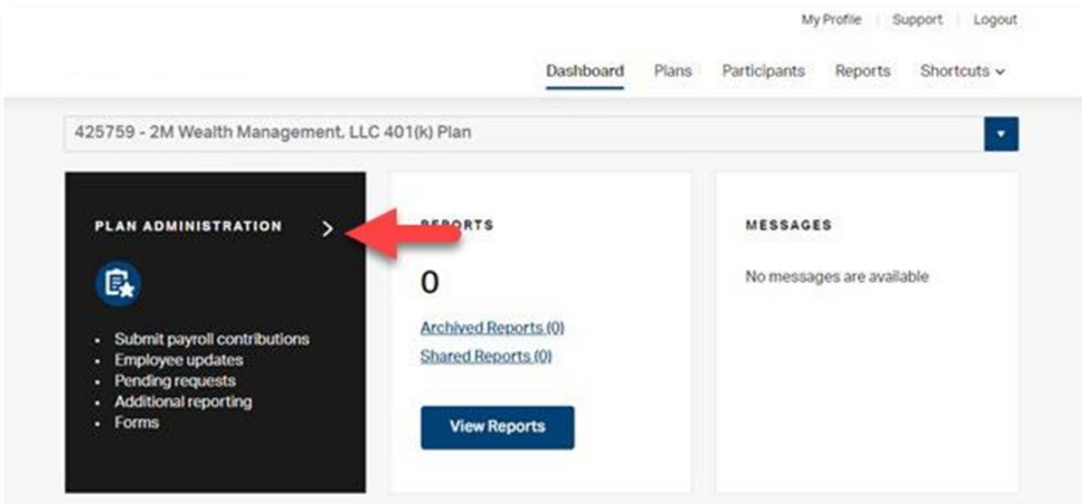
Instructions for Payroll File Submission

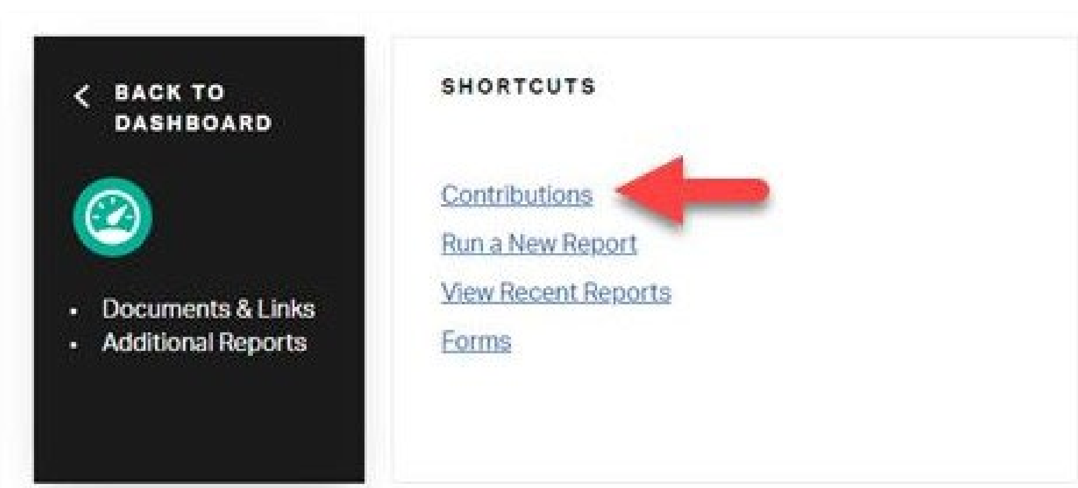
Payroll File Submission via Manual Entry

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.

