# Instructions for Payroll File Submission
Payroll File Submission via File Upload

You will find everything you need to manage payroll and census data via file upload on the plan website; however, you also have the option to submit files manually. Whatever your preference, we have you covered.

1. When you first log in, you'll see your plan homepage and select **PLAN ADMINISTRATION** to get started.
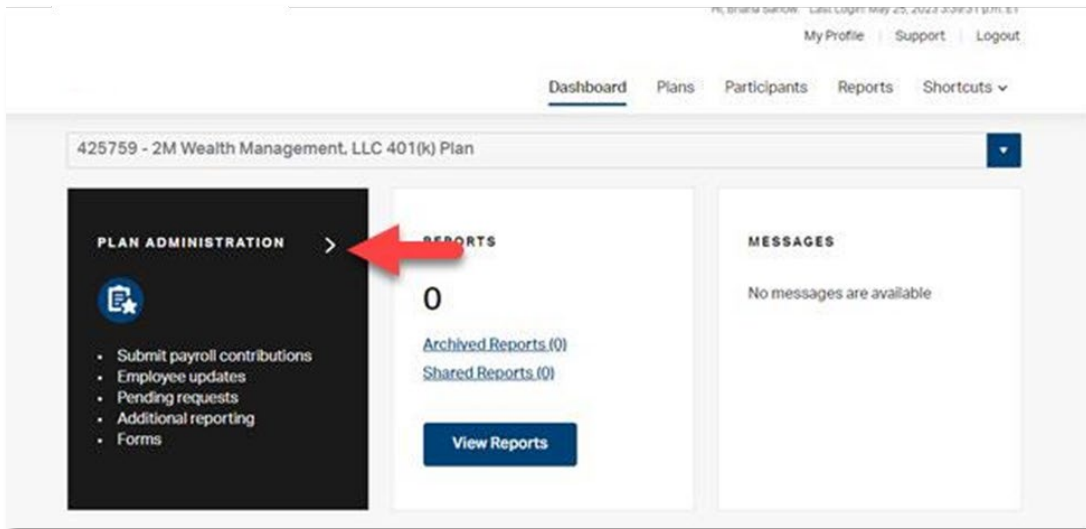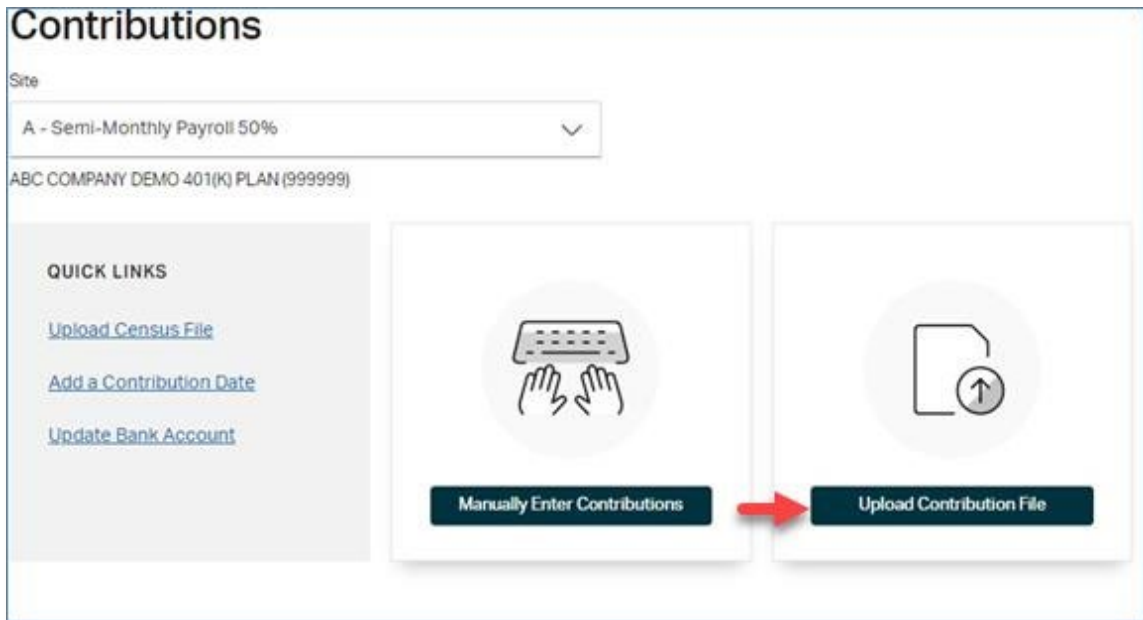

