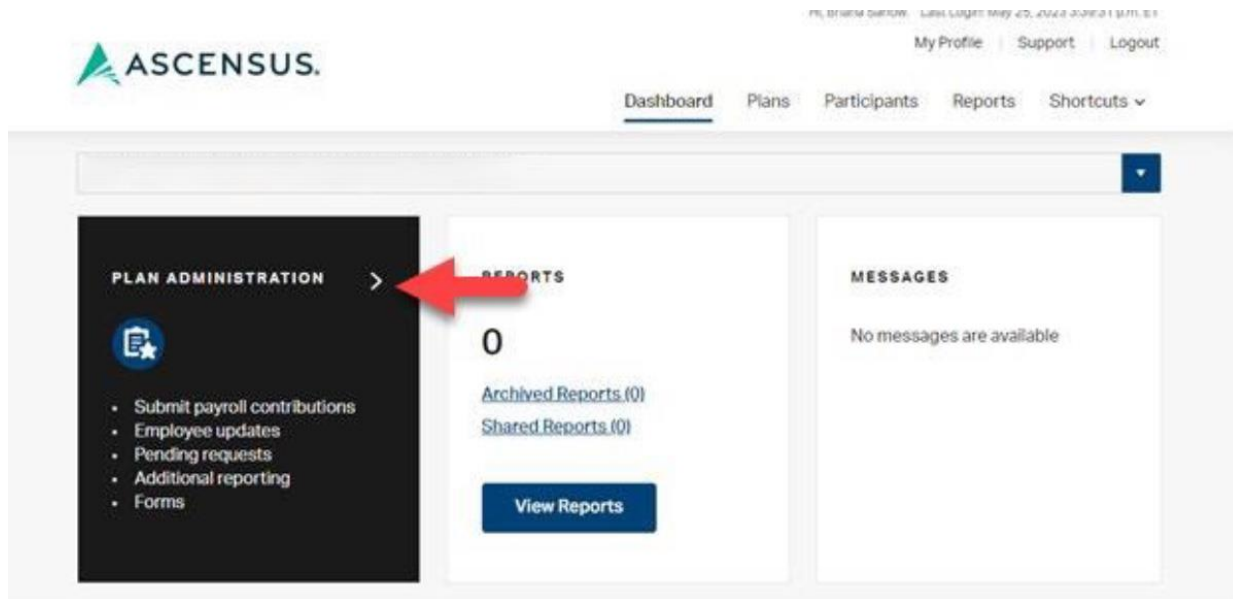


Instructions for Payroll File Submission

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.

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



1) If you elect to submit contribution and census data via the plan website, uploading your file is quick and seamless.

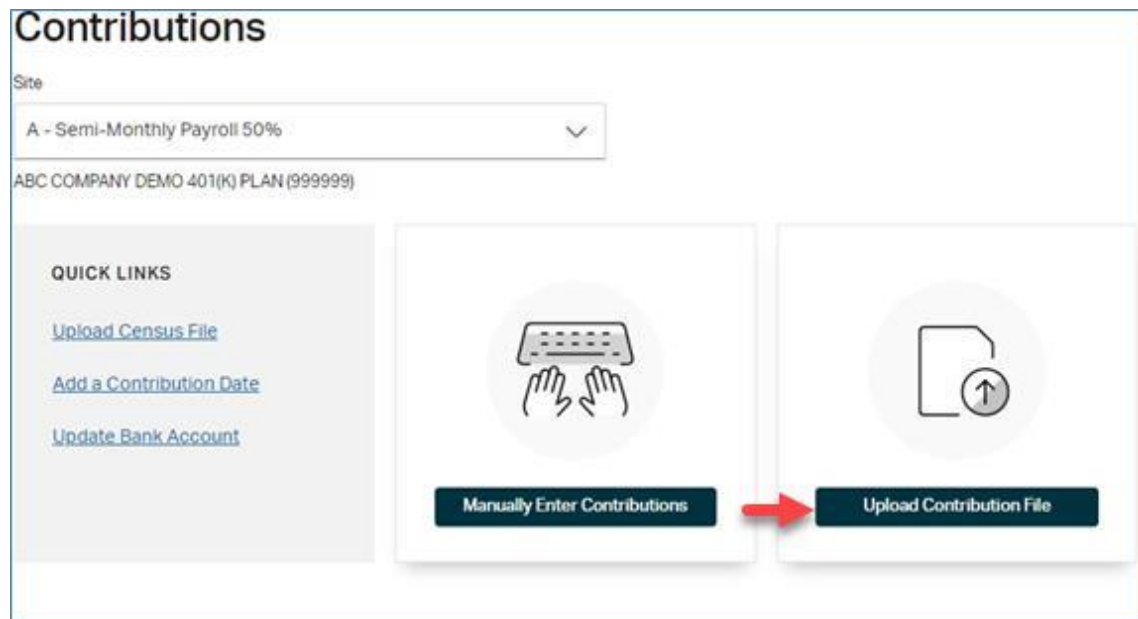
From here, click **Contributions**.