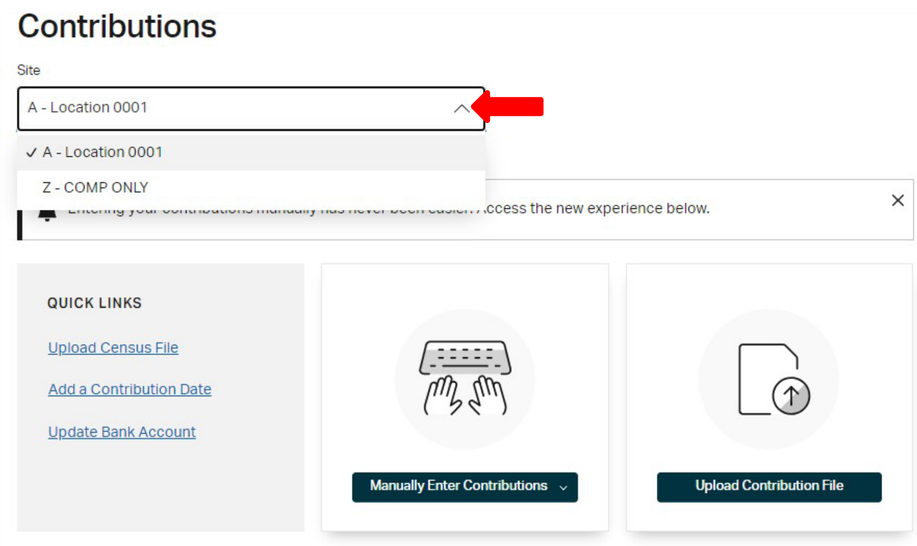
1. When you first log in, you'll see your plan homepage. To get started, select **PLAN ADMINISTRATION.**



2. Next, select **Contributions** from the list of shortcuts.



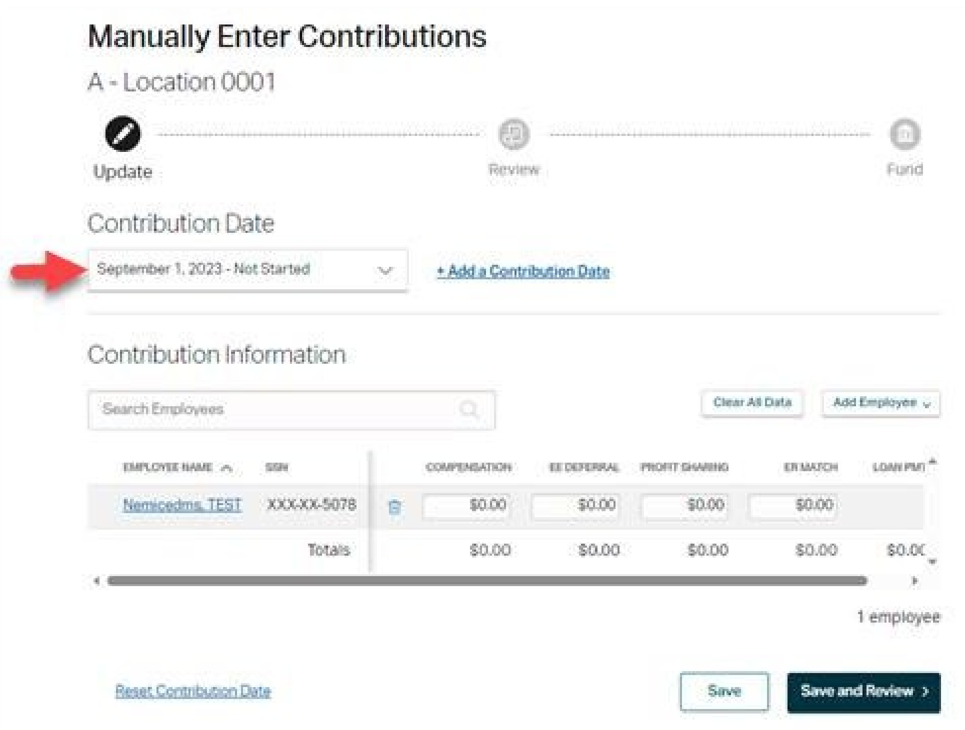
3. Select the site for which you are submitting contributions (if you have multiple locations). The term “site” refers to each location or division's payroll frequency.