2. Next, select **Contributions** from the list of shortcuts.
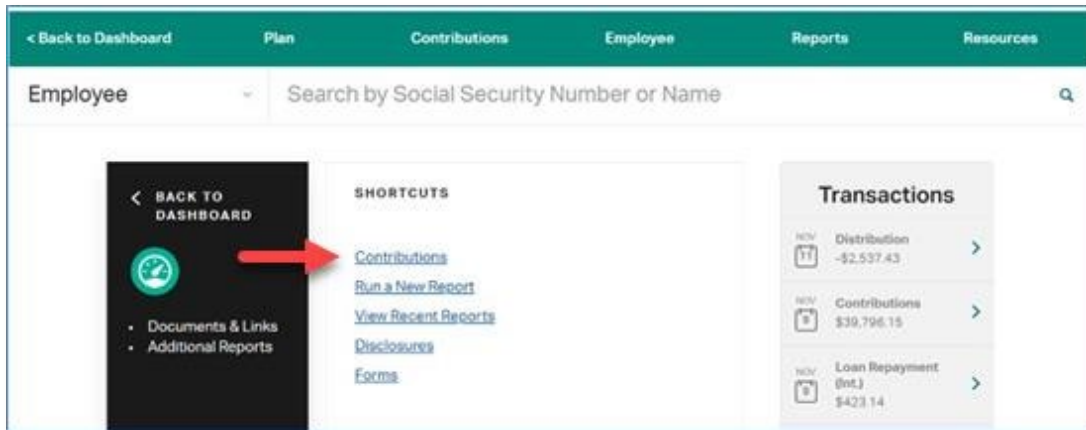
3. Select the site for which you are submitting contributions (if you have multiple locations). The term "site" refers to each location or division's payroll frequency.

You can save time by selecting **Upload Contribution File,** which enables you to upload contribution and census data together.

4. Select a contribution date from the dropdown menu, which is pre-populated with payroll dates and payroll frequency information gathered from past payroll submissions.

If you need to schedule a one-time contribution date outside of your normal payroll frequency, you can also do that here. When selecting a payroll date in the future, your contributions will not process until that future date.

Upload Contribution File
A - Weekly Contributions

Upload ---------------------------------- Review ---------------------------------- Fund

Contribution Date

| Jul 21 2023 ⌄ | + Add a Contribution Date

Forfeiture Account

| $0.00 | Forfeitures available to use can be found on the Forfeiture and Suspense Report.
How do I apply a forfeiture? ⓘ

### Upload File

| Choose File | No file chosen |

File Format

| ABC Company_biweekly payroll ⌄ |

Cancel   **Submit >**

If forfeitures should be applied to your payroll funding, you have multiple ways to do so:
- You can enter the total forfeiture amount (all employer sources) to be applied on this initial screen above. To view your available forfeiture dollars, click the **Forfeiture and Suspense Report** link shown on this screen.
- If you have multiple employer sources and would like to specify how to apply to each source, you can add the forfeiture participant (Social Security number starts with 999) to your upload file and include a negative contribution amount within each employer source to apply as funding.

5. Now you are ready to attach your contribution file and select the corresponding file format from the dropdown list. Once attached, select **Review** to continue.

