Manual Submission of Payroll Contributions
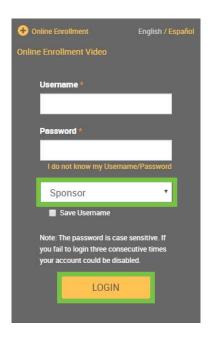
Visit https://www.yourplanaccess.net/retirementplanconsultants/
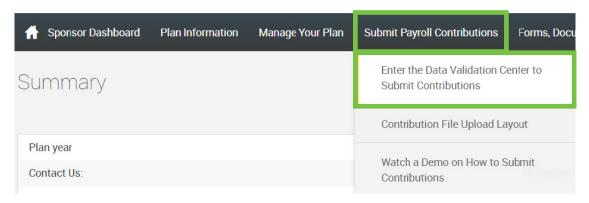
Type in your **Username** and **Password**, as provided in your welcome letter.

> Select role from dropdown menu: **Sponsor**

> Click the **Login** button

A One-time PIN (OTP) is required to login. If you need additional guidance with the OTP process, click the **Logging in with Multi-Factor Authentication (MFA)** link (located above this gray login box).

Click the **Enter the Data Validation Center to Submit Contributions** under **Submit Payroll Contributions** Tab.

1) Once in the plan's Data Validation Center, choose the **Manually enter employee information** option.

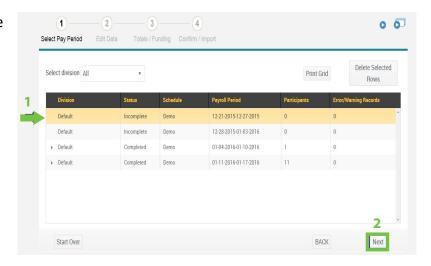2) Click the **Next** button at the bottom of the screen.

Once the next screen is displayed, follow these steps.

1) Select the appropriate **Pay Period** from the list.

2) Click the **Next** button.

Once the next screen is displayed, follow these steps:

1) Select the **Add All** icon to add all employees to your list for entry. You can sort by SSN, First Name or Last Name by clicking on the title bar.

2) Enter the contributions amounts under the appropriate source (Deferral, Roth, Employer, etc.).

3) Click the **Save icon** and the columns will total.

4) Click the **Payroll Totals** icon and an additional screen will populate to double check totals.

5) When finished, click the **Next** button.

Once the next screen is displayed, follow these steps.

1) Review the amounts entered.

2) Choose the appropriate **Method of Funding** off the dropdown list.

3) Click the **Complete** button at the bottom of the screen to submit for processing.

Click the **checkbox** to certify and click **Continue**.
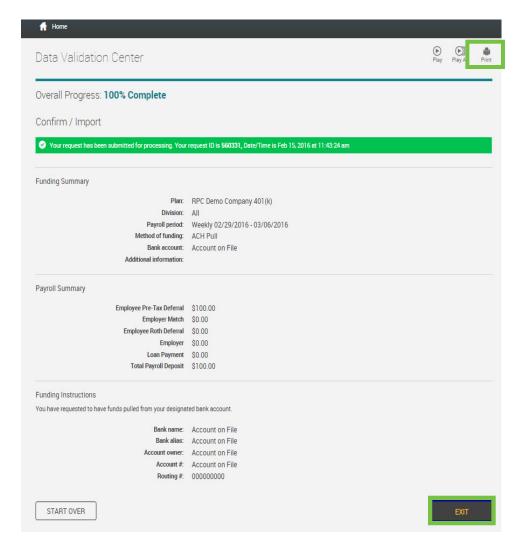
Totals Verification

☑ I certify that I have reviewed the totals presented and that the results of the import are correct and approved for final import.

CANCEL   CONTINUE

🏠 Home

Data Validation Center

▶ Play   ▶ Play A   🖨 Print

Overall Progress: 100% Complete

Confirm / Import

✓ Your request has been submitted for processing. Your request ID is **560331**, Date/Time is Feb 15, 2016 at 11:43:24 am

Funding Summary

Plan:	RPC Demo Company 401(k)
Division:	All
Payroll period:	Weekly 02/29/2016 - 03/06/2016
Method of funding:	ACH Pull
Bank account:	Account on File
Additional information:	

Payroll Summary

Employee Pre-Tax Deferral	$100.00
Employer Match	$0.00
Employee Roth Deferral	$0.00
Employer	$0.00
Loan Payment	$0.00
Total Payroll Deposit	$100.00

Funding Instructions

You have requested to have funds pulled from your designated bank account.

Bank name:	Account on File
Bank alias:	Account on File
Account owner:	Account on File
Account #:	Account on File
Routing #:	000000000

START OVER   EXIT

If you wish to print your confirmation page, click the **Print** icon.

Click the **Exit** button at the bottom of the screen to return to the **Sponsor Dashboard**.