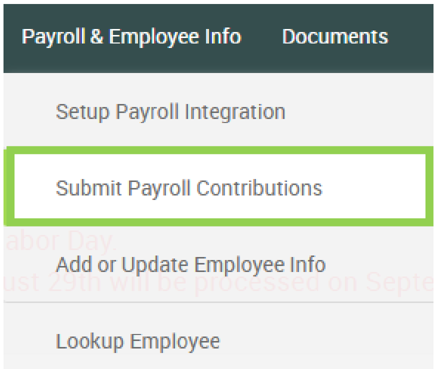
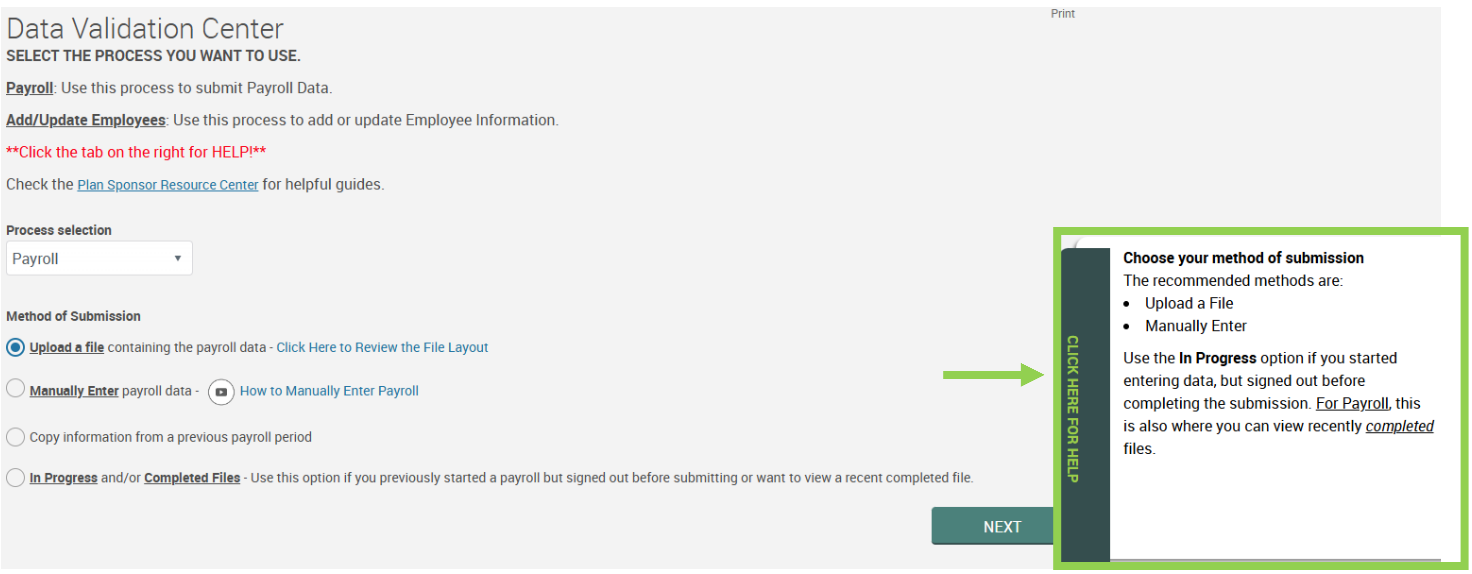
Upload Spreadsheet to Submit Contributions



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

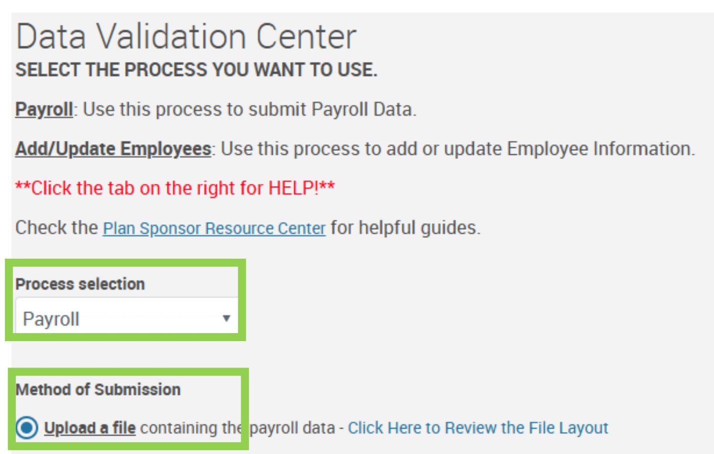
Each page of the Data Validation Center has a **CLICK HERE FOR HELP** tab on right-hand side of the screen, reference this for more detailed information on each screen.



