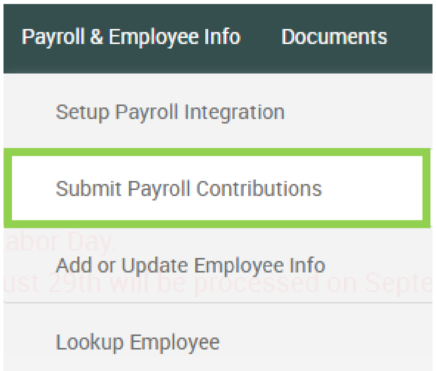
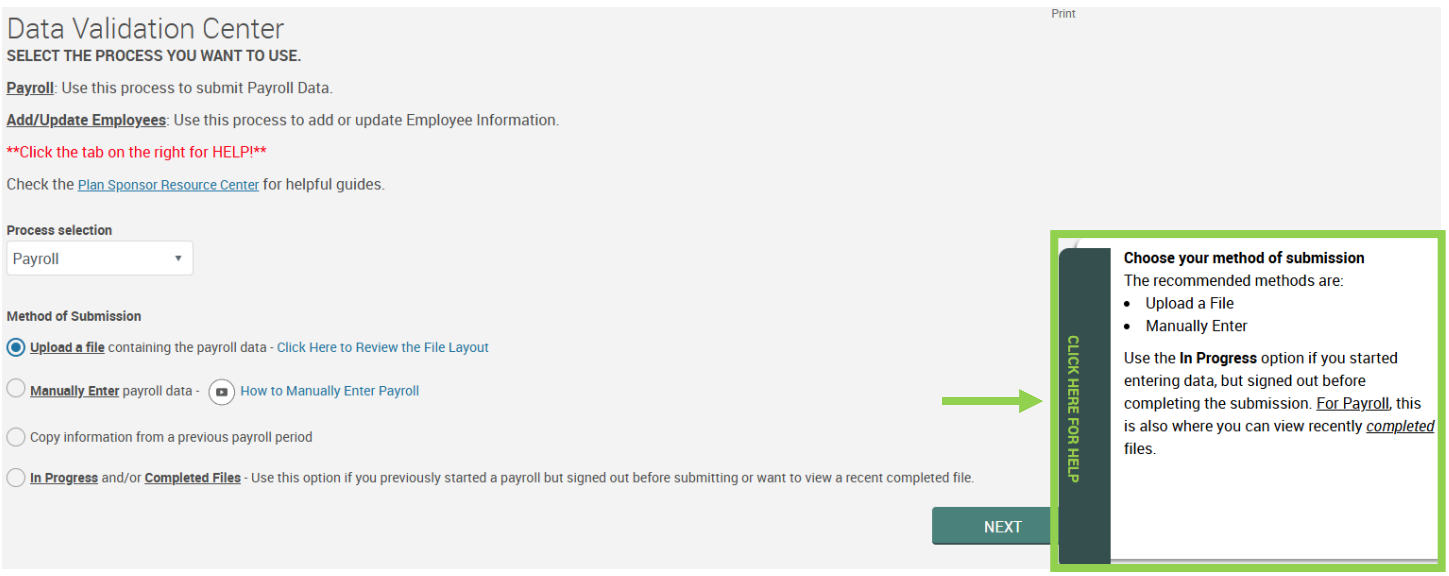
Enter Contributions via the Website



Choose **Payroll & Employee Info** and select **Submit Payroll Contributions** from the dropdown.

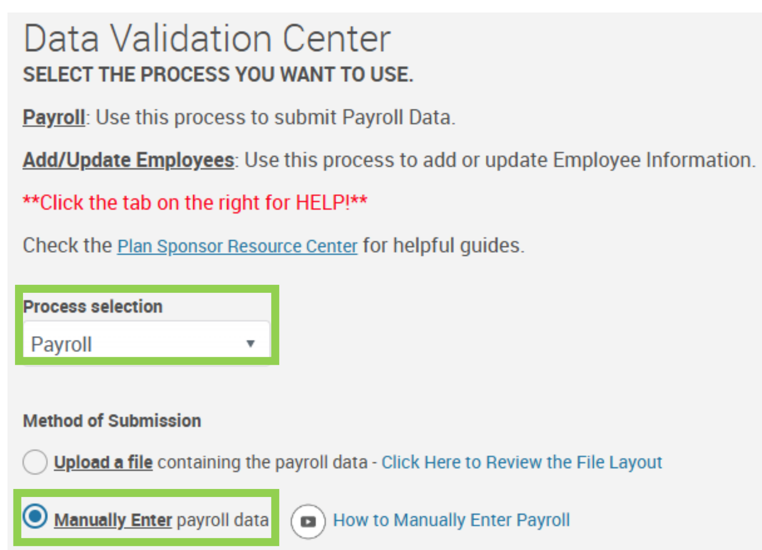
Each page of the Data Validation Center has a **CLICK HERE FOR HELP** tab on right-hand side of the screen, reference this for more detailed information on each screen.



Select **Payroll** from the **Process selection** dropdown.

