Upload Spreadsheet to Submit Contributions

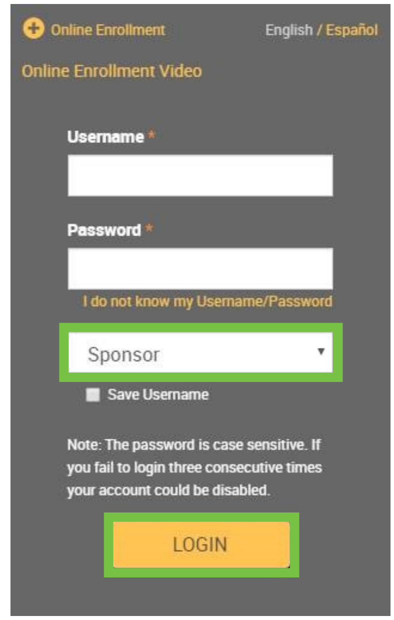
Visit https://www.yourplanaccess.net/retirementplanconsultants/

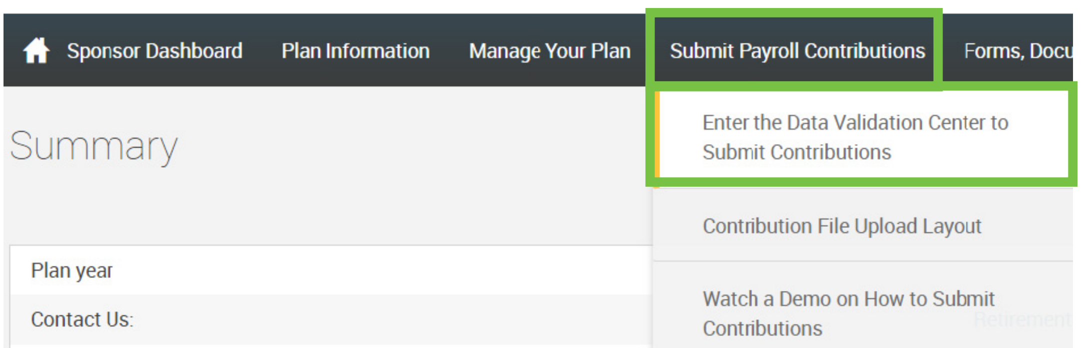
Type in your **Username** and **Password**, as provided in your welcome letter.

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).

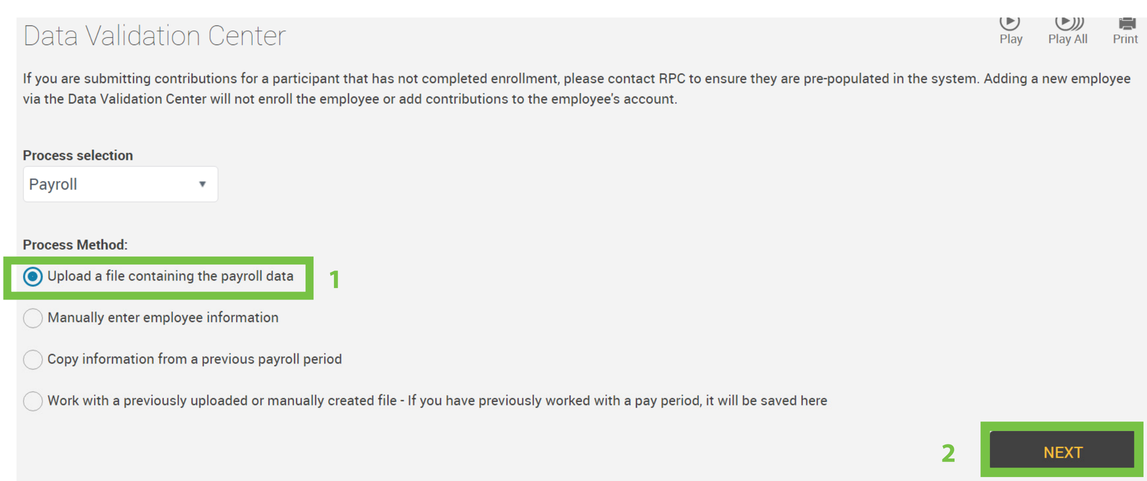




Click the **Enter the Data Validation Center to Submit Contributions** under the **Submit Payroll Contributions** tab.