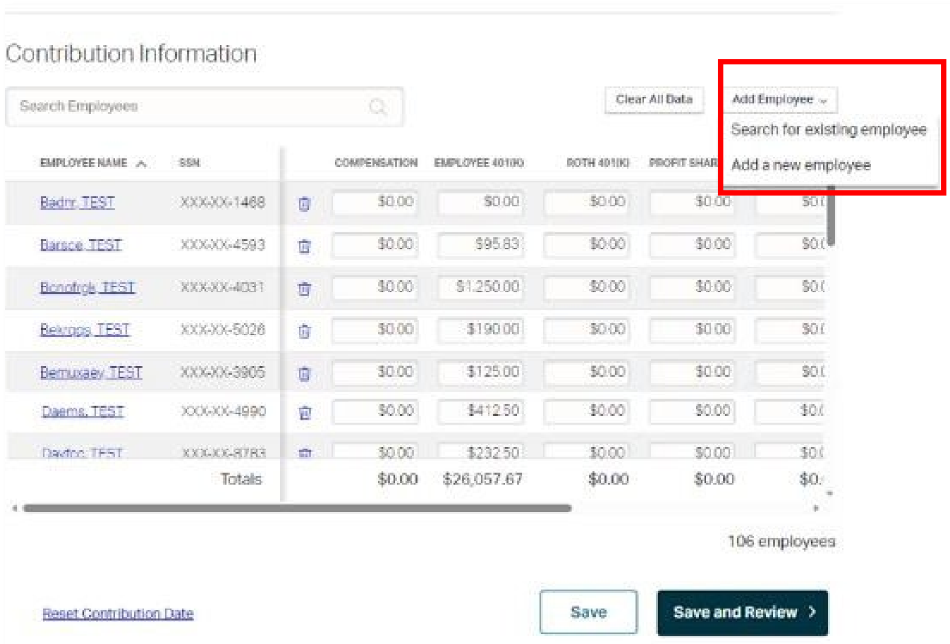
4. Select **Manually Enter Contributions**. If you had previously initiated a payroll submission but didn’t complete the process, you will see two options: continue in progress or reset in progress. If you would like to continue working on the payroll, click **continue in progress**. If you would like to cancel that payroll, click **reset in progress**.

   Note: If there is a contribution in progress for this site, you will not be able to submit payroll for a different date until you either submit the in-progress payroll or reset (delete) the contributions in progress.

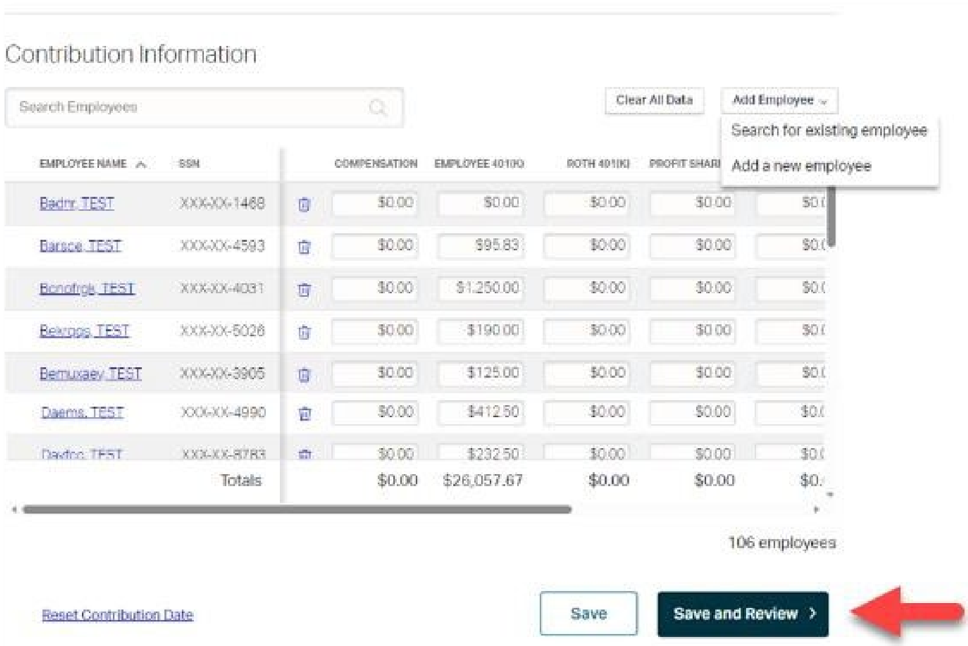
5. Select a contribution date from the dropdown menu, which is pre-populated with payroll dates and payroll frequency information gathered from past payroll submissions.
    - If you need to schedule a one-time contribution date outside your normal payroll frequency, you can also do that here.
    -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



