

## **Copying Previous Payroll to Submit Contributions**

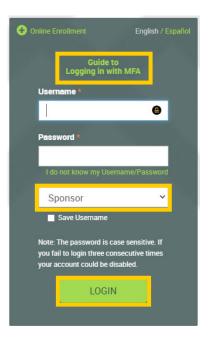
## Visit https://retirementplanconsultants.info/login/

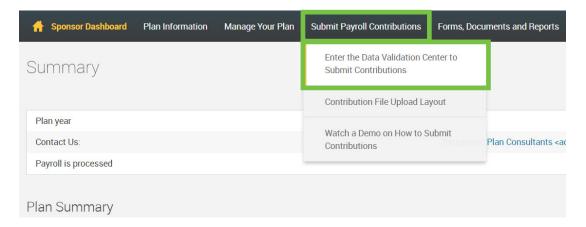
Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

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).





Click the Enter the

Data Validation Center
option under the
Submit Payroll
Contributions tab.

- Once in the plan's Data Validation Center, choose the Copy information from a previous payroll period option.
- Then click the Next button at the bottom of the screen.

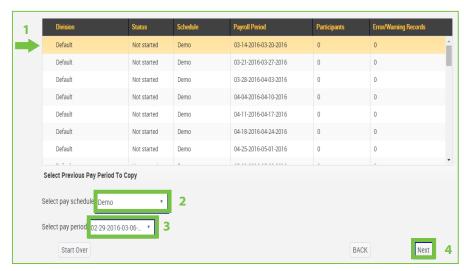
Data Validation Center
If you are submitting contributions for a participant that has not completed enrollment, please contact RPC to ensure they are pre-povia the Data Validation Center will not enroll the employee or add contributions to the employee's account.
Process selection
Payroll •
Process Method:  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

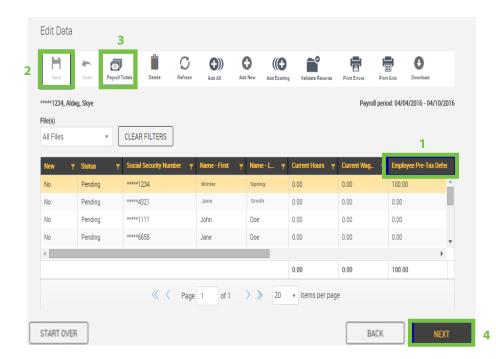


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Once the next screen is displayed, follow these steps.

- Select the appropriate Pay Period from the list.
- 2) Select the appropriate **Pay Schedule** off the dropdown list to copy.
- 3) Select the appropriate **Pay Period** off the dropdown list to copy.
- Click the **Next** button at the bottom of the screen.



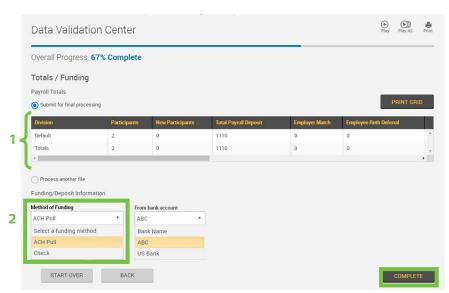


Once the next screen is displayed, follow these steps

- Review the contributions amounts under the appropriate source (Deferral, Roth, Employer, etc.).
- 2) Click the **Save** icon and the columns will total.
- 3) Click the **Totals** icon and an additional screen will populate to double check totals.
- When finished, click the **Next** button at the bottom of the screen.

Once the next screen is displayed, follow these steps.

- 1) Review the amounts entered.
- Choose the appropriate Method of Funding off the dropdown list.
- Click the Complete button at the bottom of the screen to submit for processing.

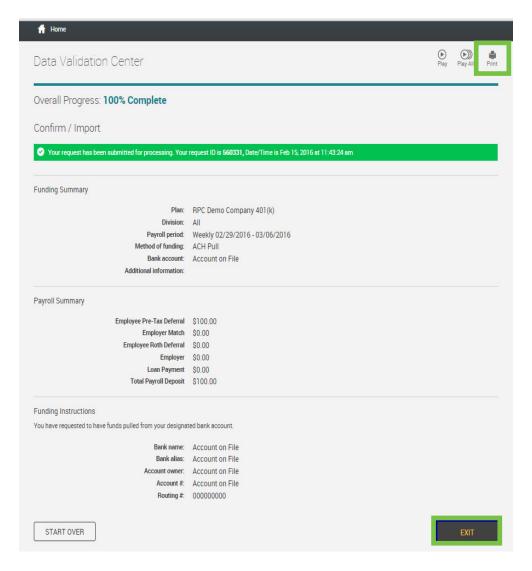




## **Copying Previous Payroll to Submit Contributions**

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





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**.