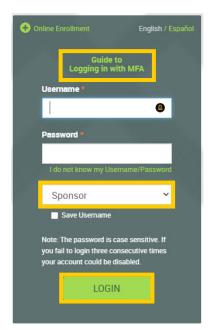# Adding an Employee via the Plan Sponsor Website

Visit https://retirementplanconsultants.info/login/

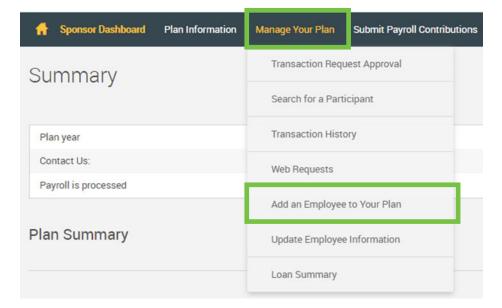Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

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).

Once signed into the Plan Sponsor Web, click the **Add an Employee to Your Plan** option under the **Manage Your Plan** tab.
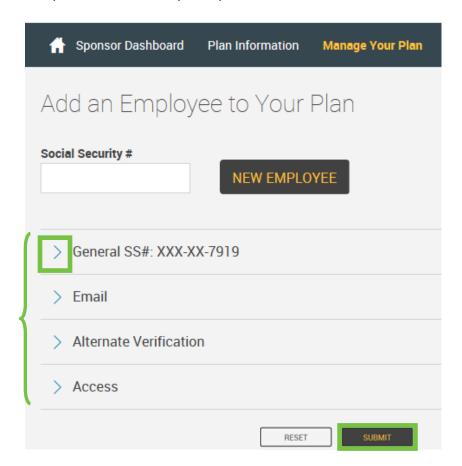
1) Type in the **Employee SSN**.
2) Click the **New Employee** button.

You may **click the arrow** *next to each section to expand and enter the participant's information:*

- **General:** Enter Name, Date of Birth, Date of Hire, Address.

- **Email:** Enter Email Address, How to Receive Participant Statements and where to send email confirmations.

- **Alternate Verification:** This is used to setup a verification question, which may be used to reset a username and password in the future.

- **Access:** You may setup the participant with login credentials to access the Participant Web.

- Click the **Submit** button when appropriate information is entered.

🏠 Sponsor Dashboard   Plan Information   **Manage Your Plan**

Add an Employee to Your Plan

Social Security #

[   ]   **NEW EMPLOYEE**

> General SS#: XXX-XX-7919

> Email

> Alternate Verification

> Access

RESET   SUBMIT

- The Participant is instantly added to the plan!

🏠 Sponsor Dashboard   Plan Information   **Manage Your Plan**   Submit Payroll Contributions   Forms, Documents and Reports   Contact RPC   Plan Selection ∨

Add an Employee to Your Plan   🖨 Print

✓ Your changes have been saved. ⬅

Social Security #

[   ]   **NEW EMPLOYEE**

> General SS#: XXX-XX-7919

> Email

> Alternate Verification

> Access

RESET   SUBMIT