Choose **Manually Enter** for your **Method of Submission.**

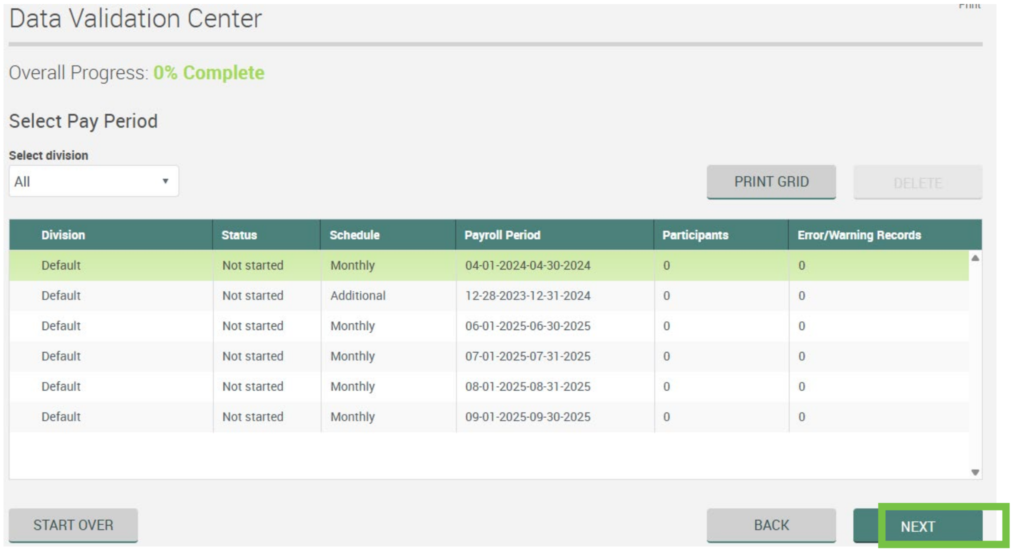
Click **NEXT.**



Enter Contributions via the Website

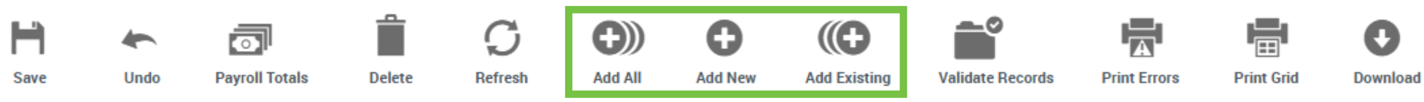
Select the appropriate **Pay Period** from the list.

Click **Next**.



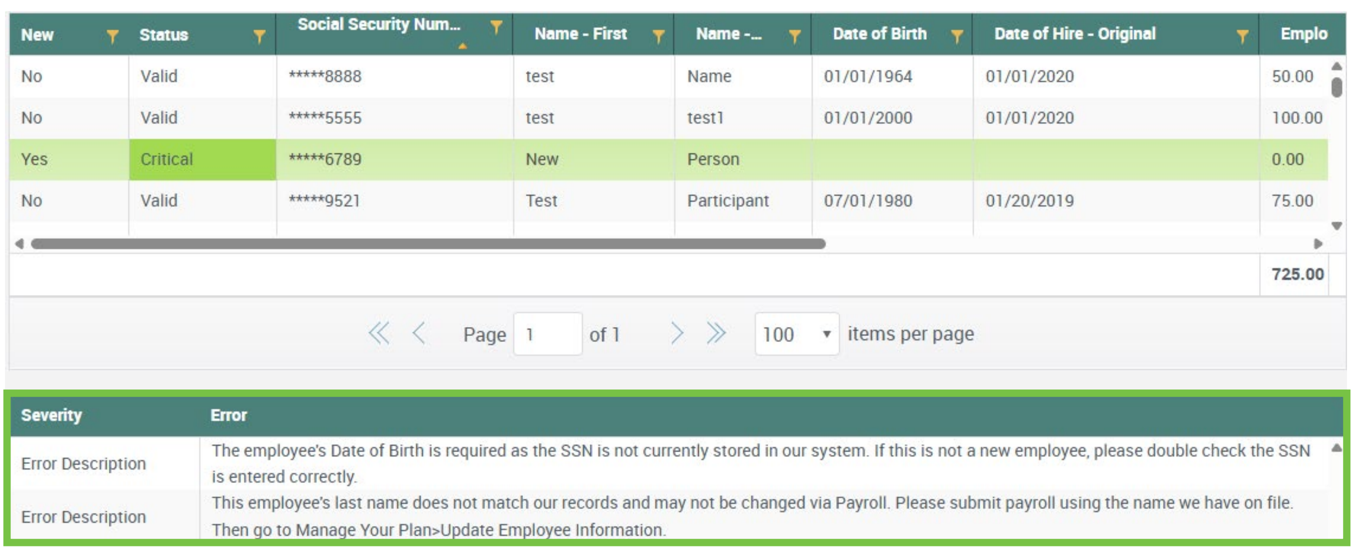
Division	Status	Schedule	Payroll Period	Participants	Error/Warning Records
Default	Not started	Monthly	04-01-2024-04-30-2024	0	0
Default	Not started	Additional	12-28-2023-12-31-2024	0	0
Default	Not started	Monthly	06-01-2025-06-30-2025	0	0
Default	Not started	Monthly	07-01-2025-07-31-2025	0	0
Default	Not started	Monthly	08-01-2025-08-31-2025	0	0
Default	Not started	Monthly	09-01-2025-09-30-2025	0	0

Choose **Add All, Add New,** and/or **Add Existing** and enter the participant information and contributions amounts accordingly.



