

These are the instructions to retrieve a payroll period you were currently working on. You can finish editing the payroll period or you can delete the incomplete payroll period and start over as needed.

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).

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	G Logging	uide to g in with MI	FA	
	Username *			
	Į.		Θ	
	Password *			
	Sponsor		~	
	Save Usern	iame		
	Note: The passwo you fail to login th your account cou	ord is case se nree consecu Id be disable	nsitive. If tive times d.	
	L	OGIN		

🔒 Sponsor Dashboard	Plan Information	Manage Your Plan	Submit Payroll Contributions	Forms, Docu
Summary			Enter the Data Validation C Submit Contributions	enter to
			Contribution File Upload La	ayout
Plan year				
Contact Us:			Watch a Demo on How to S Contributions	Submit

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 <u>In Progress</u> and/or <u>Completed Files</u> 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-populated in the system. Adding a new employee via the Data Validation Center will not enroll the employee or add contributions to the employee's account.

TIP: If you signed out prior to fully submitting your payroll file, it will be stored in the 4th option titled "In Progress and/or Completed Files"

Process selection Payroll	
Process Method:	
Upload a file containing the payroll data	
Manually enter employee information - Watch a video on how to Manually Submit a Payroll Contribution	
O copy information from a previous payroll period - Watch a video on how to Copy from a Previous Payroll to Submit Contributions	
In Progress and/or Completed Files	



Select the "Incomplete" payroll period you were previously working on.

- 1) Make sure the correct payroll period is highlighted.
- If you want to proceed with editing and completing the selected payroll period, click the Next button and skip to the next step at the bottom of this page.

erall Progress: 0% (Complete					
lect Pay Period						
ect division				PRI	NT GRID	DELETE
Division	Status	Schedule	Payroll Period	Participants	Error/Warning R	lecords
Default	Incomplete	Biwookly	04-00-2020-04-19-2020	60	0	-
Default	Incomplete	Biweekly	05-04-2020-05-17-2020	5	0	
Default	Incomplete	Biweekly	05-18-2020-05-31-2020	67	1	
Default	Incomplete	Biweekly	06-15-2020-06-28-2020	73	0	- 1
Default	Incomplete	Biweekly	07-27-2020-08-09-2020	2	0	
Default	Completed	Biweekly	03-23-2020-04-05-2020	1	1	
Default	Completed	Biweekly	08-24-2020-09-06-2020	1	0	

- OR
- If you would like to start over rather than editing and your payroll period is in the 4th option as "<u>Incomplete</u>" click the **Delete** button.
- When the popup box is displayed, check the Delete checkbox next to the records to delete and click the Continue button to complete the records deletion.
- 5) Click the **Start Over** button and you will be returned back to the Data Validation Center screen where you can start from the beginning to reenter contributions. Skip the remaining steps below and proceed with that process.

Delete Files		X
Delete	File Name	
	All records for the payro	Il period
4	CONTINUE	CANCEL

file(s) All Files	•	CLEAR FILTERS					
New T	Status 🔻	Social Security Number 🛛 🔻	Name - First 🛛 🔻	Name 🔻	Current Hours 🛛 🔻	Current Wa 🔻	Employee Pre-Tax Defer
No	Pending	*****1234	Skye	Aldag	0.00	0.00	100.00
No	Pending	*****4321	Alex	Baumert	0.00	0.00	0.00
No	Pending	*****1111	John	Doe	0.00	0.00	0.00
No	Pending	*****6658	Jane	Doe	0.00	0.00	0.00
(• •
		A Page		20	Items per page	-	
Severity	Error						
START OV	/ER					BACK	NEXT
ed by RPC		Retirement Plan Consultants	LLC 877-800-1114 admin	@retirementplanconsul	tants.net Problems viewing) the site?	

To proceed with editing and completing the selected payroll period by entering the participants that may not have gotten added the first time and add the correct amounts as needed.

Click the Next button.



Retrieving an Incomplete Payroll Period

overail rogicos. or	% 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	*
<						•
O Process another file						
Funding/Deposit Informatio	n					
Method of Funding	From	oank account				
	* ABC	•				
ACH Pull	Ban	Name				
ACH Pull Select a funding method						
ACH Pull Select a funding method ACH Pull	ABC					

🔒 Home

- 1) Verify your totals are correct.
- Select the Method of Funding – ACH Pull or Check.
- 3) Click the **Complete** button.

You will then see a printable confirmation screen.

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 **Sponsor Dashboard**.

Data Validation Center	Play Play All					
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					
Total Payroll Deposit	\$100.00					
Funding Instructions						
You have requested to have funds pulled from your designal	ed bank account.					
Bank name:	Account on File					
Bank alias:	Account on File					
Account owner:	Account on File					
Account #:	Account on File					
Routing #:	00000000					
START OVER		EXIT				