1) Once in the plan's Data Validation Center, choose the **Upload a file containing the payroll data** option.

2) Then click the **Next** button at the bottom of the screen.



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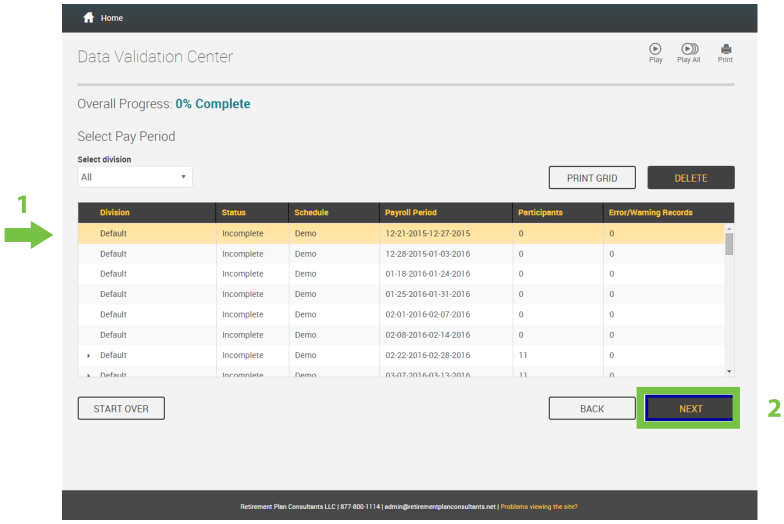
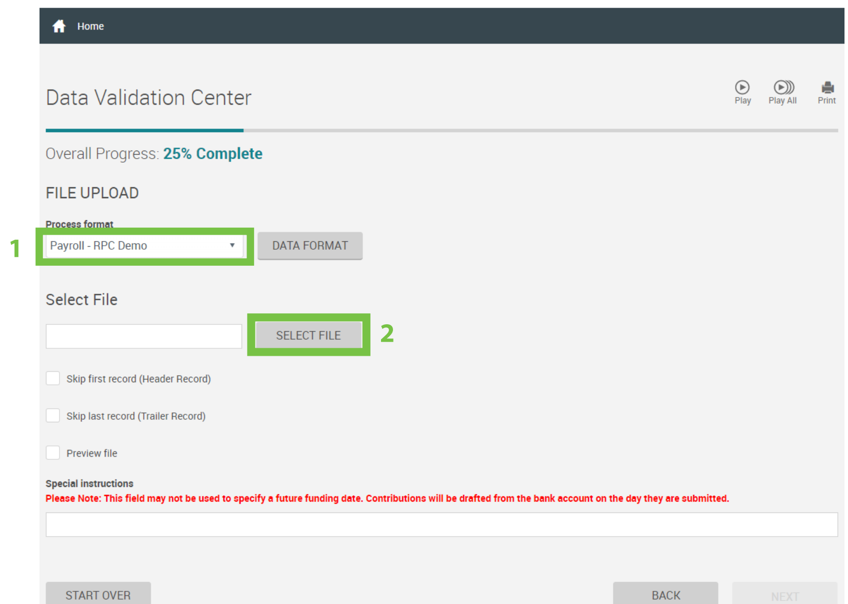


Once the next screen is displayed, follow these steps.

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

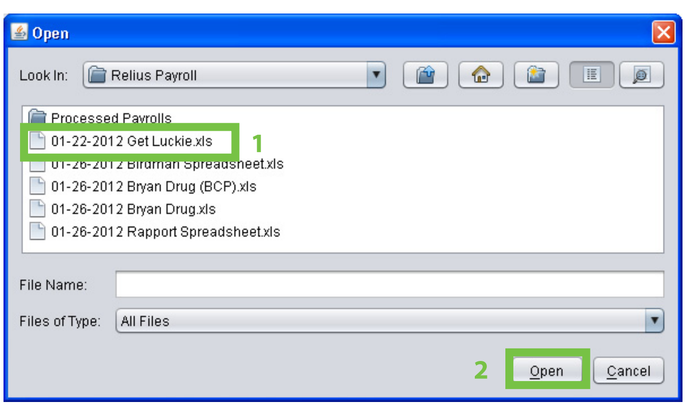
2) Click the **Next** button.



