NWPS Retirement Contribution Portal

User Guide 1.0

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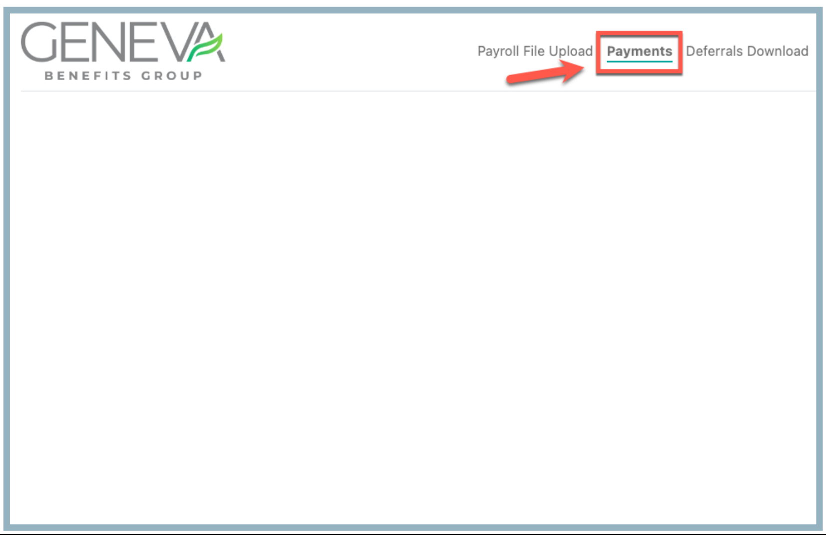
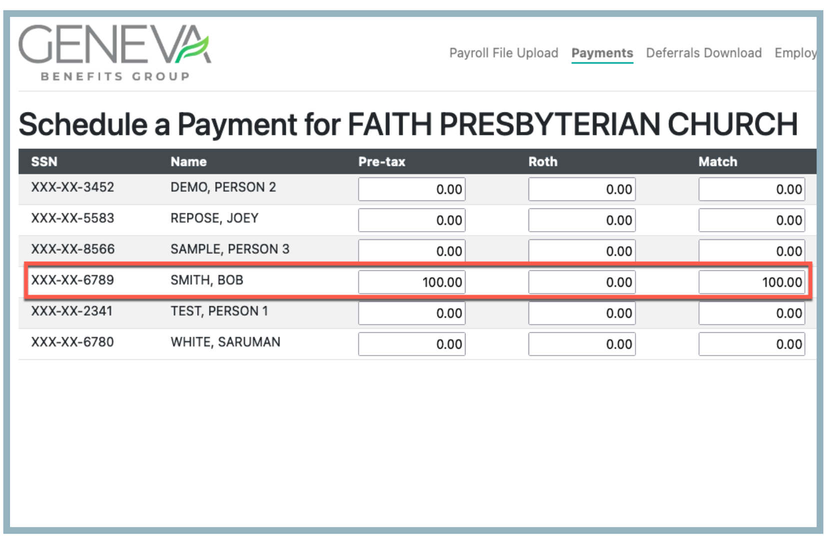
https://geneva.clients.nwpsbenefits.com/

This user manual is designed to help you effectively use the NWPS Remittance Portal.



1.0 Manually Enter Contributions

Click on the 'Payments' menu bar option to enter a retirement plan contribution manually.



1.1 Manually Enter Contributions

Enter contribution amounts for your staff. For example, Bob Smith has $100 in employee pre-tax contributions and $100 in employer (match) contributions.

* Contribution source names (Pre-tax, Roth, etc.) will change on the NWPS Retirement Contribution Portal.

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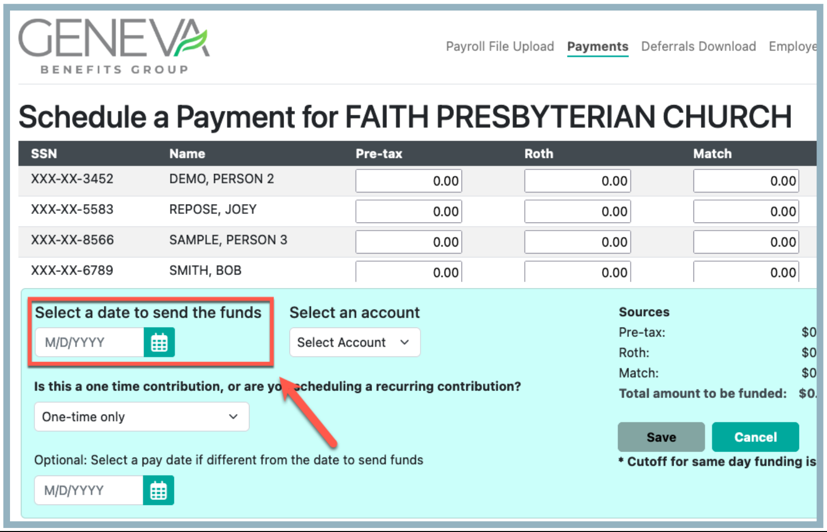
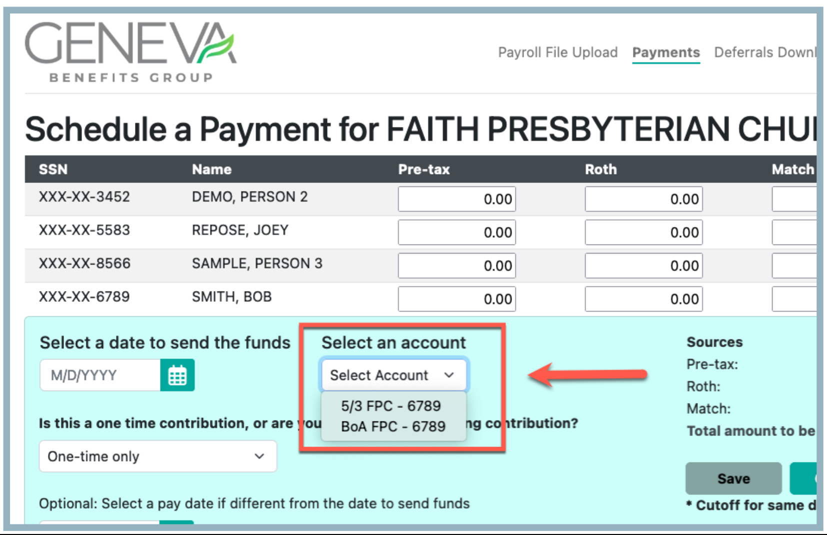


