User Guide for the Invesco Retirement Plan Manager

Invesco Retirement Plan Manager (RPM) is an internet-based system for submitting contributions. Certain plans can also update participants and their investment allocations, and view plan contribution history. RPM can draft directly from the designated bank account on file or accept contribution payments by check. Once contributions are submitted, you can use RPM to verify the trades. RPM is available on your schedule.

1.0 Getting Started

1.1 Signing Up for RPM

Contact Invesco at 800.241.9799. A representative will answer any questions you may have and walk you through the initial enrollment process.

1.2 Bank Account Requirements

To process plan contributions via bank draft, the plan sponsor's bank must be an Automated Clearing House (ACH) member. Additionally, Invesco must receive the **Retirement Plan Manager Application** found here Invesco Forms | Invesco US at least five business days before any contributions are made through RPM.

1.3 System Requirements

Microsoft Internet Explorer 4.x and Netscape 4.x and higher may be used to access RPM. However, we strongly recommend you use the most recent version of either Microsoft Internet Explorer or Netscape.

1.4 Internet Security

RPM uses current web server technology, which provides us with data encryption and authentication features. A "Secure Sockets Layer" (SSL) protects certain communications between you and invesco.com/us. This feature will let you know when the page you are viewing is secure by placing a small padlock icon in the status bar at the bottom of your browser's window.

SSL is a technology that is used to establish a secure connection between your PC and the web server. SSL allows all data transmitted between the server and your computer to be encrypted even while traveling across multiple networks. The encryption is achieved through an electronic scrambling technology that uses "keys" to encrypt and decrypt data. The "keys" for each secure session are established and retired automatically by the SSL program; it is not necessary for you to learn to operate an encryption program. Invesco uses SSL encryption that provides the maximum encryption key length (up to 128 bits) allowed by your browser when transmitting your information. The longer the key, the more secure the encrypted data. A 128-bit key is like a 16-character password.

Of course, no security system is completely foolproof, and no site can guarantee that it is impervious to security breaches. Be assured, however, that Invesco takes security issues very seriously, and we strive to use the most up-to-date security measures possible.

1.5 Logging In

First Time Users

Once the **Retirement Plan Manager Application** (PDF) is received and the user name is established, Invesco will send an email confirmation of enrollment with information necessary for logging on to the site. Your permanent user name, as well as a temporary password will be given at this time.

Important: Your temporary password will expire after 7 calendar days. If your password has expired, please see the instructions under "Disabled Password" below.

Important: If more than one person will need access to RPM for your plan, each user must have a unique user name and password. To obtain access for new or additional users or to terminate user access, please complete the **Retirement Plan Manager Application** (PDF) or contact Invesco at 800.241.9799.

Using the assigned username and temporary password, please follow the steps below to log in:

- ■ Access the site through invesco.com/us by clicking on the Resources & Tools button and selecting Accounts Overview from the drop-down menu. From there you can select the Retirement Plan Manager button.
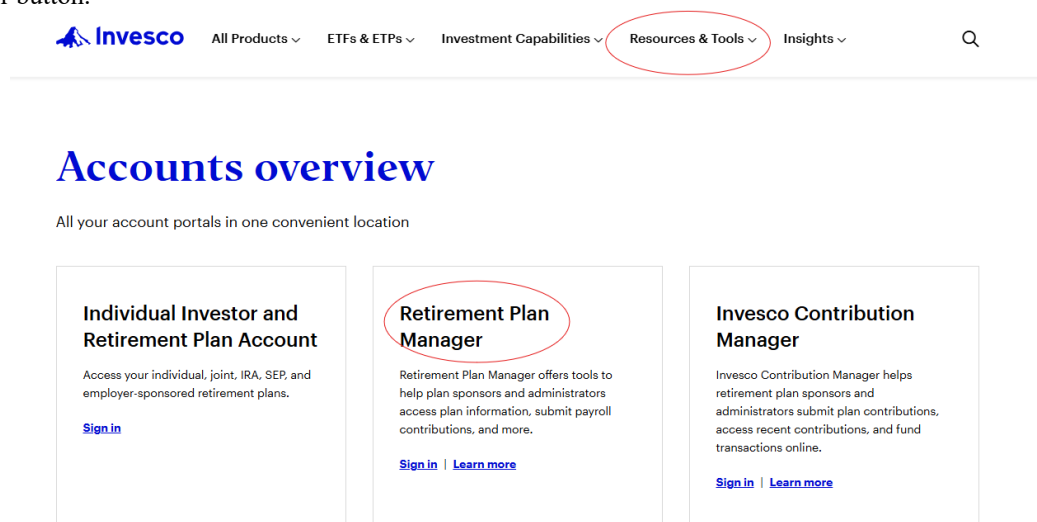
■ On the Retirement Plan Manager (RPM) Access screen:

 O Enter your User Name
 O Enter your Password
 O Click "Continue"

- Carefully read the Terms and Conditions page as this contains important legal information regarding site usage.
- Click on your selection to agree or disagree with the terms and conditions to continue.

