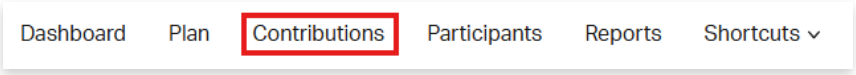
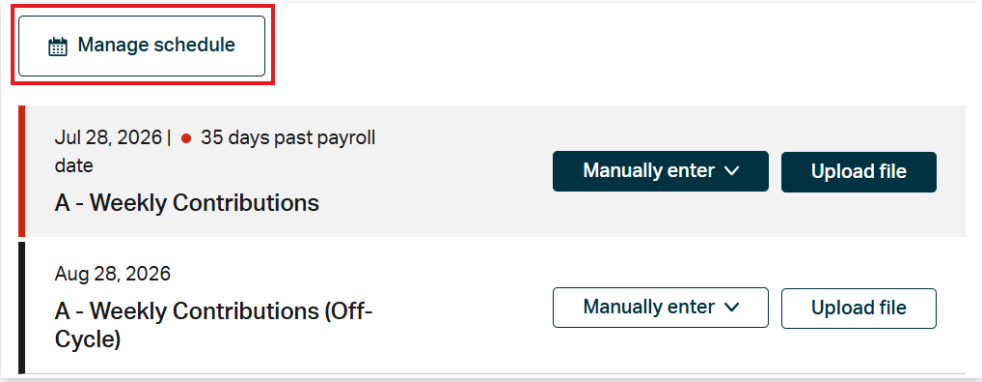
Contribution file submission instructions

Via contribution processing file upload

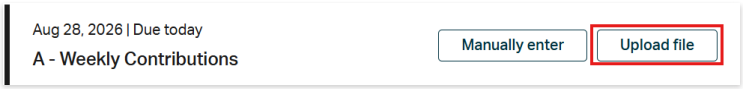
1. Log in to the plan website.
2. Select **Contributions** on your dashboard.



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**.

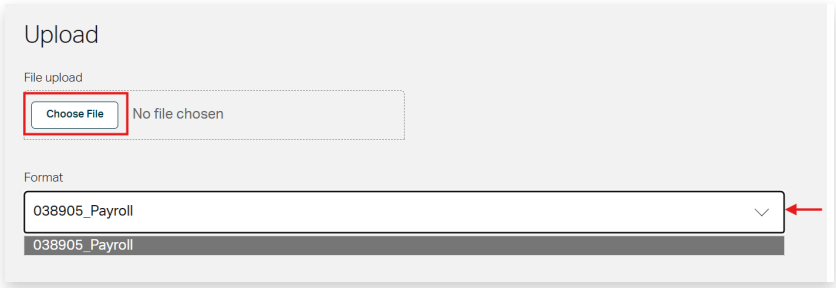


4. Select **Upload file** for the contribution date and site.

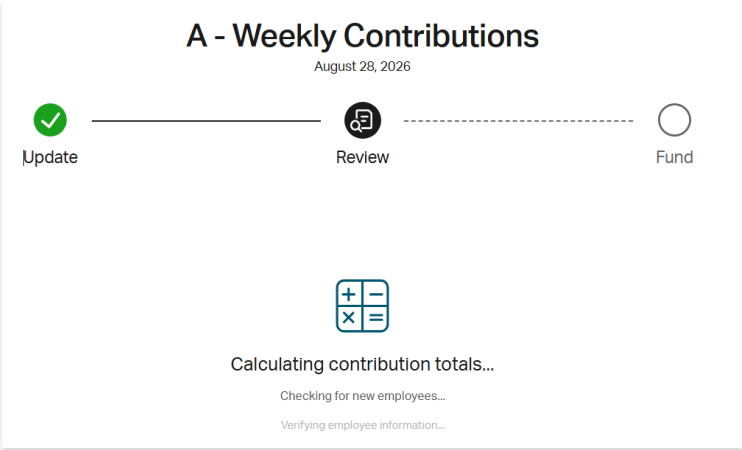


5. Based on how your plan is set up for contributions, you will see one of the following **Upload** options:
   a. Select **Choose File** to browse and select the file to upload. Select **Continue**.
      — If you need a blank template, download the **Template file** for the correct format.

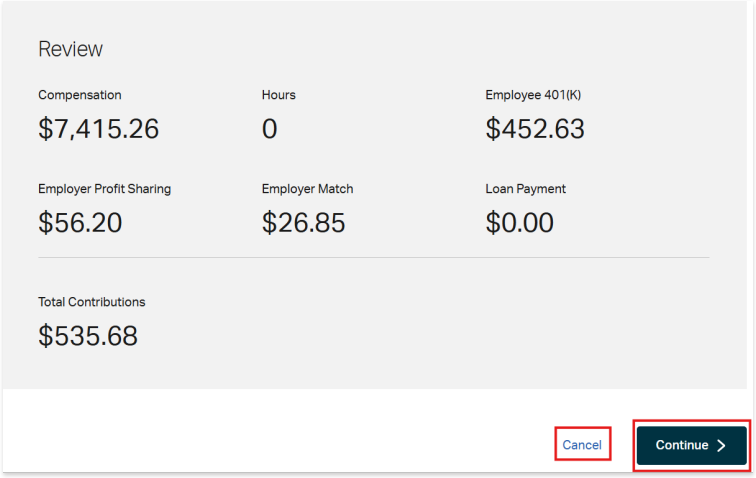
b. Dynamic formats require that you select the appropriate format using the drop-down menu.



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.