1.2 Manually Enter Contributions

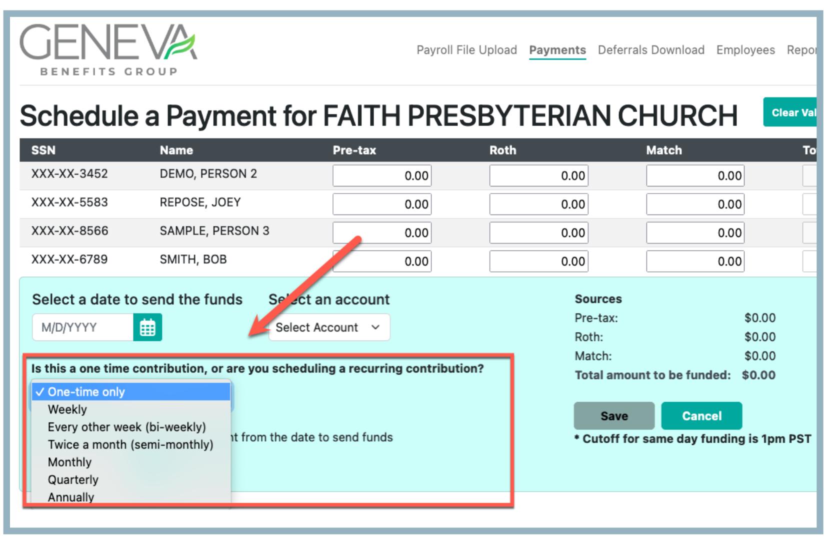
Select a date to send the funds - Enter the date, or select date from the calendar feature, you want to begin transferring contributions from your bank account to the retirement plan.

* Cutoff for same day funding is 4pm ET/ 1pm PT



1.3 Manually Enter Contributions

Select an account - Enter the bank account you will use to fund the contribution. If you only have one bank account on file, it should automatically appear.



1.4 Manually Enter Contributions

One time or recurring contributions - Enter the frequency of the contribution. It will either be 'one-time' or a recurring payment that funds the contributions on a weekly, bi-weekly, semimonthly, quarterly or annual frequency.

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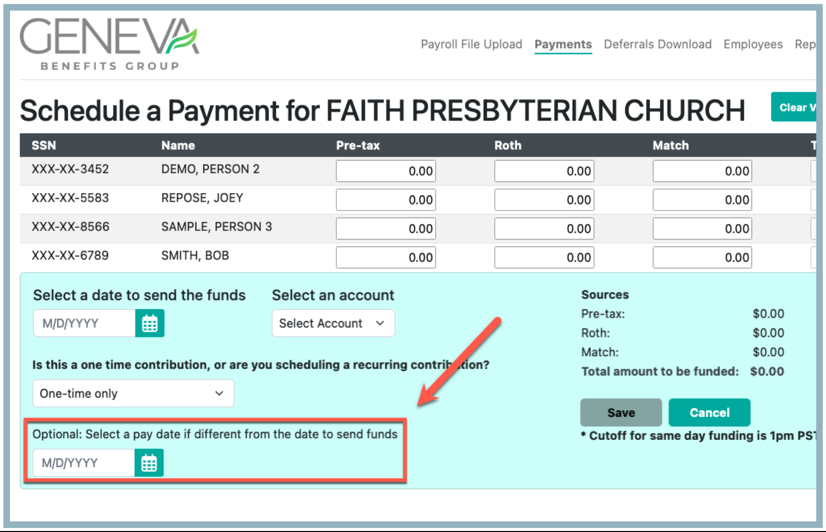
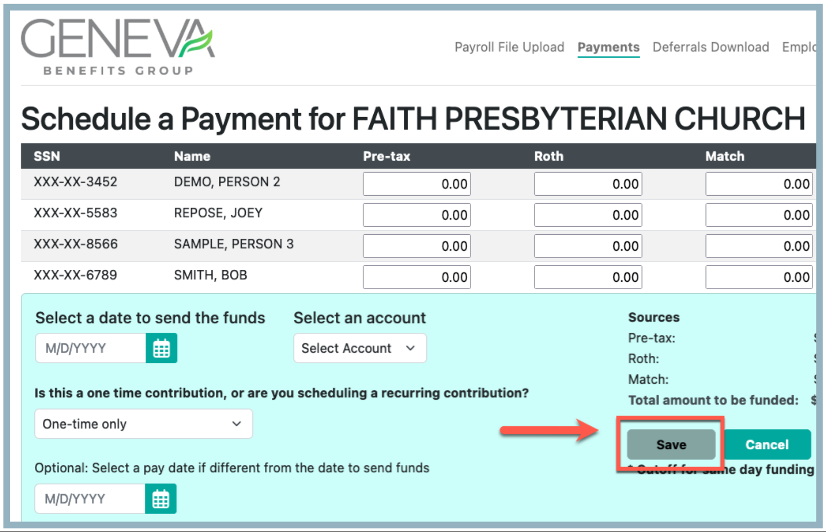


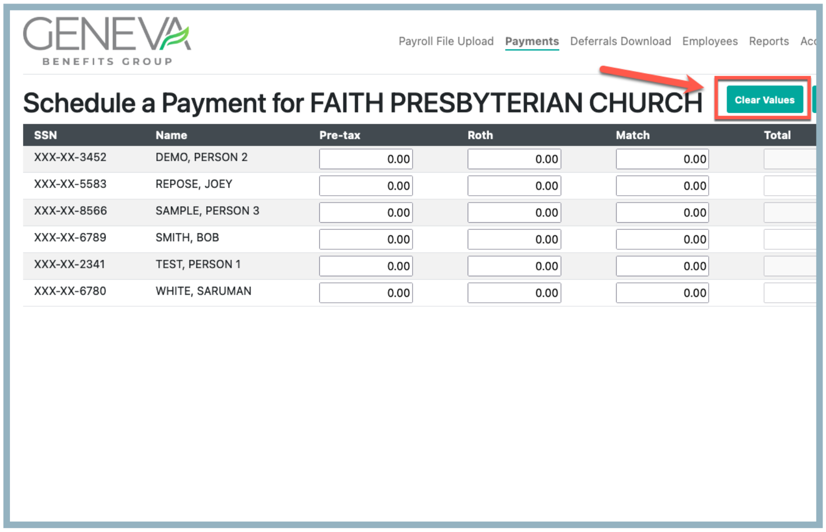
1.5 Manually Enter Contributions

Select a pay date if different from the date to send funds - This field is optional. Occasionally contributions are sent late. If you are sending a contribution late (e.g. 1/15/23) , use this field to attribute the contribution to the intended date (e.g. 12/15/22).