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.



1) Once the **Open** box is displayed, select the payroll spreadsheet you want to upload.

2) Click the **Open** button to return to the prior screen.

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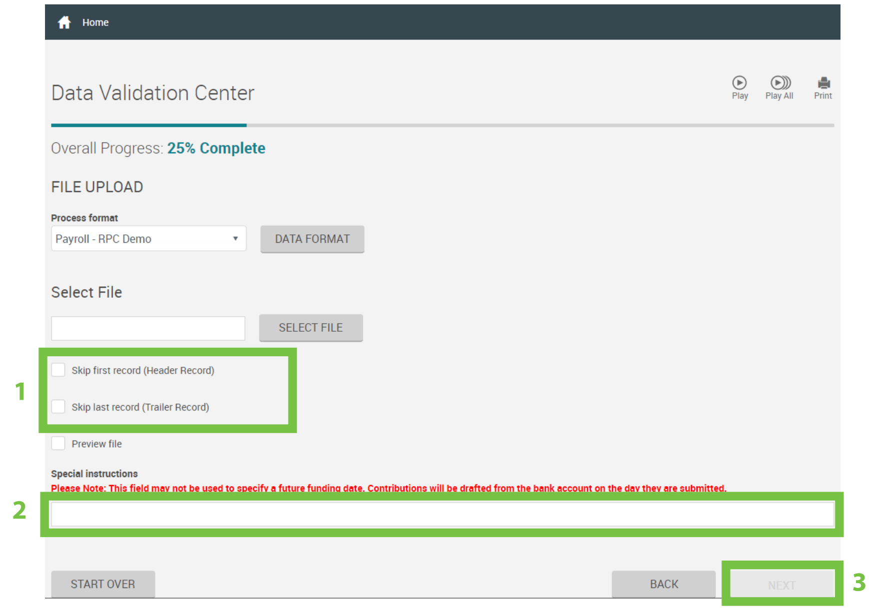
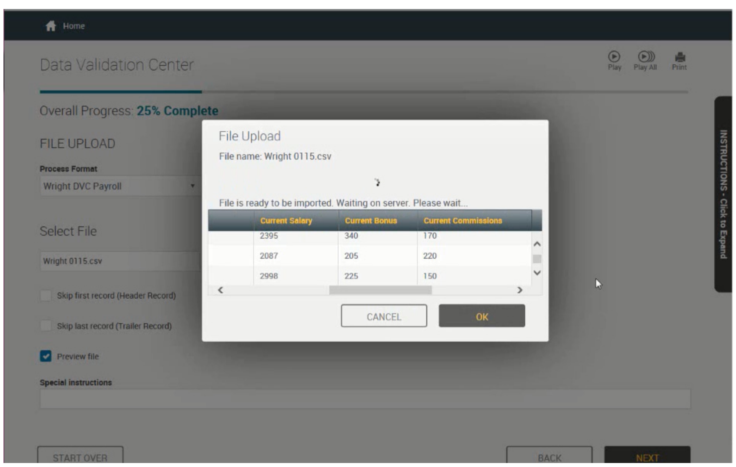
Back on the prior screen:

1) If your file contains a header or trailer, you must check these boxes. Call RPC for assistance, if needed.
2) 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.



