



# Enter Contributions via the Website

Visit <https://retirementplanconsultants.info> and click **Account Access**.

Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

Select role from dropdown menu: **Sponsor**

Click the **Login** button

A One-Time PIN (OTP) is required to login using multi-factor authentication (MFA). If you need additional guidance with the OTP process, click the **Guide to Logging in with MFA** link (located at the top of 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.



# Enter Contributions via the Website

Once the next screen is displayed, follow these steps.

- 1) Select the appropriate **Pay Period** from the list.
- 2) Click the **Next** button.

Select Pay Period Edit Data Totals / Funding Confirm / Import

Select division: All Print Grid Delete Selected Rows

Division	Status	Schedule	Payroll Period	Participants	Error/Warning Records
Default	Incomplete	Demo	12-21-2015-12-27-2015	0	0
Default	Incomplete	Demo	12-28-2015-01-03-2016	0	0
Default	Completed	Demo	01-04-2016-01-10-2016	1	0
Default	Completed	Demo	01-11-2016-01-17-2016	11	0

Start Over BACK Next

Once the next screen is displayed, follow these steps:

Edit Data




Save Undo Payroll Totals Delete Refresh Add All Add New Add Existing Validate Records Print Errors Print Grid Download

\*\*\*\*\*1234, Aldag, Skye Payroll period: 03/07/2016 - 03/13/2016

File(s) All Files CLEAR FILTERS

Status	Social Security Number	Name - First	Name - Last	Current Hou.	Current Wa.	Employee Pre-Tax Deferral
Valid	*****1234	Winter	Spring	0.00	0.00	100.00
Valid	*****4321	Jane	Smith	0.00	0.00	0.00
Valid	*****1111	John	Doe	0.00	0.00	0.00
Valid	*****6658	Jane	Doe	0.00	0.00	0.00

START OVER BACK NEXT

- 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.

Data Validation Center

Overall Progress: 67% Complete

Totals / Funding

Payroll Totals Submit for final processing PRINT GRID

Division	Participants	New Participants	Total Payroll Deposit	Employer Match	Employee Roth Deferral
Default	2	0	1110	0	0
Totals	2	0	1110	0	0

Process another file

Funding/Deposit Information

Method of Funding From bank account

ACH Pull Select a funding method ACH Pull Check ABC Bank Name US Bank

START OVER BACK COMPLETE



# Enter Contributions via the Website

Click the **checkbox** to certify you have reviewed totals and that they are correct.

Then click the **Continue** button.

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.

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
<b>Total Payroll Deposit</b>	<b>\$100.00</b>

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

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**.