

# NWPS Retirement Contribution Portal

## User Guide 1.0

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

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



Payroll File Upload **Payments** Deferrals Download

## 1.0 Manually Enter Contributions

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



Payroll File Upload **Payments** Deferrals Download Employ

### Schedule a Payment for FAITH PRESBYTERIAN CHURCH

SSN	Name	Pre-tax	Roth	Match
XXX-XX-3452	DEMO, PERSON 2	0.00	0.00	0.00
XXX-XX-5583	REPOSE, JOEY	0.00	0.00	0.00
XXX-XX-8566	SAMPLE, PERSON 3	0.00	0.00	0.00
XXX-XX-6789	SMITH, BOB	100.00	0.00	100.00
XXX-XX-2341	TEST, PERSON 1	0.00	0.00	0.00
XXX-XX-6780	WHITE, SARUMAN	0.00	0.00	0.00

## 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.

# NWPS Retirement Contribution Portal

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### Schedule a Payment for FAITH PRESBYTERIAN CHURCH

SSN	Name	Pre-tax	Roth	Match
XXX-XX-3452	DEMO, PERSON 2	0.00	0.00	0.00
XXX-XX-5583	REPOSE, JOEY	0.00	0.00	0.00
XXX-XX-8566	SAMPLE, PERSON 3	0.00	0.00	0.00
XXX-XX-6789	SMITH, BOB	0.00	0.00	0.00

Select a date to send the funds  
M/D/YYYY

Select an account  
Select Account

Sources  
Pre-tax: \$0  
Roth: \$0  
Match: \$0  
Total amount to be funded: \$0

Is this a one time contribution, or are you scheduling a recurring contribution?  
One-time only

Optional: Select a pay date if different from the date to send funds  
M/D/YYYY

Save Cancel

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

### 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

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### Schedule a Payment for FAITH PRESBYTERIAN CHURCH

SSN	Name	Pre-tax	Roth	Match
XXX-XX-3452	DEMO, PERSON 2	0.00	0.00	
XXX-XX-5583	REPOSE, JOEY	0.00	0.00	
XXX-XX-8566	SAMPLE, PERSON 3	0.00	0.00	
XXX-XX-6789	SMITH, BOB	0.00	0.00	

Select a date to send the funds  
M/D/YYYY

Select an account  
Select Account

Sources  
Pre-tax: \$0  
Roth: \$0  
Match: \$0  
Total amount to be funded: \$0

Is this a one time contribution, or are you scheduling a recurring contribution?  
One-time only

Optional: Select a pay date if different from the date to send funds

Save Cancel

\* 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.

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### Schedule a Payment for FAITH PRESBYTERIAN CHURCH

SSN	Name	Pre-tax	Roth	Match	Total
XXX-XX-3452	DEMO, PERSON 2	0.00	0.00	0.00	
XXX-XX-5583	REPOSE, JOEY	0.00	0.00	0.00	
XXX-XX-8566	SAMPLE, PERSON 3	0.00	0.00	0.00	
XXX-XX-6789	SMITH, BOB	0.00	0.00	0.00	

Select a date to send the funds  
M/D/YYYY

Select an account  
Select Account

Sources  
Pre-tax: \$0.00  
Roth: \$0.00  
Match: \$0.00  
Total amount to be funded: \$0.00

Is this a one time contribution, or are you scheduling a recurring contribution?  
One-time only  
Weekly  
Every other week (bi-weekly)  
Twice a month (semi-monthly)  
Monthly  
Quarterly  
Annually

Optional: Select a pay date if different from the date to send funds

Save Cancel

\* Cutoff for same day funding is 1pm PST

### 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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### Schedule a Payment for FAITH PRESBYTERIAN CHURCH

SSN	Name	Pre-tax	Roth	Match
XXX-XX-3452	DEMO, PERSON 2	0.00	0.00	0.00
XXX-XX-5583	REPOSE, JOEY	0.00	0.00	0.00
XXX-XX-8566	SAMPLE, PERSON 3	0.00	0.00	0.00
XXX-XX-6789	SMITH, BOB	0.00	0.00	0.00

Select a date to send the funds: M/D/YYYY

Select an account: Select Account

Is this a one time contribution, or are you scheduling a recurring contribution?  
One-time only

Optional: Select a pay date if different from the date to send funds  
M/D/YYYY

Sources  
Pre-tax: \$0.00  
Roth: \$0.00  
Match: \$0.00  
Total amount to be funded: \$0.00