6. The system completes an initial review of your submission in real-time to help you identify and correct file errors that could delay processing. This helps ensure that your file is submitted in good order.
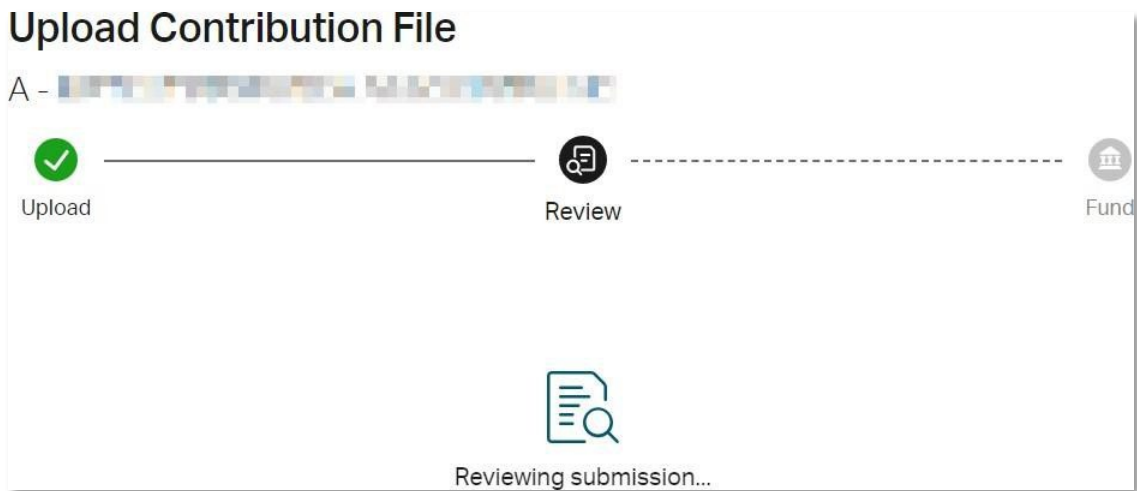
7. The 'Review Totals' section displays the amounts being funded to each contribution source. If the totals match the intended contribution amounts, click **Confirm** to continue processing.

8. Next, you will see a read-only view of the bank account to be used. Click **Confirm and Submit**.

   Note: if you need to update your banking information, please see instructions at the end of this document.

9. Once the initial reviews are completed in good order, the payroll file is submitted for processing.

Upload Contribution File

A - ▮▮▮ ▮▮ ▮▮▮▮▮▮ ▮▮▮ ▮▮ ▮▮

✓ ———————————— ✓ ———————————— 🏛

Upload   Review   Fund

📄→

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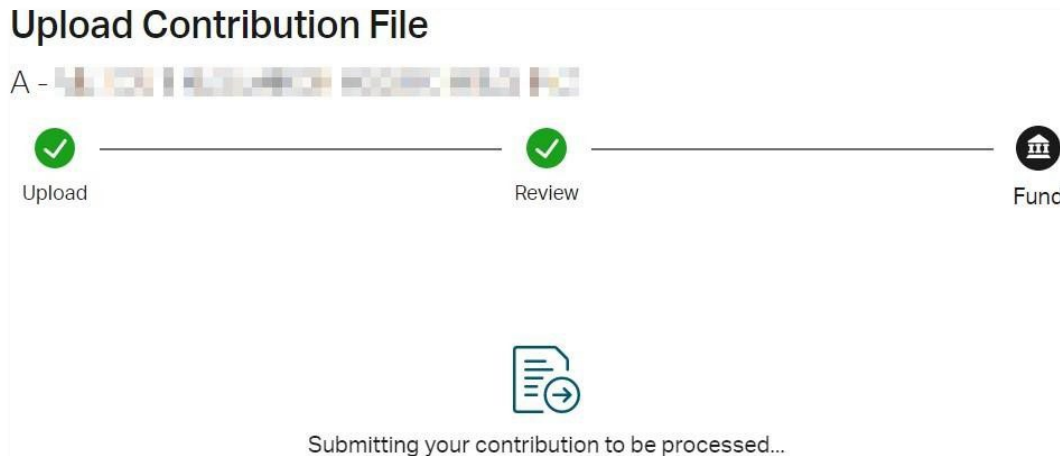
10. After submission, you will receive an Automated Funding Request (AFR) email that confirms the contribution date, site, and source totals, and whether contributions are funded via Automated Clearing House (ACH), check, or wire transfer. The AFR email will also include funding instructions, if necessary.