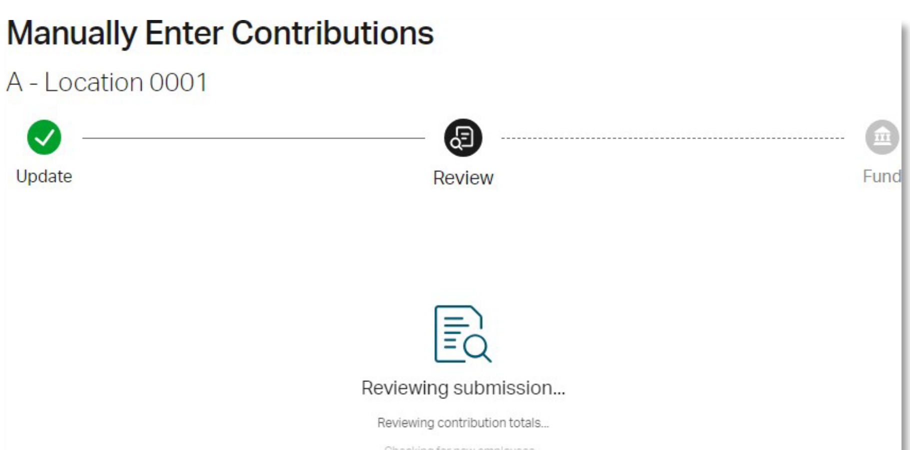
6. The contributions grid will be blank. If you need to add a new employee or an existing employee, you can do so by clicking on the **Add Employee** button. If your plan participants have individual custodial agreements with Vanguard, you will not have the option to add a new employee.



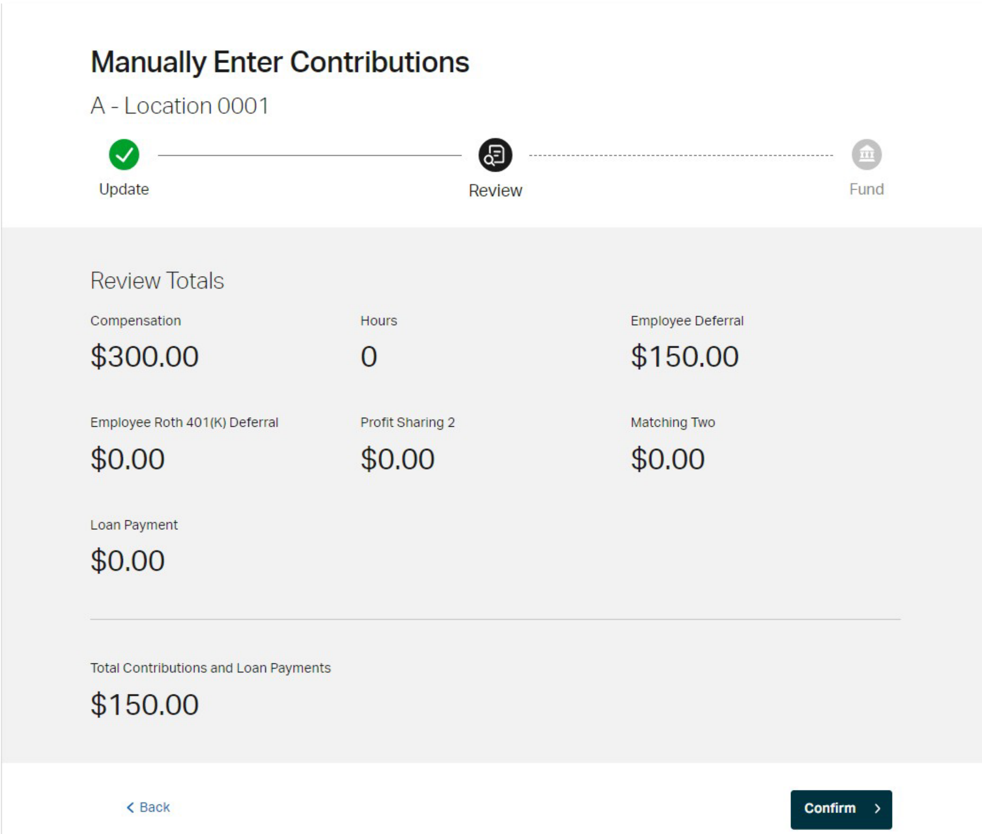
7. Once all your participants are listed, you can enter all information in the available fields. When you are ready to proceed, click **Save and Review.**