Save Cancel

\* Cutoff for same day funding is 1pm PST

### 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).

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Payroll File Upload **Payments** Deferrals Download Empl

### Schedule a Payment for FAITH PRESBYTERIAN CHURCH

SSN	Name	Pre-tax	Roth	Match
XXX-XX-3452	DEMO, PERSON 2	0.00	0.00	0.00
XXX-XX-5583	REPOSE, JOEY	0.00	0.00	0.00
XXX-XX-8566	SAMPLE, PERSON 3	0.00	0.00	0.00
XXX-XX-6789	SMITH, BOB	0.00	0.00	0.00

Select a date to send the funds: M/D/YYYY

Select an account: Select Account

Is this a one time contribution, or are you scheduling a recurring contribution?  
One-time only

Optional: Select a pay date if different from the date to send funds  
M/D/YYYY

Sources  
Pre-tax: \$0.00  
Roth: \$0.00  
Match: \$0.00  
Total amount to be funded: \$0.00

Save Cancel

\* Cutoff for same day funding is 1pm PST

### 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.

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Payroll File Upload **Payments** Deferrals Download Employees Reports Acc

### Schedule a Payment for FAITH PRESBYTERIAN CHURCH

SSN	Name	Pre-tax	Roth	Match	Total
XXX-XX-3452	DEMO, PERSON 2	0.00	0.00	0.00	
XXX-XX-5583	REPOSE, JOEY	0.00	0.00	0.00	
XXX-XX-8566	SAMPLE, PERSON 3	0.00	0.00	0.00	
XXX-XX-6789	SMITH, BOB	0.00	0.00	0.00	
XXX-XX-2341	TEST, PERSON 1	0.00	0.00	0.00	
XXX-XX-6780	WHITE, SARUMAN	0.00	0.00	0.00	

Clear Values

### 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.

# NWPS Retirement Contribution Portal

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**Schedule a Payment for FAITH PRESBYTERIAN CHURCH**

SSN	Name	Pre-tax	Roth	Match	To
XXX-XX-3452	DEMO, PERSON 2	0.00	0.00	0.00	\$0.00
XXX-XX-5583	REPOSE, JOEY	0.00	0.00	0.00	\$0.00
XXX-XX-8566	SAMPLE, PERSON 3	0.00	0.00	0.00	\$0.00
XXX-XX-6789	SMITH, BOB	0.00	0.00	0.00	\$0.00
XXX-XX-2341	TEST, PERSON 1	0.00	0.00	0.00	\$0.00
XXX-XX-6780	WHITE, SARUMAN	0.00	0.00	0.00	\$0.00

### 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.

**Accounts**

### 2.0 Add/ Delete bank account

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

**Bank Accounts**

5/3 FPC - 6789	Delete
BoA FPC - 6789	Delete

Business Name on Checks: \_\_\_\_\_ Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Type: \_\_\_\_\_ Personal/Business: \_\_\_\_\_ Account Nickname: \_\_\_\_\_ Add

\* = required

### 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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### Bank Accounts

5/3 FPC - 6789 [Delete](#)

BoA FPC - 6789 [Delete](#)

**Business Name on Checks** **Account Number** **Routing Number**

**Account Type** **Personal/Business** **Account Nickname** [Add](#)

\* = required

### 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.

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### 3.0 Add/ Edit Employee Info

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

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### FAITH PRESBYTERIAN CHURCH Employees

[Add Employee](#) [Create Payment](#)

SSN	Name	Employee ID	Date of Birth	Status	YTD	Edit
XXX-XX-6789	BAGGINS, FRODO	010101	01/03/1982	Terminated	\$0.00	<a href="#">Edit</a>
XXX-XX-3452	DEMO, PERSON 2		02/10/1980	Active	\$0.00	<a href="#">Edit</a>
XXX-XX-5583	REPOSE, JOEY	012354	01/01/1961	Active	\$0.00	<a href="#">Edit</a>
XXX-XX-8566	SAMPLE, PERSON 3		02/05/1990	Active	\$0.00	<a href="#">Edit</a>
XXX-XX-6789	SMITH, BOB		03/14/1968	Active	\$0.00	<a href="#">Edit</a>
XXX-XX-2341	TEST, PERSON 1		01/20/1950	Active	\$0.00	<a href="#">Edit</a>
XXX-XX-6780	WHITE, SARUMAN		12/10/1937	Active	\$0.00	<a href="#">Edit</a>

### 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.

# NWPS Retirement Contribution Portal

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FAITH PRESBYTERIAN CHURCH

SSN 123-45-6789 First Name BOB Address 123 MAIN STREET

Employee ID Last Name SMITH Address 2

Marital Status Married Birth Date 3/14/1968 City ATLANTA State GA ZIP 30092

Gender Male Annual Salary 60000 Phone

Status Active Email

Hire Date 2/19/2017

Rehire Date M/D/YYYY

Termination Date M/D/YYYY

Save

### 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.

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**Payroll File Upload** Payments Deferrals Download Employees

### 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.

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Payroll File Upload Payments Deferrals Download Employees

FAITH PRESBYTERIAN CHURCH

Step 1: [Download the Payroll File Template](#) (only if you have not done so already)

Step 2: Fill out the Payroll File Template and save it to your computer.