1.6 Manually Enter Contributions

Save - Click on the 'Save' button when you complete data entry and are ready to fund the contributions. A confirmation page will appear after you click the 'Save' button.



1.7 Manually Enter Contributions

Clear Values - This button is optional. You can remove contribution amounts on the screen by clicking on the 'Clear Values' button.

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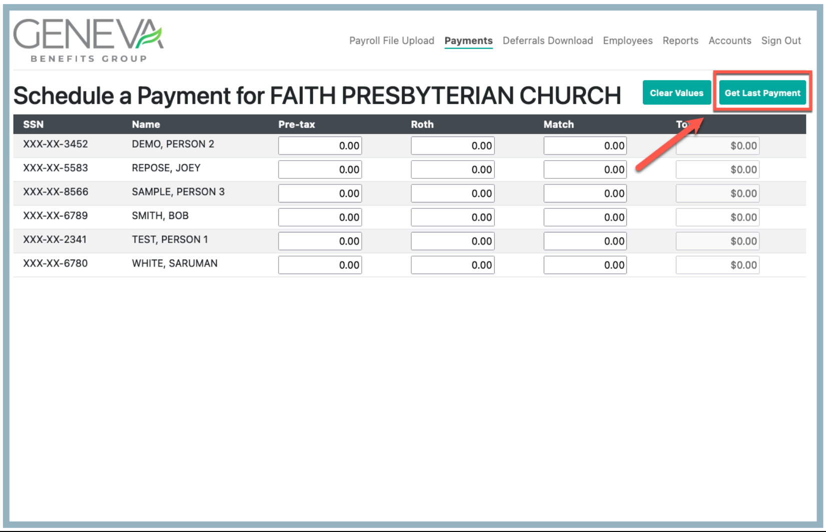
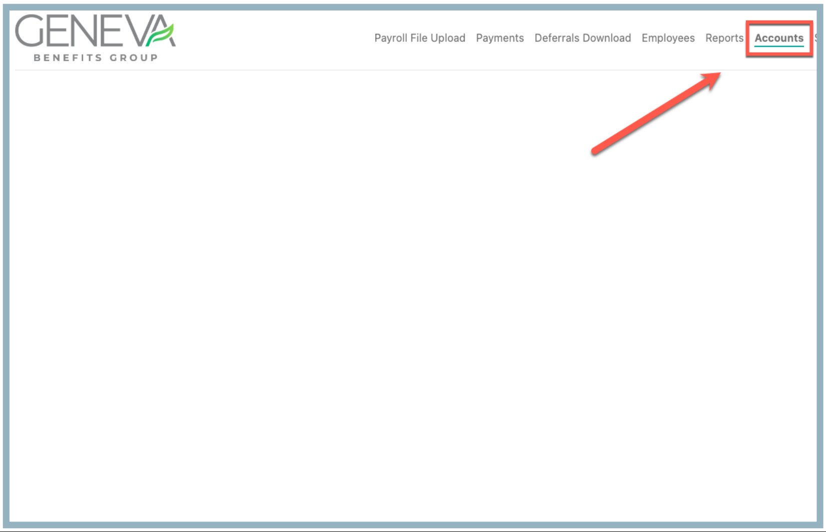


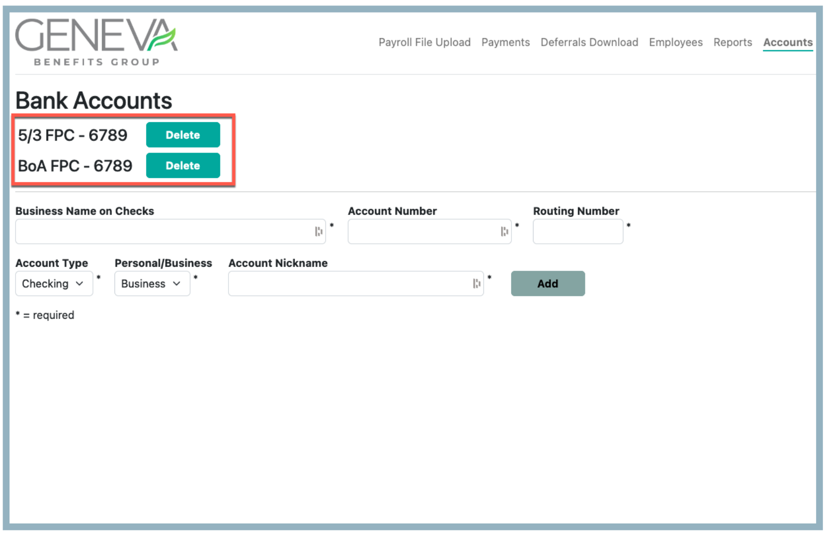
1.8 Manually Enter Contributions

Get Last Payment - This button is optional. You can add the last contribution amounts processed for your staff by clicking on the 'Get Last Payment' button.



2.0 Add/ Delete bank account

Click on the 'Account' menu bar to enter or change your bank account information.



2.1 Add/ Delete bank account

Bank Account - This section is optional. You can delete old bank accounts by clicking on the 'Delete' button.