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. This helps ensure that your file is submitted in good order.



9. 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.

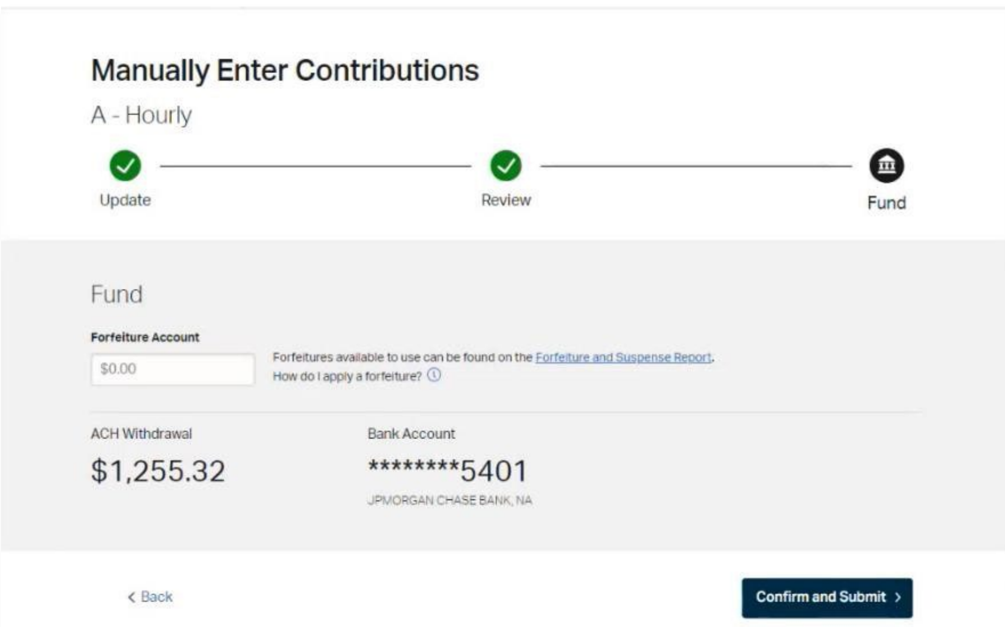


10. Next, you will see a read-only view of the total ACH withdrawal and the bank account to be used.
    - If a forfeiture balance is to be applied to offset your payroll funding, enter the total forfeiture amount (all employer sources) to be applied in the **Forfeiture Account** field. To view your available forfeiture dollars, click on the link on this screen to run the *"*Forfeiture and Suspense Report*."*

    Click **Confirm and Submit.**

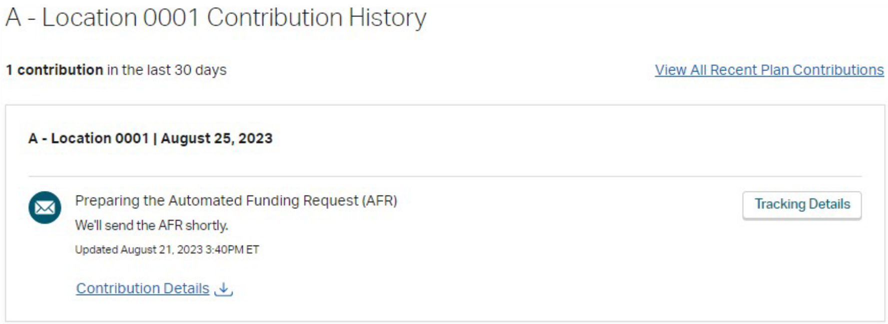
    Note: If selecting a future payroll date, contributions will not be deducted from the applicable bank account until the payroll date.

