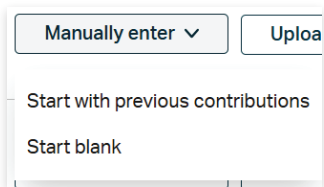
3. From the **Contributions** page, select the contribution date and site you're submitting for.
  - a. If the date you're looking for doesn't appear, follow the steps to add an off-cycle date by selecting **Manage Schedule**.



4. Select **Manually enter** and choose **Start with previous contributions** or **Start blank** from the dropdown menu.

**Note:** If you'd previously started an entry but did not submit it, you will see a **Resume** option instead of **Manually enter**. Select **Resume** to continue or **Reset** to cancel and start over.

- a. **Start with previous contributions** helps to expedite the process by using data from your most recent payroll. **Skip to step 6.**
- b. **Start blank** begins a new contribution submission and you must manually add employees and contribution amounts. **Continue to step 5.**



- If you selected **Start blank**, begin by selecting the **Add employee** dropdown menu and choose **Search for existing employee** to load existing data from the most recent payroll or **Add a new employee** to manually enter applicable information.



## Add employees to set up contributions

Start by copying information from the previous payroll period or by adding employees.

Start with previous contributions
Add employee ▾

- If you selected **Start with previous contributions**, confirm that all loaded data is correct. For manually added employees, complete the employee field, including compensation, hours, and contribution amounts.

Contributions

Clear all
Add employee ▾

| EMPLOYEE NAME  | SSN (LAST 4) | COMPENSATION | HOURS | EE DEFERRAL | ROTH 401(K) | PROFIT SHARING | ER MATCH | ER MATCH (SAFE) |
|----------------|--------------|--------------|-------|-------------|-------------|----------------|----------|-----------------|
| Alfimore, TEST | 7229         | \$0.00       | 0     | \$0.00      | \$0.00      | \$0.00         | \$0.00   | \$0.00          |

- Select **Save and continue**. The system will perform an initial, real-time review of the submission to help identify and correct any data alerts that could possibly delay processing.

## A - Weekly Contributions

August 28, 2026

✓  
Update

🔍  
Review

○  
Fund

+
-

x
=

Calculating contribution totals...

Checking for new employees...

Verifying employee information...

- From the **Review** page, verify that the information matches the intended totals for each contribution source from the payroll. If everything is correct, select **Continue**. Select **Cancel** to update the contributions if there are any inaccuracies.

Review

|                         |                |                 |
|-------------------------|----------------|-----------------|
| Compensation            | Hours          | Employee 401(K) |
| \$7,415.26              | 0              | \$452.63        |
| Employer Profit Sharing | Employer Match | Loan Payment    |
| \$56.20                 | \$26.85        | \$0.00          |
| Total Contributions     |                |                 |
| \$535.68                |                |                 |

Cancel
Continue >

9. Confirm or edit the information on the **Fund** page.
  - a. If applicable, you may see options to use **Suspense to use** and/or **Forfeiture to use** toward your employer contributions.
    - **Suspense to use** will pre-fill the maximum amount available. You can edit this, but can't exceed the available balance shown.
    - **Forfeiture to use** will always pop up as zero, but you can enter any amount up to the available balance.
  - b. If you need to update the bank account information:
    - i. Select **Cancel**.
    - ii. Return to the **Contributions** page.
    - iii. Select **Update bank account**.

Fund

Employer contributions **\$95.00**

Employer contributions can be offset by a combination of available suspense and forfeiture balances not to exceed: \$95.00

Total contributions and loans **\$744.97**

Suspense to use

The IRS requires Suspense money should be exhausted before using other funding options for employer contributions.

Available suspense balance

**\$6.13**

Suspense account total: \$6.13 ⓘ

Forfeiture to use

Available forfeiture balance

**\$1.90**

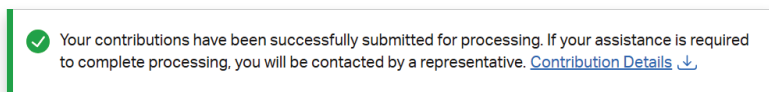
Forfeiture account total: \$2.11 ⓘ

Suspense and forfeiture total **\$0.00**

undefined amount

**\$744.97**

10. Select **Submit**. Your contributions have been successfully submitted.
11. On the following page, you can review your submission. You will also receive a confirmation email.



12. Plan contacts who have notifications enabled will receive an automated funding request (AFR) email. This email will include the contribution date, site, source totals, method of funding (ACH, check, or wire), and funding instructions, if necessary.
  - a. If the full suspense amount is being used to fund contributions, a "Contribution Submission Received" email will be sent. It addresses the tentative amount of suspense. Once the exact amount of suspense available is confirmed, the contribution will be processed and an AFR will be sent with the exact suspense amount used and additional funding information.
13. To view the tracking status of the contribution submission, scroll to the bottom of the **Contributions** page and select **View Details**. The status of all contributions for the last 30 days will appear here.

## Add an off-cycle date

1. Select **Manage schedule**.

Manage schedule

Jul 28, 2026 | 35 days past payroll date

Manually enter  Upload file

A - Weekly Contributions

Aug 28, 2026

A - Weekly Contributions (Off-Cycle)

Manually enter  Upload file

Sep 1, 2026

A - Weekly Contributions (Off-Cycle)

Manually enter  Upload file

2. Select **Add off-cycle contribution**.

Contributions Schedule

< Back

+ Add off-cycle contribution

Today < > August 2026 All Sites  Month

Sun Mon Tue Wed Thu Fri Sat

3. Select the site from the dropdown menu, then select **Continue**.

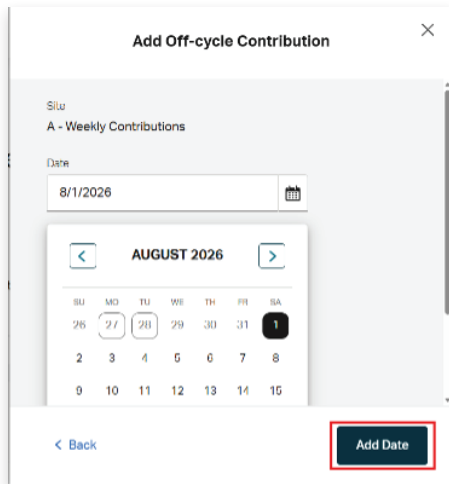
Add Off-cycle Contribution

Site

A - Weekly Contributions

Cancel Continue

4. Choose and select **Add Date**.



**Add Off-cycle Contribution**

Situ  
A - Weekly Contributions

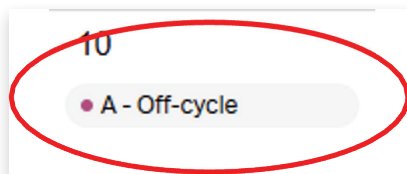
Date  
8/1/2026

**AUGUST 2026**

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |

< Back Add Date

5. Once a date has been chosen, you will see the date on the calendar as **Off-cycle**.



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