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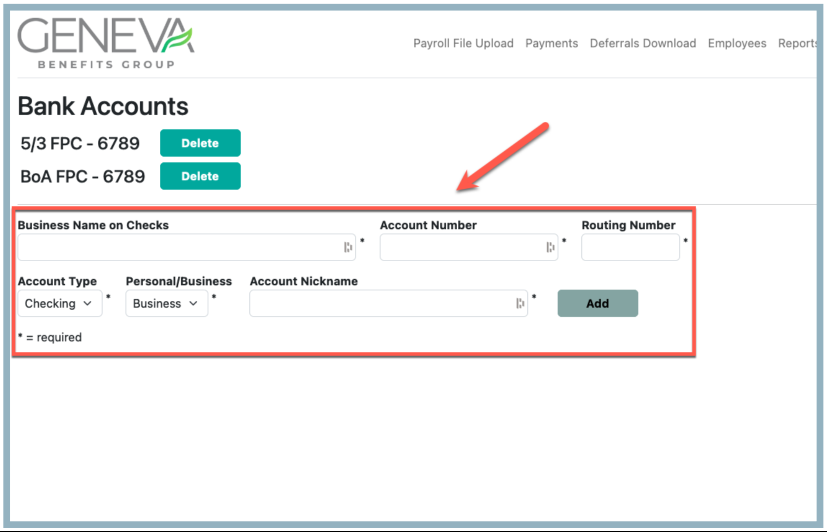
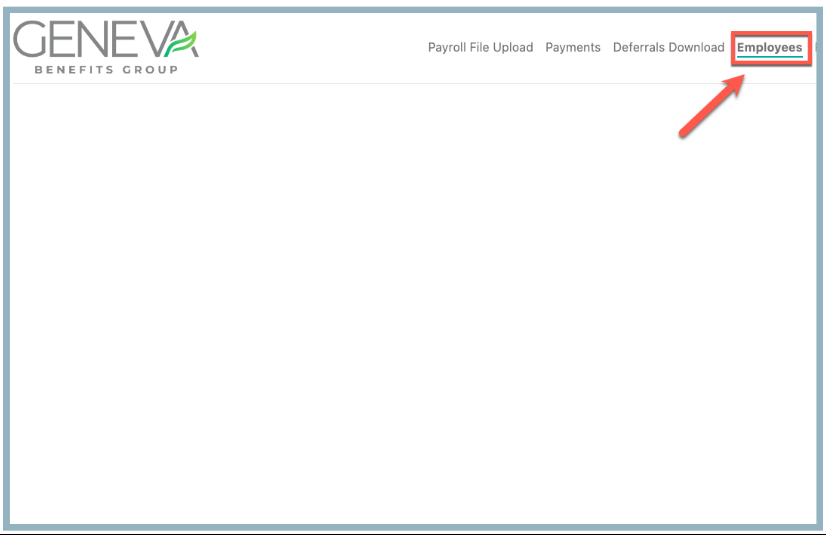


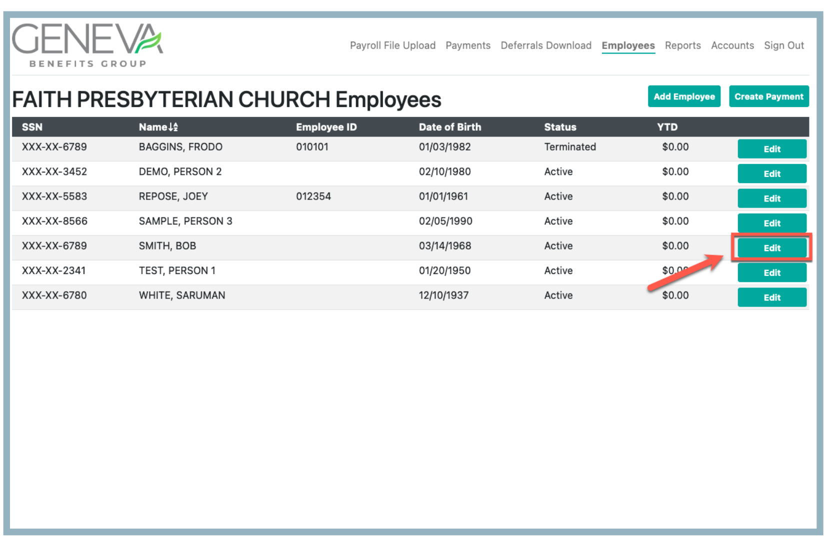
2.2 Delete/ Add bank account

Bank Accounts Info - This field is optional. Enter new bank account information on the screen. Click on the 'Add' button to save your banking account information.



3.0 Add/ Edit Employee Info

Employee - Click on the 'Employee' menu option to add employee or edit exisiting employee information.



3.1 Add/ Edit Employee Info

Edit - Click on the 'Edit' button to modify employee information.

* Please note, that the Employee ID is a unique number assigned by Geneva.

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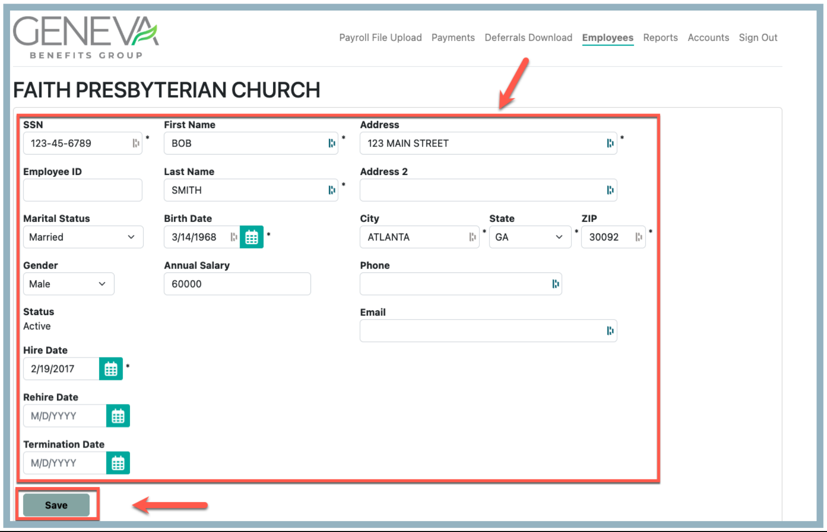
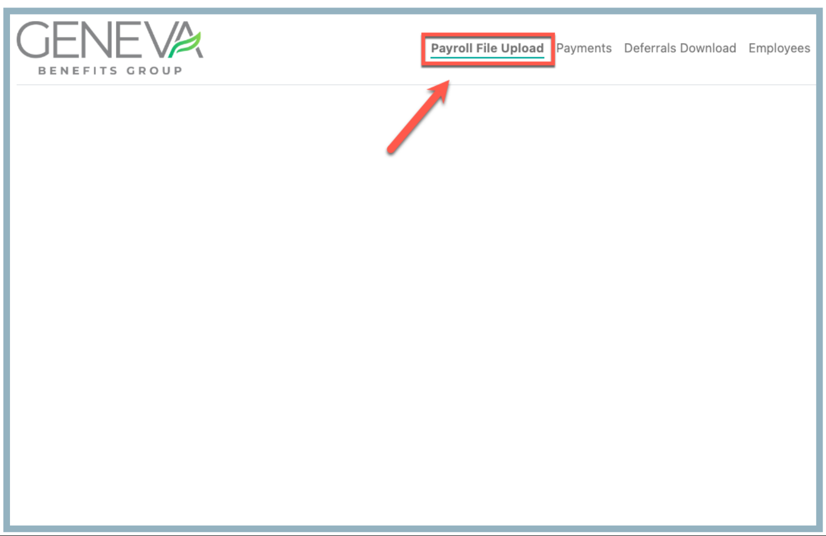