After entering all the data, click **Save**, then **Validate Records, Refresh**, and check the Status column for Errors. Select **Payroll Totals** to confirm the totals.

Records with a Critical status **must** be corrected or the information will not be imported for that participant. To view and correct errors for an employee, select the row with the error and review the details displayed in the lower section of the page.



New	Status	Social Security Num...	Name - First	Name -...	Date of Birth	Date of Hire - Original	Emplo
No	Valid	*****8888	test	Name	01/01/1964	01/01/2020	50.00
No	Valid	*****5555	test	test1	01/01/2000	01/01/2020	100.00
Yes	Critical	*****6789	New	Person			0.00
No	Valid	*****9521	Test	Participant	07/01/1980	01/20/2019	75.00
							725.00

Severity	Error
Error Description	The employee's Date of Birth is required as the SSN is not currently stored in our system. If this is not a new employee, please double check the SSN is entered correctly.
Error Description	This employee's last name does not match our records and may not be changed via Payroll. Please submit payroll using the name we have on file. Then go to Manage Your Plan>Update Employee Information.

Go to: https://www.retirementplanconsultants.info/login.
Contact RPC at 877-800-1114 for login assistance.

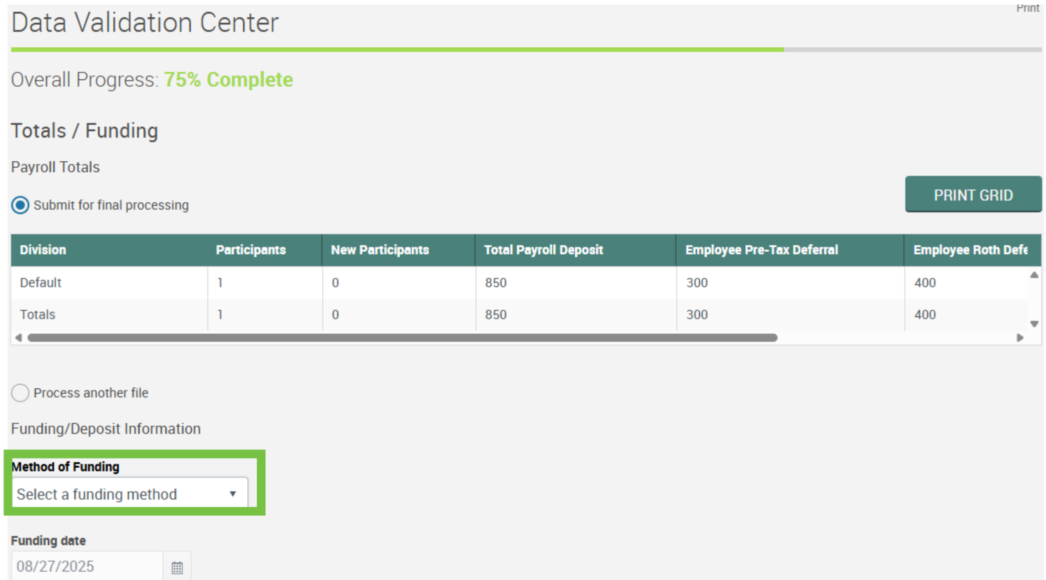
Enter Contributions via the Website

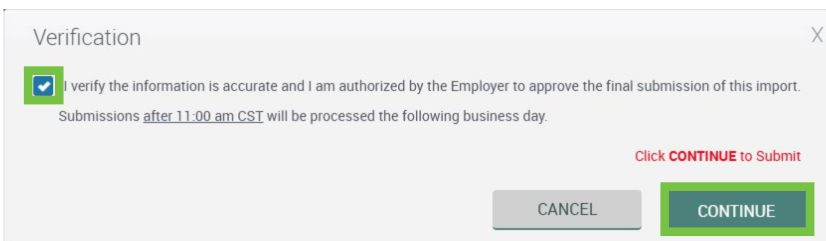
Once any errors have been addressed and saved, click **NEXT**.

Again, reference the **CLICK HERE FOR HELP** tab on the right-hand side for more detailed information.

Make your selection from the **Method of Funding** dropdown.

Click **COMPLETE**.





Check the box for verification and select **CONTINUE.**

A payroll confirmation email will be sent to Primary Plan Contact.

If you would like to print your confirmation page, select the **Print** icon.

Click **EXIT** to return to the **Plan Dashboard**