

Contribution file submission instructions

Via contribution processing file upload

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

Dashboard Plan **Contributions** Participants Reports Shortcuts ▾

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**.

 Manage schedule

Jul 28, 2026 | 35 days past payroll date

A - Weekly Contributions

Manually enter ▾

Upload file

Aug 28, 2026

A - Weekly Contributions (Off-Cycle)

Manually enter ▾

Upload file

4. Select **Upload file** for the contribution date and site.

Aug 28, 2026 | Due today

A - Weekly Contributions

Manually enter

Upload file

5. Based on how your plan is set up for contributions, you will see one of the following **Upload** options:
 - a. Select **Choose File** to browse and select the file to upload. Select **Continue**.
 - If you need a blank template, download the **Template file** for the correct format.

Upload

File upload

Choose File

No file chosen

Template file 

- b. Dynamic formats require that you select the appropriate format using the drop-down menu.

The screenshot shows a form titled "Upload". Under the "File upload" section, there is a "Choose File" button and the text "No file chosen". Below this, the "Format" section features a dropdown menu currently displaying "038905_Payroll". A red arrow points to the dropdown arrow icon on the right side of the menu.

6. Once your file is uploaded, the system will perform a real-time review of the submission to help identify and correct any data alerts that could possibly delay processing.

The screenshot displays a progress bar for "A - Weekly Contributions" dated August 28, 2026. The progress bar has three stages: "Update" (marked with a green checkmark), "Review" (marked with a magnifying glass icon), and "Fund" (marked with an empty circle). Below the progress bar, there is a calculator icon and the text "Calculating contribution totals...", "Checking for new employees...", and "Verifying employee information...".

7. 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.

The screenshot shows the "Review" page with a table of contribution details. At the bottom, there are "Cancel" and "Continue >" buttons. The table data is as follows:

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		

8. Confirm or edit the information on the **Fund** page.
- a. If changes need to be made to the ACH, please exit the contribution process and use the **Update Bank Account** link from the **Contributions** page.

- b. 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.
- c. 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

9. Select **Submit**. Your contribution file has been successfully submitted.
10. On the following page, you can review your submission. You will also receive a confirmation email.


Your contributions have been successfully submitted for processing. If your assistance is required to complete processing, you will be contacted by a representative.

11. 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.
12. 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
A - Weekly Contributions
Manually enter Upload file

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

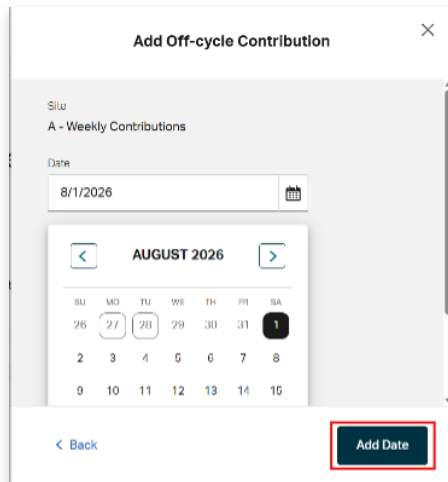
3. Select the site from the dropdown menu, then select **Continue**.

Add Off-cycle Contribution

Site
A - Weekly Contributions

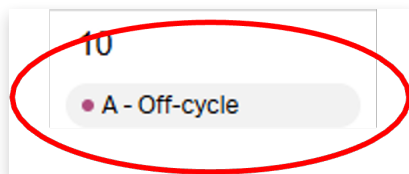
Cancel Continue

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



The screenshot shows a mobile application interface for adding an off-cycle contribution. The title is "Add Off-cycle Contribution". Below the title, it says "Sitw" and "A - Weekly Contributions". There is a "Date" field with the value "8/1/2026" and a calendar icon. Below the date field is a calendar for "AUGUST 2026". The calendar shows the days of the week (SU, MO, TU, WE, TH, FR, SA) and the dates (1 through 31). The date "1" is highlighted. At the bottom left, there is a "< Back" button. At the bottom right, there is an "Add Date" button, which is highlighted with a red rectangle.

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



This material is provided for informational purposes only and does not constitute legal, tax, accounting, fiduciary, or investment advice. While believed to be accurate as of the date presented, no guarantee is made as to its accuracy or completeness, and applicable laws and regulations are subject to change. Plan sponsors should consult with their own advisors regarding their specific plan design, administration, and compliance obligations.

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. Ascensus® and the Ascensus logo are registered trademarks of Ascensus, LLC. Copyright ©2026 Ascensus, LLC. All Rights. Reserved. 3567600-RBS-3929753 (09/2026)

For plan sponsor use only. Not for distribution to plan participants or the public.