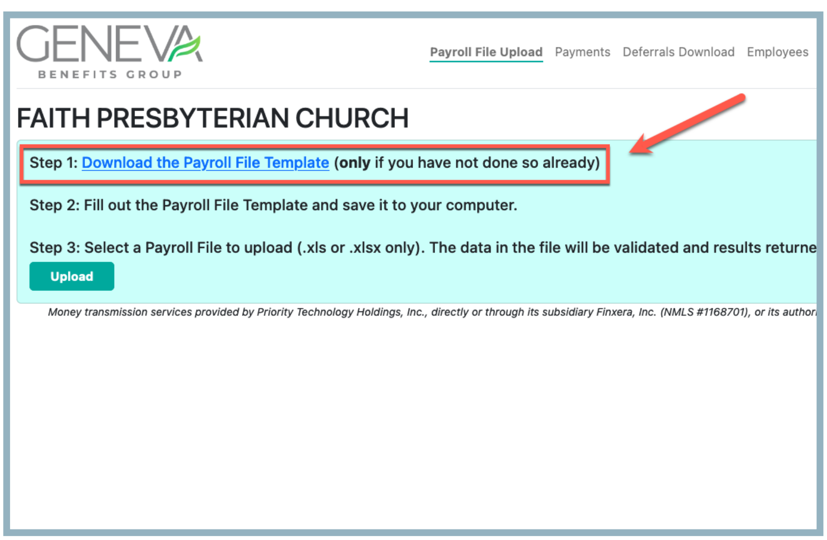
3.2 Add/ Edit Employee Info

Edit (continued) - You can modify any of the fields within the red box shown here. The fields with an asterisk '*' denote required fields. Once you have made all your edits, click on the 'Save' button.



4.0 Upload Contribution File

Click on the 'Payroll File Upload' menu option to upload employee and contribution information from an Excel template into the retirement contribution portal. This is an alternative method for remitting contributions to the plan.



4.1 Upload Contribution File

Download the Payroll File Template - Click on the hyperlink that reads "download the payroll file template". This action will download an Excel spreadsheet to your computer.

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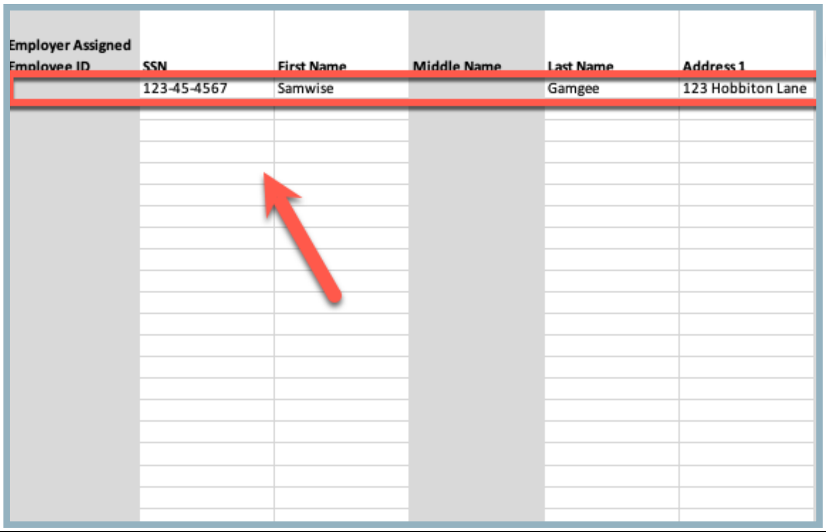
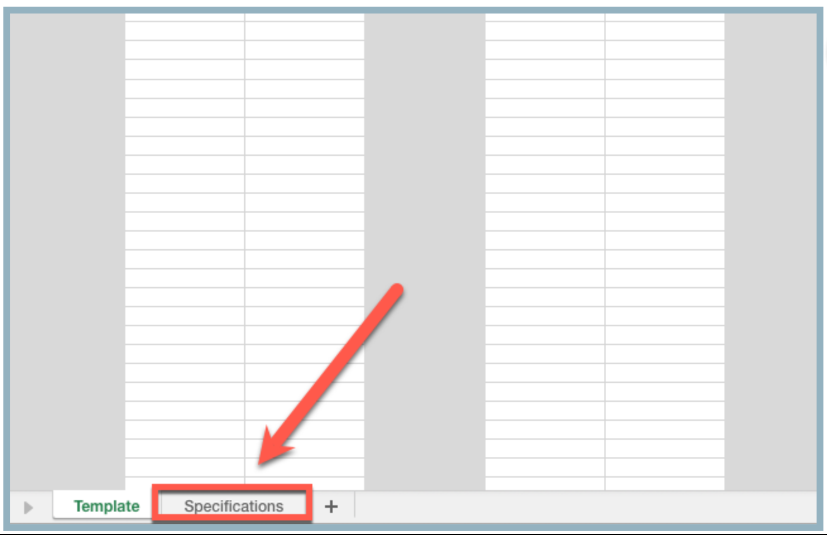