Upon logging in for the first time with this information, you will be prompted to change your password. Passwords are required to be seven to eight characters in length and include at least one alphabetic and one numeric character. Must be different than the last six passwords.

To change your password, follow these steps:
- Enter your User Name
- Enter your Password
- Enter your new Password
- Confirm your new password by reentering
- Click "Change Password"

Established Users

To log in, follow these steps:

- ■ Access the site through invesco.com/us by clicking on the Tools & Resources option, then selecting Accounts Overview from the drop-down menu. From there you can select the Retirement Plan Manager button.

Accounts overview

All your account portals in one convenient location

Individual Investor and Retirement Plan Account	Retirement Plan Manager	Invesco Contribution Manager
Access your individual, joint, IRA, SEP, and employer-sponsored retirement plans.	Retirement Plan Manager offers tools to help plan sponsors and administrators access plan information, submit payroll contributions, and more.	Invesco Contribution Manager helps retirement plan sponsors and administrators submit plan contributions, access recent contributions, and fund transactions online.
Sign in	Sign in | Learn more	Sign in | Learn more

- ■
- ■ On the Retirement Plan Manager Access Screen:
    - O Enter your User Name
    - O Enter your Password
    - O Click "Continue"

To Change Your Password

You may voluntarily change your password at any time. Passwords are required to be seven to eight characters in length and include at least one alphabetic and one numeric character. Must be different than the last six passwords.
To change your password, follow these steps:

- Select Change Password
- Enter your User Name
- Enter your Current Password
- Enter your New Password

- Verify your New Password by reentering it
- Click "Change Password"

A confirmation statement will appear acknowledging your password change.

Disabled User Names

The following messages indicate that your user name has been disabled:

- Your user name has been disabled
- The user has not been granted access to the Invesco Retirement Plan Manager.
- The user name has not been authorized.

Please contact Invesco at 800.241.9799 to have your username enabled.

Lost or Forgotten Passwords

Please contact Invesco at 800.241.9799 to have your password reset.

1.6   Navigation in RPM

Once logged in you will be allowed to access your plan(s). Administrators can access their plan by entering any one of the fields which include Sponsor Company, Plan Name, Plan ID and clicking on Filter Plans.

A listing of all the plans for which you are the administrator will appear slightly below. From the list you may select a plan and be taken to the Plan Summary page for that plan.

Retirement Plan Manager

Print

Sponsor List

Enter sponsor company name, plan name, or plan ID, and then click **Filter Plans**.

Sponsor Company [ ]   Plan Name [ ]   Plan ID [ ]

Filter Plans

Print Table

Sponsor Company	Plan Name	Plan ID	Plan Assets	Total YTD Contributions
CAROLINE MILLS	MICHAEL'S CRAFT STORE	08069	$9,861.80	$0.00
JASON TODD	MAPLE GROCERY	08067	$35,282,672.72	$16,400.00
MARTHA REED	MARTHA'S FLOWER SHOP	08066	$416,978.09	$0.00
MARY BORDEN	FASHION STORE	08068	$858,960.47	$0.00
		Totals	$36,568,473.08	$16,400.00

Top Global Navigation Links

Located at the top left to right of all RPM pages.
- **Choose Another Plan Sponsor** – Directs you back to the main page to select another plan
- **Profile -** Provides options to change Q&A, which allows you to update security questions or Change your Password
- **Log Out** – Allows you to log off immediately.

Welcome back, Demo ID | Choose Another Plan Sponsor | Profile ▼ | Log Out

Contact Us   **RPM FAQ & Tutorial Videos** ▶

Retirement Plan Manager

Mailing Address:
Invesco Investment Services, Inc.
PO Box 219078
Kansas City, Missouri 64121-9078

Contact Us By Phone: 1-866-690-0193
(Monday to Friday, 7:30AM to 5:00PM CT)

Tabs

Located just under the Invesco Mountain Logo
- **Plan Administration** – Creates new contributions, participant maintenance, other financial transactions, and plan information.
- **Reporting** – Request plan reports, trust reports, participant reports, and custom reports.
- **These Tabs will have dropdown features for multi-plan sponsors**

| Plan Administration | Reporting |

Plan Name:
FASHION STORE   As of **03/19/2025**
Plan ID: **08068**   Plan Type: **401K**

Participant Search:
Search by last name or SS   Go

🖶 Print

Bottom Navigation Bar

Located below the Tabs

These Bottom Navigation Bars offer different options depending on which Tab has been chosen. Read them carefully to access information and input features for your plan.