Instructions for Payroll File Submission

- 2) 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.



Instructions for Payroll File Submission

- 3) Select a contribution date from the drop down, which is pre-populated with pay date 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 do so by selecting the Add a Contribution Date link.

Add a Contribution Date

Review your available payroll contribution dates. You can add additional contribution dates as needed.

Add contribution date

mm/dd/yyyy

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |

Related Help

- [How are contribution dates established? ^](#)
- [Can I submit multiple contributions for the same date? v](#)
- [Do unscheduled contribution dates carry forward each month? v](#)
- [How is a scheduled contribution date removed? v](#)

When selecting a payroll date in the future, your contributions will not process until that future date.

Instructions for Payroll File Submission

Upload Contribution File

A - Weekly Contributions



Upload



Review



Fund

Contribution Date

[+ Add a Contribution Date](#)

Upload File

File Format

[Cancel](#)

[Review >](#)

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

Instructions for Payroll File Submission

Upload Contribution File

A - Weekly Contributions



Reviewing submission...

The 'Review Totals' step displays the amounts being funded to each contribution source.

Upload Contribution File

A - Weekly Contributions

| Review Totals | | |
|---------------------------------------|--------------|-----------------|
| Compensation | Hours | Employee 401(K) |
| \$3,000.00 | 80 | \$300.00 |
| Employer Match | Loan Payment | |
| \$150.00 | \$0.00 | |
| Total Contributions and Loan Payments | | |
| \$450.00 | | |

< Back Confirm >

Instructions for Payroll File Submission

- 6) 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.

Fund

| | |
|--------------------------------------|--|
| Total Contributions | Employer Contributions |
| \$450.00 | \$150.00 |
| | Employer Contributions can be offset by a combination of Available Suspense and Forfeiture Balances not to exceed: \$150.00 |
| Suspense to use | Available Suspense Balance for this contribution: \$39.36 |
| <input type="text" value="\$39.36"/> | Suspense Account Total: \$39.36 ⓘ |
| | The IRS requires Suspense money should be exhausted before using other funding options for employer contributions. |
| Forfeiture to use | Available Forfeiture Balance for this contribution: \$150.00 |
| <input type="text" value="\$0.00"/> | Forfeiture Account Total: \$626.93 ⓘ |
| Suspense and Forfeiture Total | |
| \$39.36 | |

| | |
|--|---------------|
| ACH Withdrawal | Bank Account |
| \$410.64 | *****5878 |
| The amount displayed above reflects your total less the requested Suspense redemption amount. Final details will be included in your confirmation email. | 1ST BANK YUMA |

- 7) Once all funding is completed and in good order, the payroll file is submitted for processing by clicking on **Confirm and Submit**.

Instructions for Payroll File Submission

Upload Contribution File

A - [Redacted]

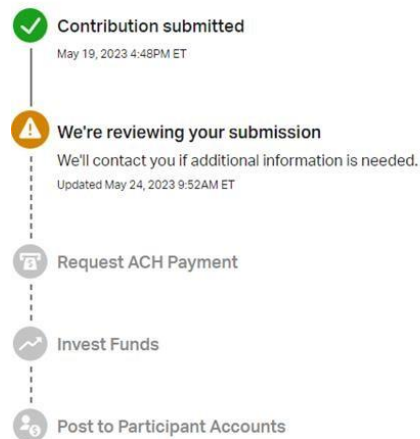


Submitting your contribution to be processed...

- 8) 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.
- 9) 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.

Tracking Details

A - [Redacted]



Updated: 4/17/2024

Ascensus® and the Ascensus logo are registered trademarks of Ascensus, LLC. Ascensus, LLC provides administrative and recordkeeping services. It is not a broker-dealer or an investment advisor and does not provide tax, legal, or accounting services. Copyright ©2023 Ascensus, LLC. All Rights Reserved.