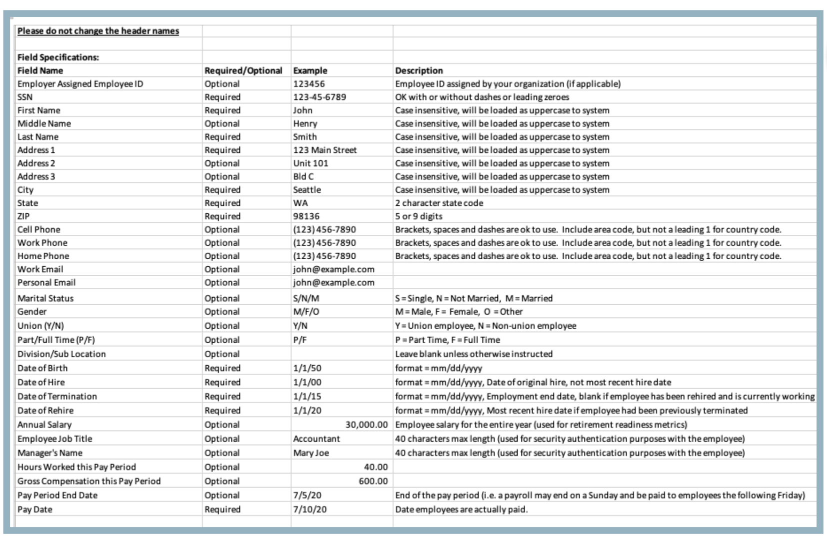
4.2 Upload Contribution File

Download the Payroll File Template (continued) - Fill in the cells beginning on row 2. You are required to complete all cells that are white in color. Cells in gray are optional and are not required.



4.3 Upload Contribution File

Click on the worksheet titled "Specifications" in the lower lefthand corner.



Please do not change the header names

Field Specifications:

Field Name	Required/Optional	Example	Description
Employer Assigned Employee ID	Optional	123456	Employee ID assigned by your organization (if applicable)
SSN	Required	123-45-6789	OK with or without dashes or leading zeroes
First Name	Required	John	Case insensitive, will be loaded as uppercase to system
Middle Name	Optional	Henry	Case insensitive, will be loaded as uppercase to system
Last Name	Required	Smith	Case insensitive, will be loaded as uppercase to system
Address 1	Required	123 Main Street	Case insensitive, will be loaded as uppercase to system
Address 2	Optional	Unit 101	Case insensitive, will be loaded as uppercase to system
Address 3	Optional	Bld C	Case insensitive, will be loaded as uppercase to system
City	Required	Seattle	Case insensitive, will be loaded as uppercase to system
State	Required	WA	2 character state code
ZIP	Required	98136	5 or 9 digits
Cell Phone	Optional	(123) 456-7890	Brackets, spaces and dashes are ok to use. Include area code, but not a leading 1 for country code.
Work Phone	Optional	(123) 456-7890	Brackets, spaces and dashes are ok to use. Include area code, but not a leading 1 for country code.
Home Phone	Optional	(123) 456-7890	Brackets, spaces and dashes are ok to use. Include area code, but not a leading 1 for country code.
Work Email	Optional	john@example.com	
Personal Email	Optional	john@example.com	
Marital Status	Optional	S/N/M	S = Single, N = Not Married, M = Married
Gender	Optional	M/F/O	M = Male, F = Female, O = Other
Union (Y/N)	Optional	Y/N	Y = Union employee, N = Non-union employee
Part/Full Time (P/F)	Optional	P/F	P = Part Time, F = Full Time
Division/Sub Location	Optional		Leave blank unless otherwise instructed
Date of Birth	Required	1/1/50	format = mm/dd/yyyy
Date of Hire	Required	1/1/00	format = mm/dd/yyyy, Date of original hire, not most recent hire date
Date of Termination	Required	1/1/15	format = mm/dd/yyyy, Employment end date, blank if employee has been rehired and is currently working
Date of Rehire	Required	1/1/20	format = mm/dd/yyyy, Most recent hire date if employee had been previously terminated
Annual Salary	Optional	30,000.00	Employee salary for the entire year (used for retirement readiness metrics)
Employee Job Title	Optional	Accountant	40 characters max length (used for security authentication purposes with the employee)
Manager's Name	Optional	Mary Joe	40 characters max length (used for security authentication purposes with the employee)
Hours Worked this Pay Period	Optional	40.00	
Gross Compensation this Pay Period	Optional	600.00	
Pay Period End Date	Optional	7/5/20	End of the pay period (i.e. a payroll may end on a Sunday and be paid to employees the following Friday)
Pay Date	Required	7/10/20	Date employees are actually paid.

4.4 Upload Contribution File

Review the data requirements for each field and make sure your data conforms to the requirements. When completed, save the spreadsheet to your computer.

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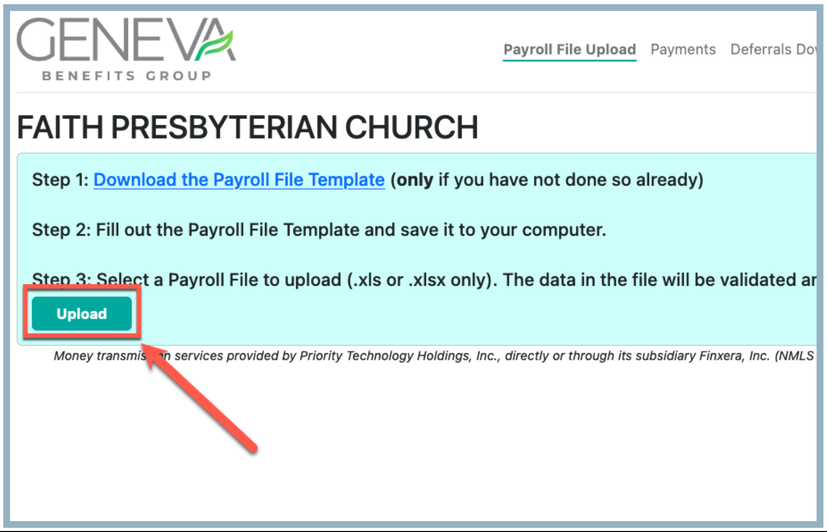
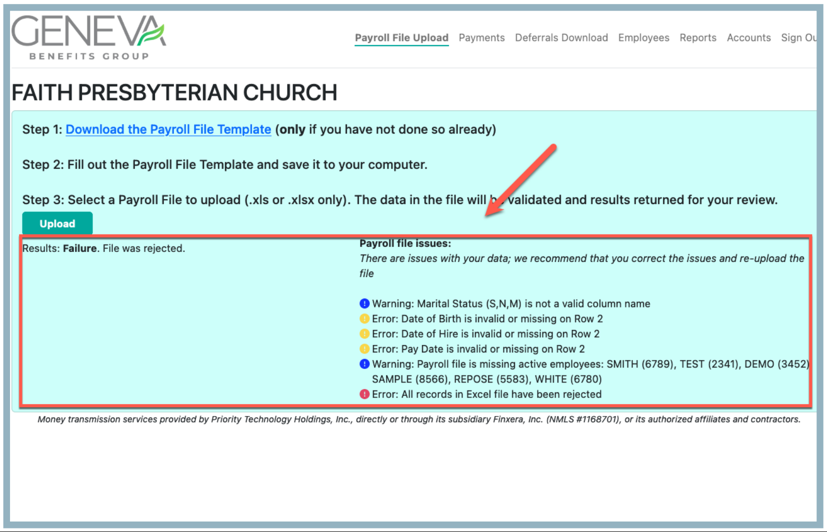


