

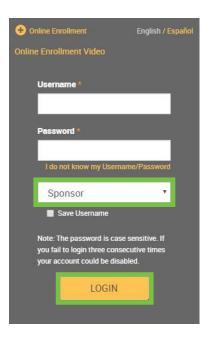
Visit https://www.yourplanaccess.net/retirementplanconsultants/

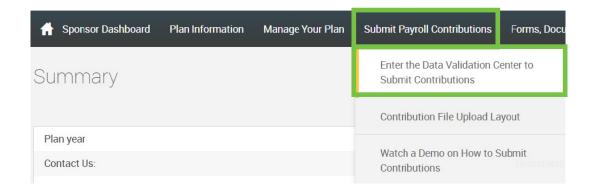
Type in your **Username** and **Password**, as provided in your welcome letter.

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).



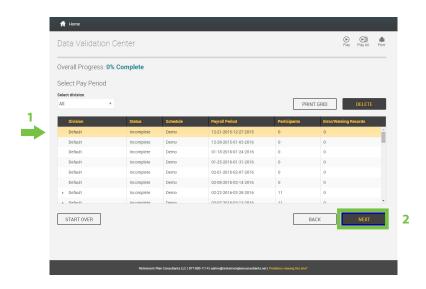


Click the Enter the Data Validation Center to Submit Contributions under the Submit Payroll Contributions tab.

- Once in the plan's Data Validation Center, choose the Upload a file containing the payroll data option.
- Then click the Next button at the bottom of the screen.

Data Validation Center	Play	Play All	Print
If you are submitting contributions for a participant that has not completed enrollment, please contact RPC to ensure they are pre-populated in the system via the Data Validation Center will not enroll the employee or add contributions to the employee's account.	. Adding	a new empl	oyee
Process selection			
Payroll •			
Process Method: Upload a file containing the payroll data Manually enter employee information			
Copy information from a previous payroll period			
Work with a previously uploaded or manually created file - If you have previously worked with a pay period, it will be saved here			
2		NEXT	



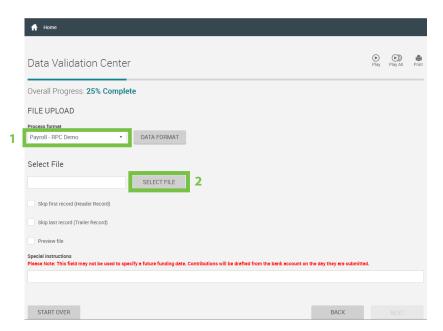


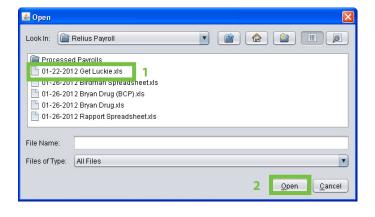
Once the next screen is displayed, follow these steps.

- 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 appropriate **Process format** from the dropdown list.
- 2) Click the Select File button.



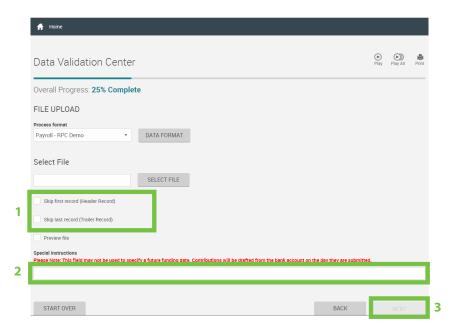


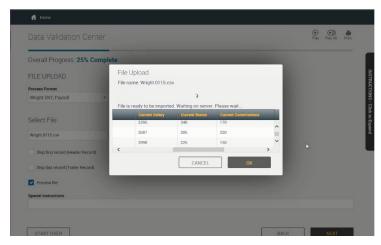
- Once the **Open** box is displayed, select the payroll spreadsheet you want to upload.
- Click the **Open** button to return to the prior screen.



Back on the prior screen:

- If your file contains a header or trailer, you must check these boxes. Call RPC for assistance, if needed.
- Enter notes in the Special Instructions box for any special instructions for the processors.
- 3) Then click the **Next** button at the bottom of the screen.



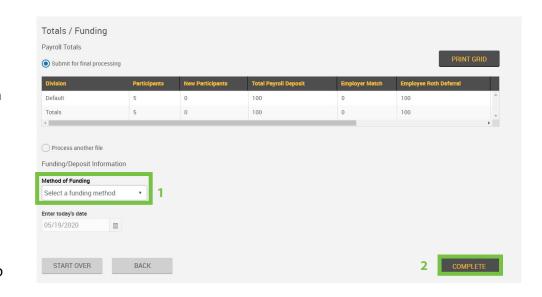


This file will be uploaded and validated; this may take a couple minutes depending on the size of the file and the speed of your internet. The screen will display the upload progress.

The Payroll Totals will populate.

NOTE: If you would like to double check the number by participant click the **Back** button before proceeding and you will see the breakdown by participant.

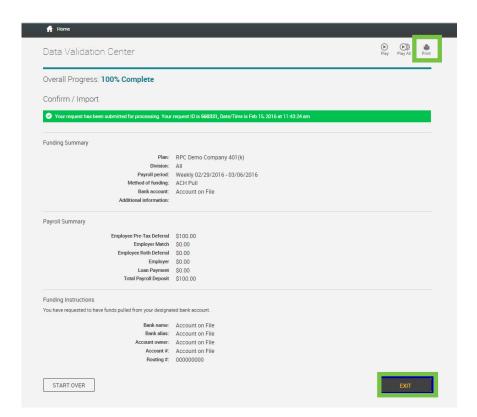
- Choose the appropriate
 Method of Funding off the dropdown list.
- Click the **Complete** button to submit processing.





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





A request ID will display.

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