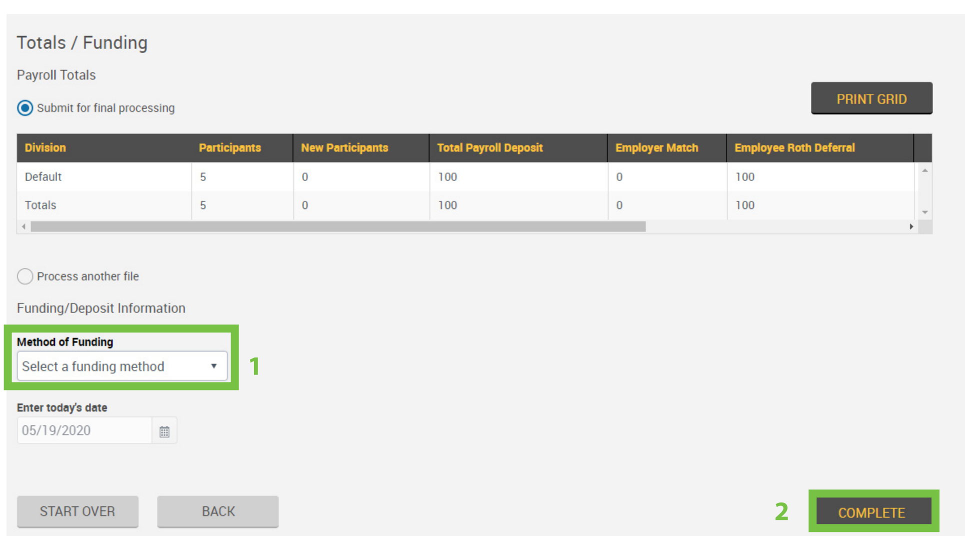


This file will be uploaded and validated; this may take a couple minutes depending on the size of the file and the speed of your internet. The screen will display the upload progress.

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.

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



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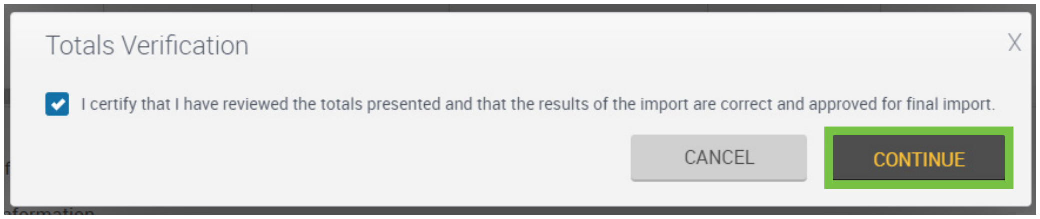
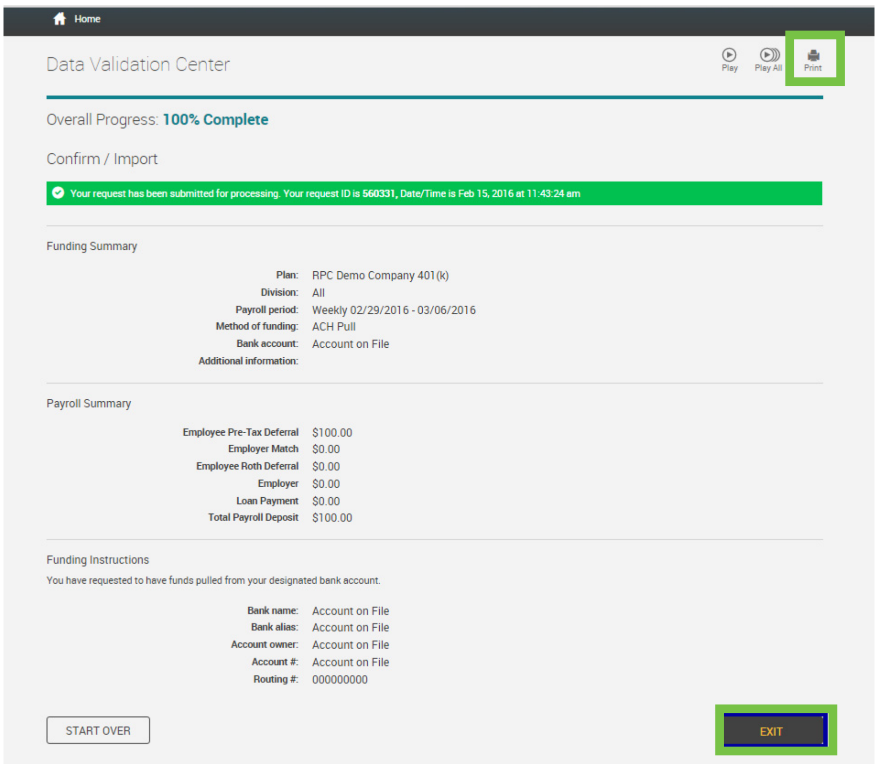
Click the **checkbox** to certify and click **Continue**.





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