Step 3: Select a Payroll File to upload (.xls or .xlsx only). The data in the file will be validated and results returned.

Upload

Money transmission services provided by Priority Technology Holdings, Inc., directly or through its subsidiary Finxera, Inc. (NMLS #1168701), or its author.

### 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.


# NWPS Retirement Contribution Portal

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[illegible]

## 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.



The screenshot shows the 'Specifications' tab selected in the bottom navigation bar. A red arrow points to the 'Specifications' tab. The main area displays a table with 10 columns and 20 rows. The first column is labeled 'Item' and the second column is labeled 'Description'. The remaining columns are empty.

### 4.3 Upload Contribution File

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

Please do not change the header names			
<b>Field Specifications:</b>			
<b>Field Name</b>	<b>Required/Optional</b>	<b>Example</b>	<b>Description</b>
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 zeros
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	(206) 456-7890	Brackets, spaces and dashes are ok to use. Include area code, but not a leading 1 for country code.
Work Phone	Optional	(206) 456-7890	Brackets, spaces and dashes are ok to use. Include area code, but not a leading 1 for country code.
Home Phone	Optional	(206) 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/M/N	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, Most recent employment end date, blank if employee has been rehired and is currently working
Date of Rehire	Optional	1/1/20	format = mm/dd/yyyy, Most recent hire date if employee has been previously terminated
Annual Salary	Optional	30,000.00	Employee salary for the entire year (used for retirement readlines 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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Payroll File Upload Payments Deferrals Download

FAITH PRESBYTERIAN CHURCH

Step 1: [Download the Payroll File Template](#) (only if you have not done so already)

Step 2: Fill out the Payroll File Template and save it to your computer.

Step 3: Select a Payroll File to upload (.xls or .xlsx only). The data in the file will be validated and results returned for your review.

**Upload**

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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.

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Payroll File Upload Payments Deferrals Download Employees Reports Accounts Sign Out

FAITH PRESBYTERIAN CHURCH

Step 1: [Download the Payroll File Template](#) (only if you have not done so already)

Step 2: Fill out the Payroll File Template and save it to your computer.

Step 3: Select a Payroll File to upload (.xls or .xlsx only). The data in the file will be validated and results returned for your review.

**Upload**

Results: Failure. File was rejected.

**Payroll file issues:**  
There are issues with your data; we recommend that you correct the issues and re-upload the file

- Warning: Marital Status (S,N,M) is not a valid column name
- Error: Date of Birth is invalid or missing on Row 2
- Error: Date of Hire is invalid or missing on Row 2
- Error: Pay Date is invalid or missing on Row 2
- Warning: Payroll file is missing active employees: SMITH (6789), TEST (2341), DEMO (3452), SAMPLE (8566), REPOSE (5583), WHITE (6780)
- Error: All records in Excel file have been rejected

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### 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.

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Payroll File Upload Payments Deferrals Download Employees Reports Accounts Sign Out

FAITH PRESBYTERIAN CHURCH

Step 1: [Download the Payroll File Template](#) (only if you have not done so already)

Step 2: Fill out the Payroll File Template and save it to your computer.

Step 3: Select a Payroll File to upload (.xls or .xlsx only). The data in the file will be validated and results returned for your review.