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.
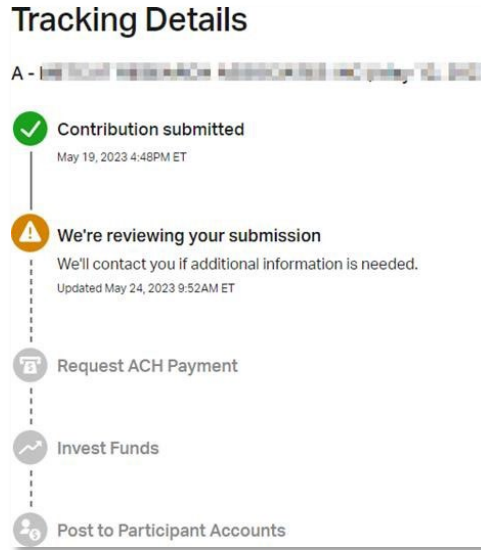
To Update Banking Information:

1. Navigate back to the Contributions screen. Under Quick Links you will select the option to **Update Bank Account.**
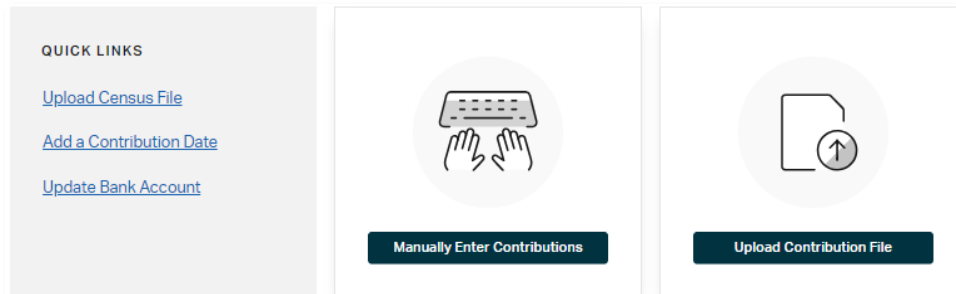
2. On the **Contribution Bank Account** window, select Edit to update the existing bank account for a specific site or if adding a bank account to a site, select Add Bank Account.

Contribution Bank Account

Edit All Sites

Client Number
035134

Company Name
DATA STANDARDS TEST PLAN

A - TR Site

Bank Name
--

Routing Number
123456789

Account Holder Name
TEST

Bank Account Number
********0000

Account Type
Checking

Edit

B - A8

There is no bank account setup for this site. Bank account information is displayed for sites that are setup to remit contributions through Automated Clearing House (ACH).

Add Bank Account

3. Update/add all pertinent information on the **Edit Contribution Bank Account** window.
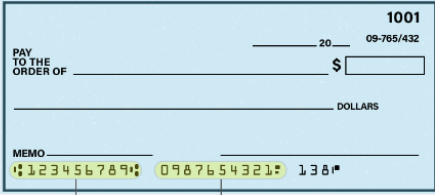
Edit Contribution Bank Account

ⓘ Changes to your bank account will not apply to the contribution(s) currently in progress. Future contributions for this site will be pulled from the updated contribution bank account. ✕

Client Number
035134

Company Name
DATA STANDARDS TEST PLAN

Site
A - TR Site

Enter your contribution bank account details below to authorize plan contributions via the Automated Clearing House (ACH) directly into the retirement plan trust. You must agree to authorize the withdrawal of funds before you can save any changes.

Successful submissions are effective immediately, and you will receive a confirmation notification once submitted. To avoid a delay in ACH debits, notify your financial institution of any changes to your contribution bank account, and provide them with the Ascensus Trust's ACH Company ID: 4450404698.

Routing Number
123456789

Bank Name
--

Account Holder Name
TEST

Account Number
********0000

Confirm Account Number
********0000

Account Type
● Checking   ○ Savings

☐ I authorize Ascensus Trust to debit the appropriate funds from the above referenced account. I agree that all information is accurate and sufficient funds exist to cover contribution amounts submitted. This Authorization will remain in full force and effect unless notification of its termination is delivered to the trust. The trust reserves the right to suspend or terminate this Agreement if there is a pattern of ACH rejections. I have read the E-SIGN Disclosure and understand that I am signing this document by applying an electronic signature and agree to the terms set forth within this Agreement.