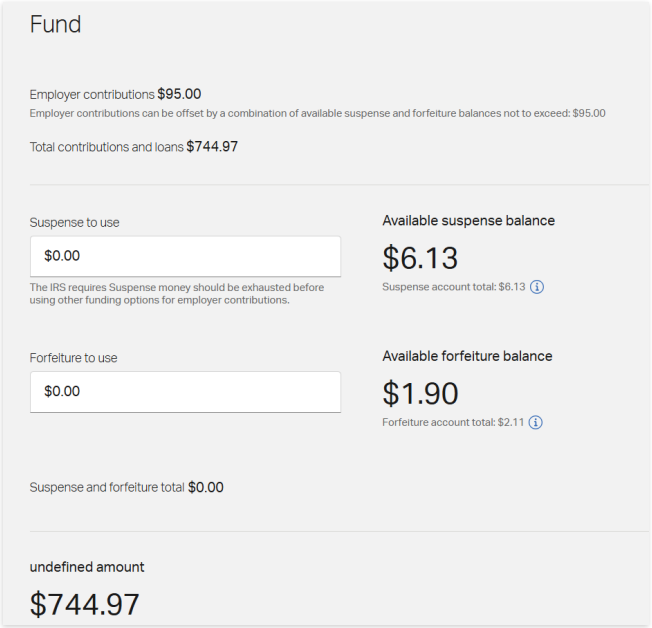
7. From the **Review** page, verify that the information matches the intended totals for each contribution source from the payroll. If everything is correct, select **Continue**. Select **Cancel** to update the contributions if there are any inaccuracies.



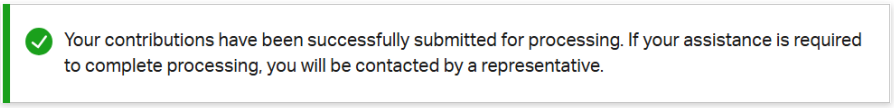
8. Confirm or edit the information on the **Fund** page.
   a. If changes need to be made to the ACH, please exit the contribution process and use the **Update Bank Account** link from the **Contributions** page.

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**.



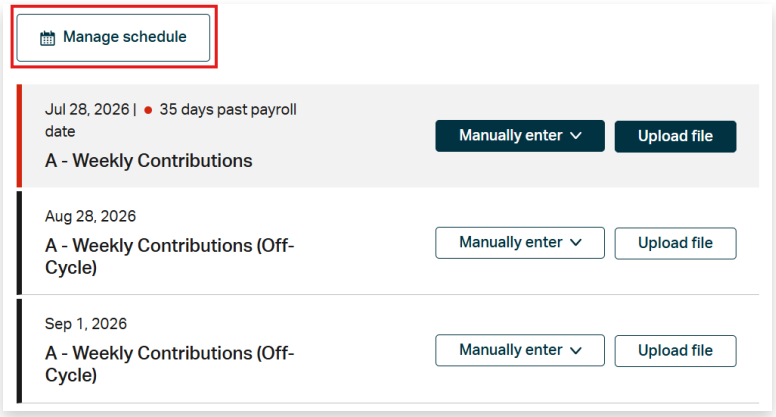
9. Select **Submit**. Your contribution file has been successfully submitted.
10. On the following page, you can review your submission. You will also receive a confirmation email.



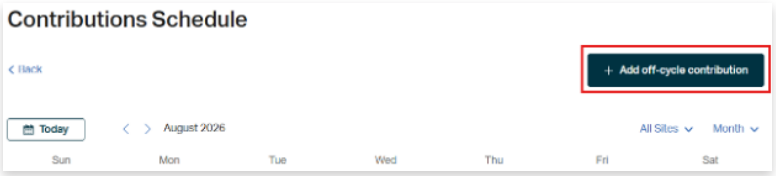
11. Plan contacts who have notifications enabled will receive an automated funding request (AFR) email. This email will include the contribution date, site, source totals, method of funding (ACH, check, or wire), and funding instructions, if necessary.
    a. If the full suspense amount is being used 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

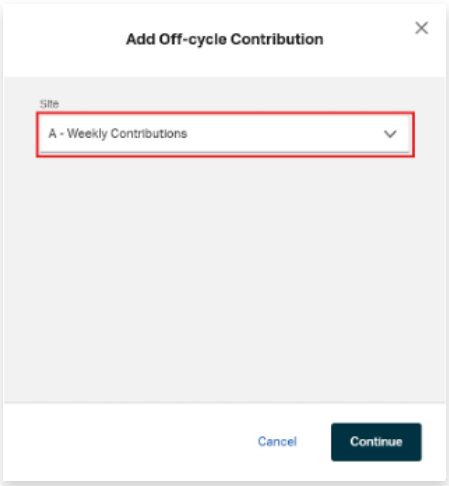
1. Select **Manage schedule**.



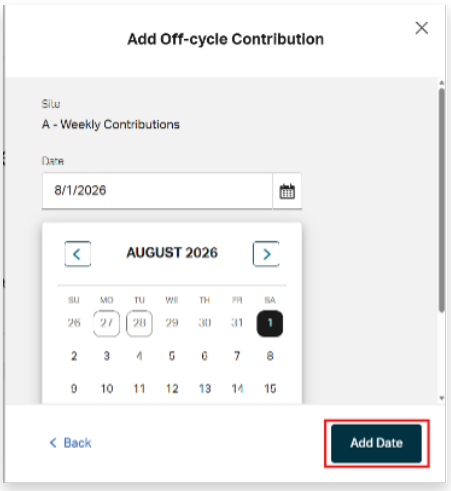
2. Select **Add off-cycle contribution**.



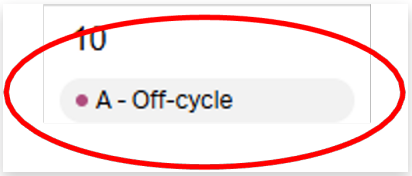
3. Select the site from the dropdown menu, then select **Continue**.



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



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



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