**Upload**

Results: Success. File has been uploaded.  
1 of 1 records accepted

**Payroll file issues:**  
There are issues with your data; we recommend that you correct the issues and re-upload the file

- Warning: Payroll file is missing active employees: TEST (2341), DEMO (3452), SAMPLE (8566), REPOSE (5583), WHITE (6780)

Step 4: Select a date to send the funds  
4/28/2023

Step 5: Select an account and Save  
5/3 FPC - 6789

**Save**

Sources  
Match: \$200.00  
Pre-tax: \$200.00  
Total amount to be funded: \$400.00

### 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.



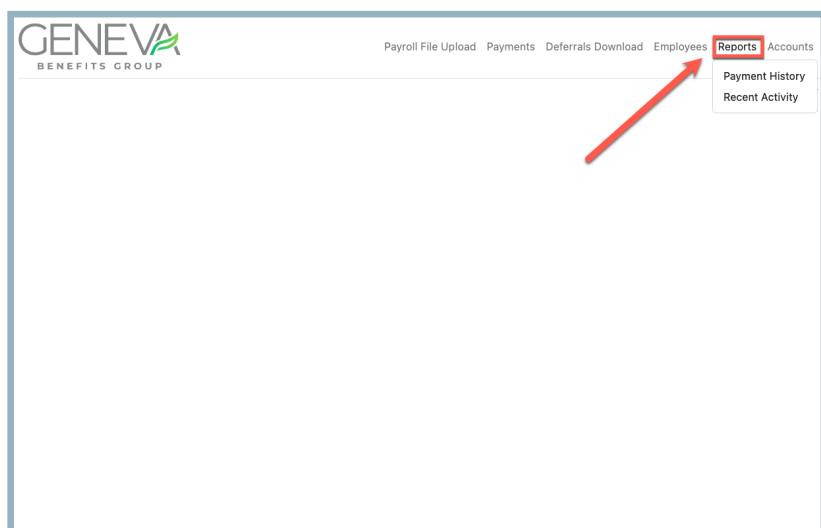
# NWPS Retirement Contribution Portal

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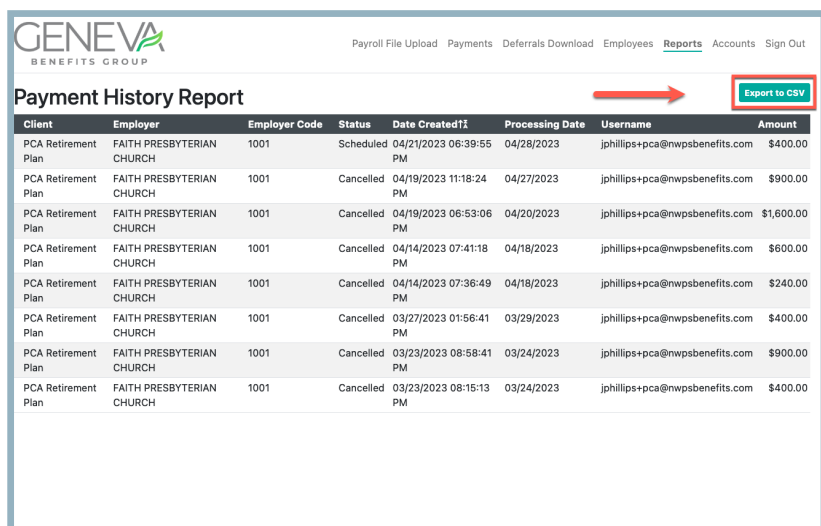
### 4.8 Upload Contribution File

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.



### 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.

# NWPS Retirement Contribution Portal

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**Activity Report**

Payroll File Upload History Report

Client	Employer	Employer Code	Date Uploaded	Total Records	Total Rejected	File Success	Payment Transaction	Username
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	04/21/2023 06:39:49 PM	1	0	Yes	Yes	
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001	04/21/2023 06:16:12 PM	1	0	Yes	No	

Login History Report

Client	Employer	Employer Code	Username	Event	Time Stamp
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001		login	04/21/2023 03:39:19 PM
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001		logout	04/21/2023 03:26:18 PM
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001		login	04/21/2023 03:11:24 PM
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001		logout	04/21/2023 02:54:26 PM
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001		login	04/21/2023 02:39:32 PM
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001		logout	04/21/2023 02:30:53 PM
PCA Retirement Plan	FAITH PRESBYTERIAN CHURCH	1001		login	04/21/2023 02:13:44 PM

### 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.

**Pending Deferrals Changes**

SSN	FEN	Name	Effective Date	Source	New Percent Rate	New Dollar Amount
No pending deferrals changes						

**Batch History**

Upload Date	Transactions	Download Date	Username
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### 6.0 Deferrals Download

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

**Sign Out**

### 7.0 Sign Out

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

# NWPS Retirement Contribution Portal

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## *User Guide 1.0*

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### **Need Help**

1. Contact NWPS from 8am to 8pm ET at 800-613-2250 or [assistance@nwpsbenefits.com](mailto:assistance@nwpsbenefits.com).
2. Visit our resource webpage at [genevabenefits.org/nwpsportal/](https://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.