    To update bank information, please see instructions at the end of this document.



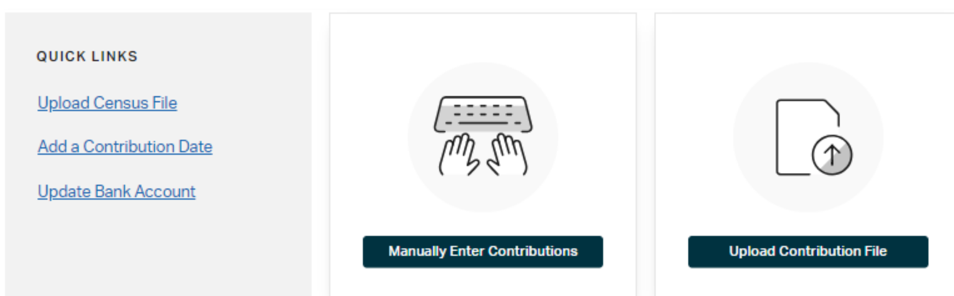
11. After submission, you will receive an Automated Funding Request (AFR) email that confirms the contribution date, site, and source totals, and whether contributions are funded via Automated Clearing House (ACH), check, or wire transfer. The AFR email will also include funding instructions, if necessary.

12. 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.

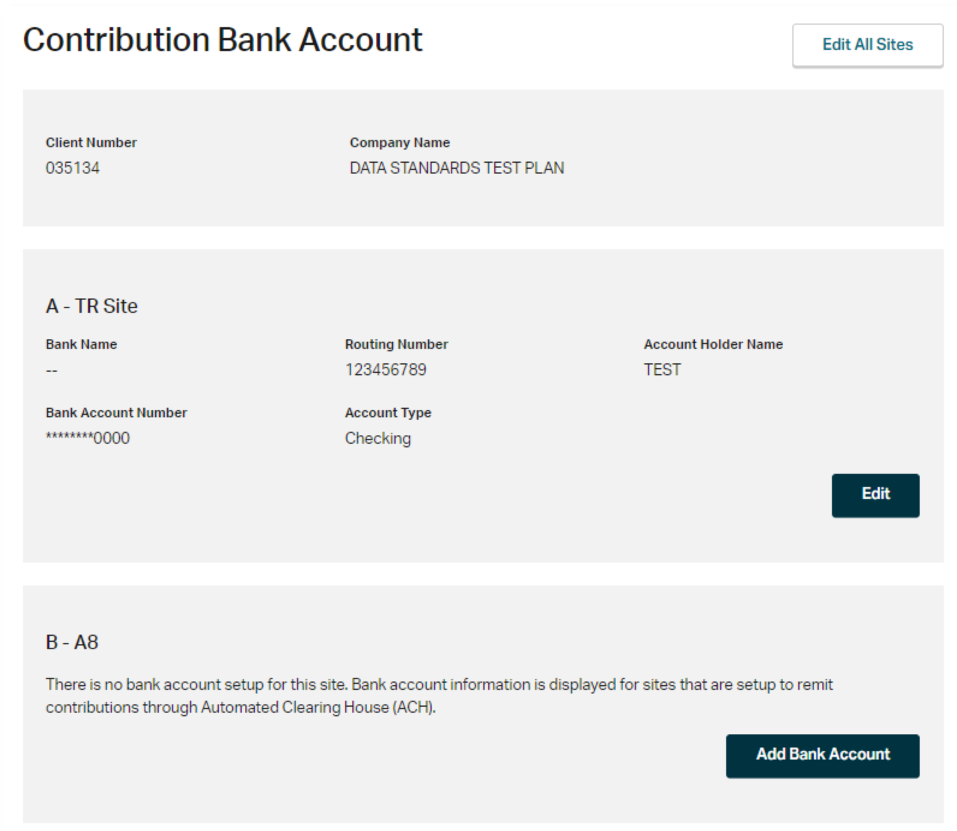


To Update Banking Information:

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.



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