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

Choose **Upload a file** for your **Method of Submission.**

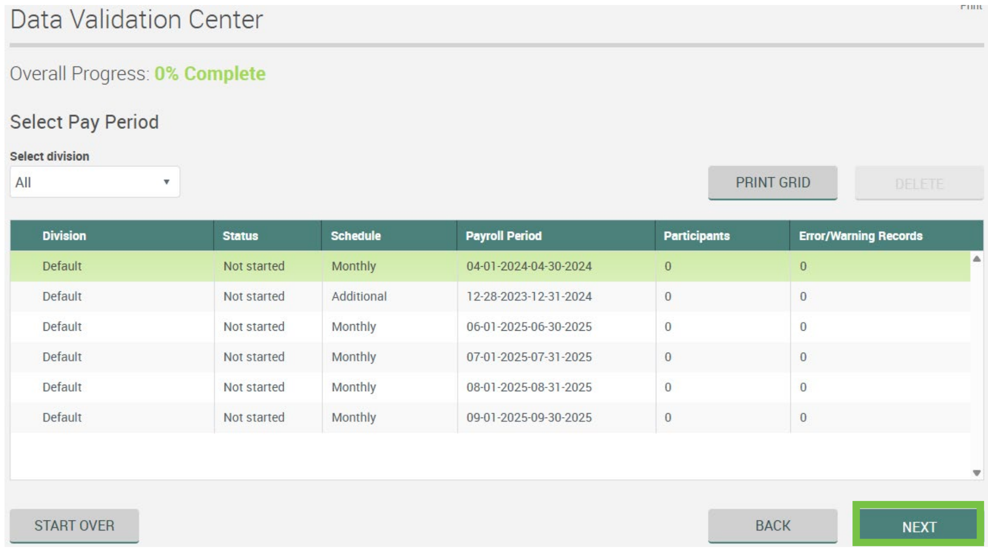
Click **NEXT.**



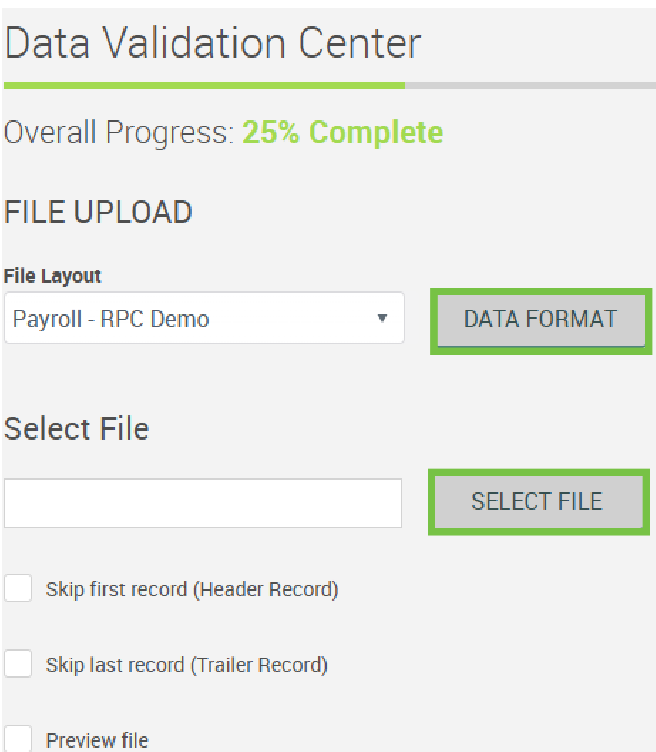
Go to: https://www.retirementplanconsultants.info/login.
Contact RPC at 877-800-1114 for login assistance.

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



The columns on the spreadsheet **must** match the elements specified in the **DATA FORMAT** button.

SELECT FILE and browse for your import file.

Make selections to skip any records or preview the file and click **NEXT**.