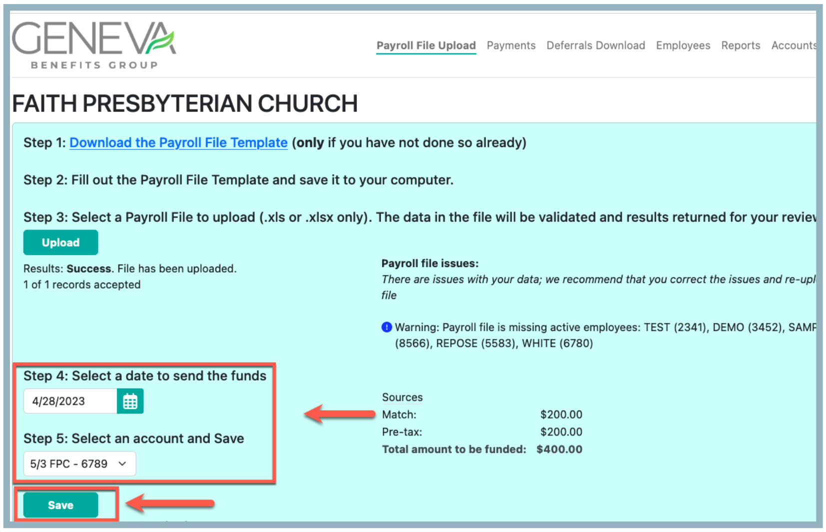
4.5 Upload Contribution File

Upload - Once you have saved the file, click on the 'Upload' button. You will be prompted to upload the Excel file. Find the file where you saved it on your computer. Click on the open button.



4.6 Upload Contribution File

After you upload the file, the portal will evaluate the data. 'Errors' will need to be corrected. 'Warnings' should be evaluated but may not require action.

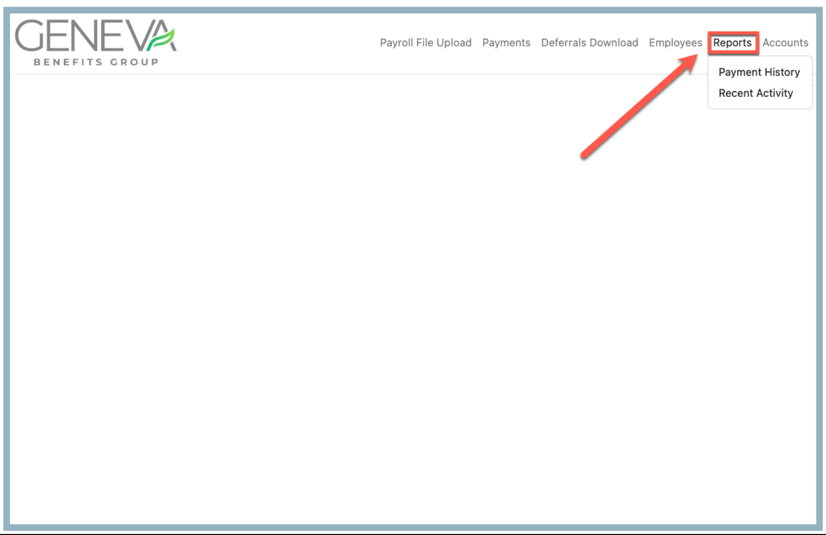


4.7 Upload Contribution File

Step 4, 5 and Save - After errors and warnings have been evaluated/ resolved, complete steps 4 'Select a date to send the funds and 5 'Select an account'. Once selections have been completed, click the 'Save' button.

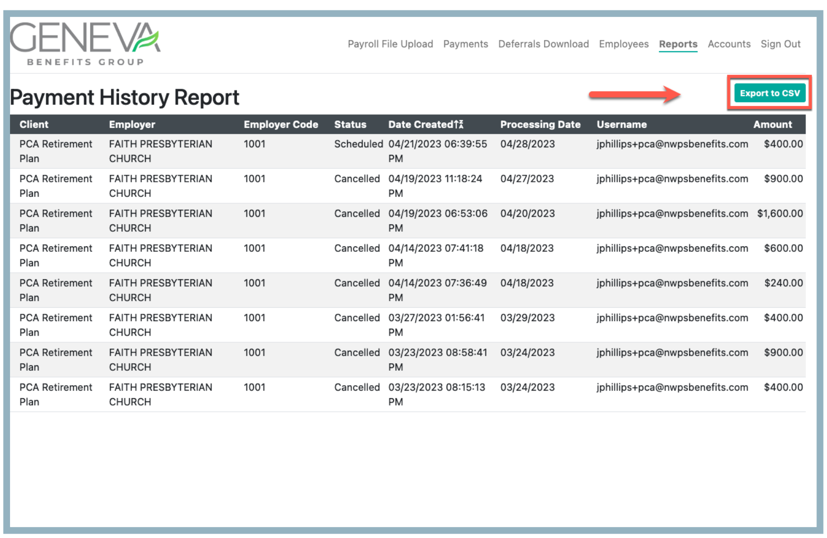
4.8 Upload Contribution File

You will get a confirmation that your contribution file has been uploaded successfully.



5.0 Create Reports

Click on the 'Reports' menu bar option. You will have the option to select either the 'Payment History' report or 'Recent Activity' report.



Client	Employer	Employer Code	Status	Date Created	Processing Date	Username	Amount
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	Scheduled	04/21/2023 06:39:55 PM	04/28/2023	jphillips+pca@nwpsbenefits.com	$400.00
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	Cancelled	04/19/2023 11:18:24 PM	04/27/2023	jphillips+pca@nwpsbenefits.com	$900.00
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	Cancelled	04/19/2023 06:53:06 PM	04/20/2023	jphillips+pca@nwpsbenefits.com	$1,600.00
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	Cancelled	04/14/2023 07:41:18 PM	04/18/2023	jphillips+pca@nwpsbenefits.com	$600.00
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	Cancelled	04/14/2023 07:36:49 PM	04/18/2023	jphillips+pca@nwpsbenefits.com	$240.00
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	Cancelled	03/27/2023 01:56:41 PM	03/29/2023	jphillips+pca@nwpsbenefits.com	$400.00
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	Cancelled	03/23/2023 08:58:41 PM	03/24/2023	jphillips+pca@nwpsbenefits.com	$900.00
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	Cancelled	03/23/2023 08:15:13 PM	03/24/2023	jphillips+pca@nwpsbenefits.com	$400.00

5.1 Create Reports

Payment History report - Click on the 'Export to CSV' button and you will create a comma separated values (CSV) file that will provide your payment data. You can import the CSV file into an Excel spreadsheet or a similar application.

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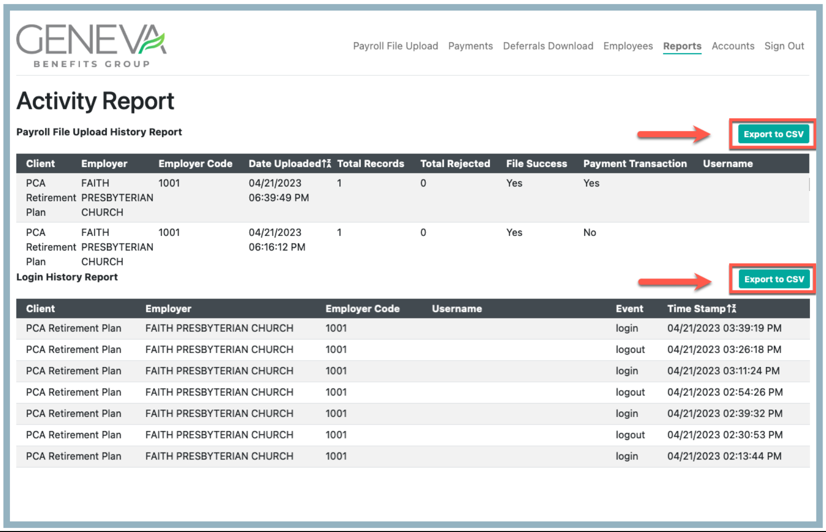
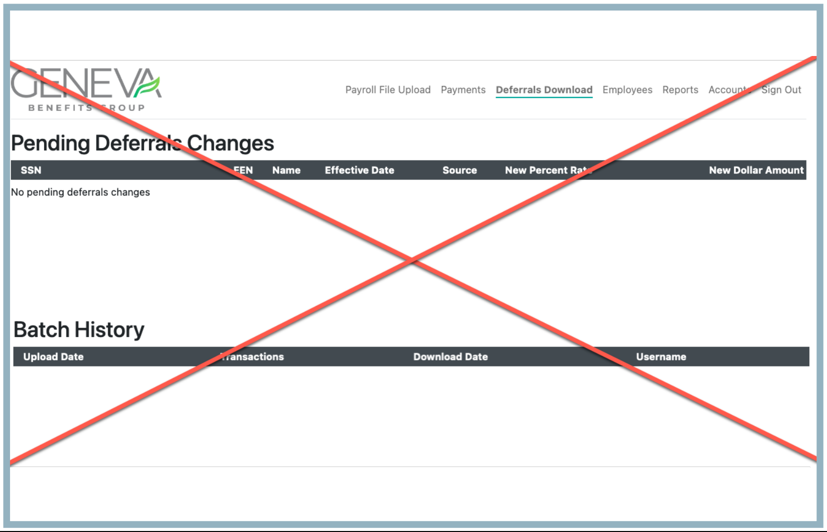


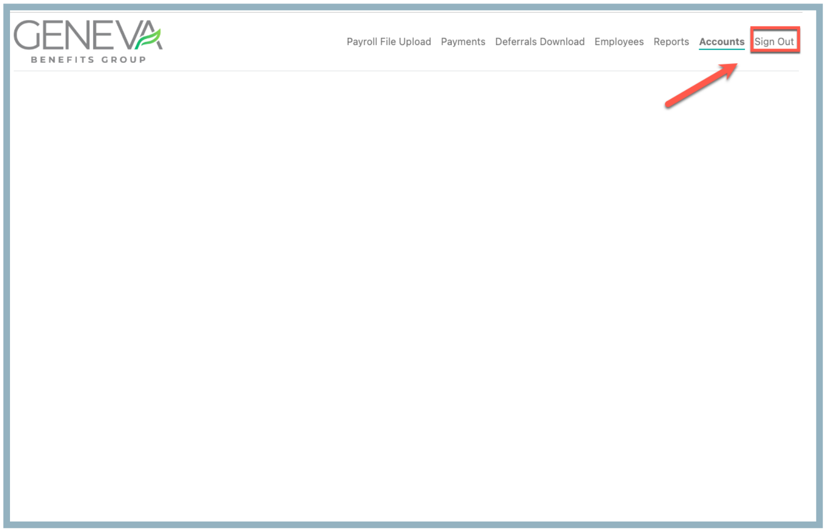
5.2 Create Reports

Activity Reports - Click on either 'Export to CSV' button. The first option will create a list of information regarding the Excel files you have uploaded, if any. The second will report on your login history.



6.0 Deferrals Download

This page is not designed for use by our administrators and it has no functionality with our retirement plans.



7.0 Sign Out

Sign Out - You can log out of the remittance portal by clicking on the 'Sign Out' option on the menu.

Need Help

1. Contact NWPS from 8am to 8pm ET at 800-613-2250 or assistance@nwpsbenefits.com.

2. Visit our resource webpage at genevabenefits.org/nwpsportal/. The webpage contains this user guide, a video and FAQs and other resources for administrators and treasurers who process retirement contributions.

8.0 Need Help?

You can find assistance through a toll free number or via email. We also have a webpage that has helpful resources for you.