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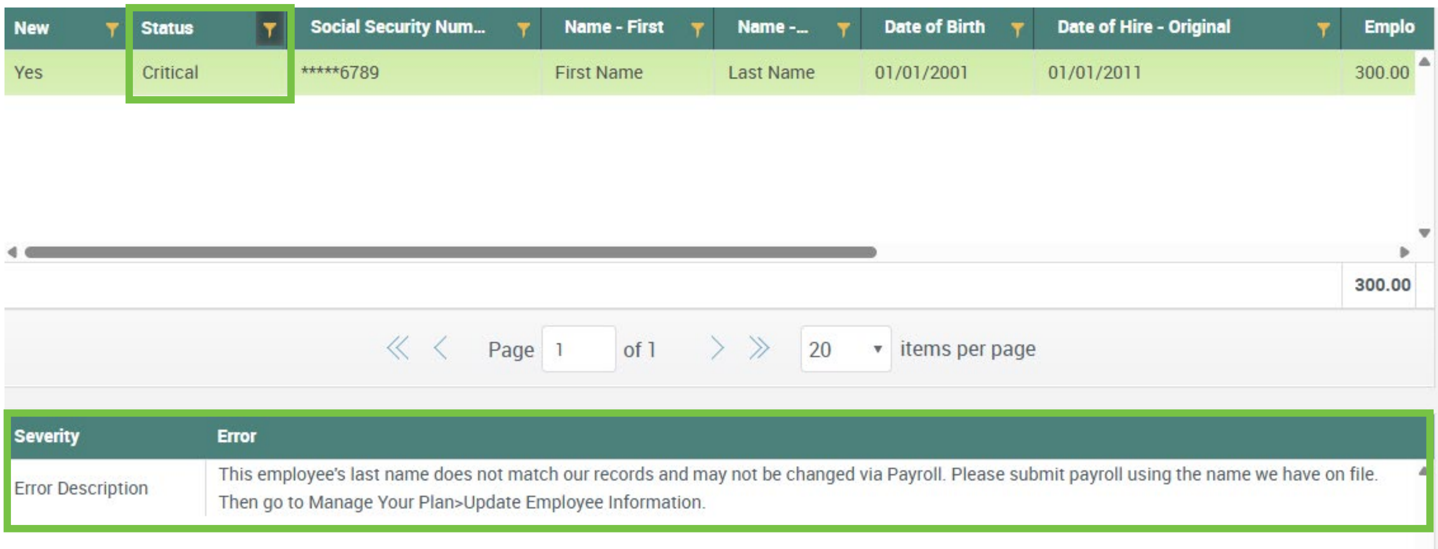
Records with a Critical status **must** be corrected or the information will not be imported for that participant. To view and correct errors for an employee, select the row with the error and review the details displayed in the lower section of the page.

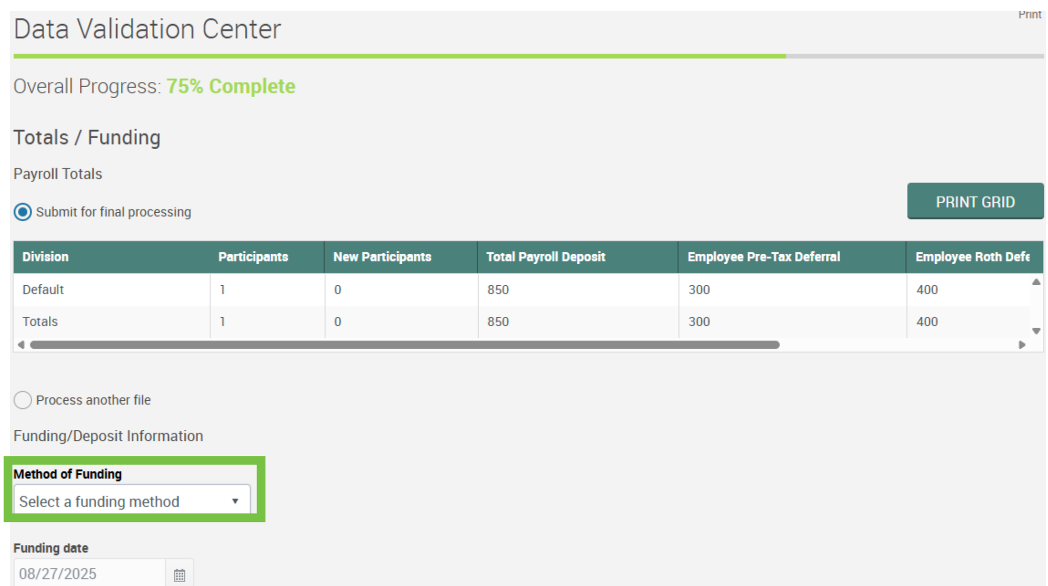


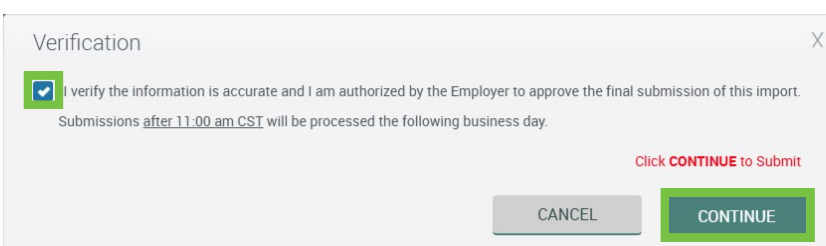
Once any errors have been addressed and saved, click **NEXT**.

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

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

Click **COMPLETE**.





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

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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 **Sponsor Dashboard.**