Regardless of what Tab is selected; the name of the plan will be displayed on the left side, slightly below the tabs.

The selections available in the Bottom Navigation Bar are described in full in other parts of this document.

1.7   Logging Off

To log off RPM, click the "Log Out" link in the navigation bar on the top right of the page.

Note: If you choose not to logout, you should be aware that browser software often "caches" a page as you look at it, meaning that some pages are saved in your computer's temporary memory. Therefore, you may find that clicking on your "Back" button shows you a saved version of a previously viewed page. It is recommended that when you leave, you save your work, log out RPM, and close your browser window to minimize the possibility of anyone else viewing your confidential information.

2.0 VIEWING PLAN INFORMATION

2.10 Plan Administration tab:

RPM allows you to view up-to-date information about your plan. When the Plan Administration tab is selected, the summary automatically appears. Additionally, you will be allowed to view the following information by choosing the options in the Bottom Navigation Bar Located slightly below the Tabs.

These Bottom Navigation bars are referenced in section 2.11 – 2.19

2.11 Summary

This page displays general plan information including total plan assets, year-to-date contributions, number of participants, and plan asset breakdown on this page.

If any of the information on the Plan Summary page needs to be updated, please contact Invesco at 800.241.9799.

Note: To return to the summary screen at any time, click on the Plan Administration tab.

2.12 Payroll

This page displays the payroll information, and shows batch number, payroll date, trade data, release date, batch date, status, total amount, transaction count, payment type, and actions. By using the show filter link, you may enter a desired date range to view only specific payrolls. There is also a print table function next to it.
You may also click the 'Add New Payroll' link to initiate payroll contributions.

2.13 Participants

After selecting "Retrieve Participant" this page will display the plan participants, and show their respective name, status, EE ID, DOB, and portfolio value. By using the show filter link, you may enter information to find specific participants. There is also a print table function next to it.

Next to each participant, there is a drop-down bottom, which has options to view participant information, withdrawals and statements.

View as participant
This page displays what the participant would view. On this page there will be a series of tabs which include Summary, Account Details, Transactions, and Research Investment Name.

Participant Information
This page allows you to view participant personal and employee information, compliance information, contributions, investment election, vesting & eligibility, and additional information. All these fields can be updated by user.

Statements
This page displays the statement information for a particular participant. This section will also allow you to enter a date range to search for a particular client statement.

2.14 Financials

| Summary | Payroll | Participants | **Financials** | Plan Information |

Plan Assets | Employer Contribution and Employee Contribution | Plan Holding Accounts

View By: **Asset Class**

Asset Class

■ Other		72.53%
■ Taxable Fixed-Income Funds		27.39%
■ Other		0.08%

Total Balance:
$9,861.80

Show Contribution Type | Print Table

Investment	Price	Price Date	Balance
Taxable Fixed-Income Funds			
AIM Money Market Fund - Cash Reserve	$1.000	05/15/2019	$2,700.96
Domestic Equity Funds			
AIM Fund C	$9.615	05/15/2019	$8.06
Other			
AIM Fund A	$17.152	05/15/2019	$7,128.72
AIM Fund B	$10.610	05/15/2019	$24.06
Total			**$9,861.80**

This page will display Plan assets link that will show as of value of plan assets, and breakdown of different classes of plan assets. There will also be a print table function, and an option to show a breakdown of contribution type. The employer contribution and employee contribution link will show year to date contributions by money type.

2.15 Plan Information

| Summary | Payroll | Participants | Financials | **Plan Information** |

Investment Options | Model Portfolios
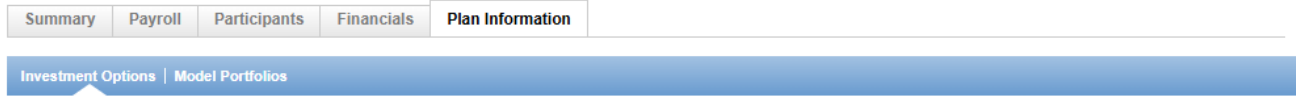
This page will have two key sub tabs.

Investment Options
This will show investment allocation and prices as well as the ability to compare different investment options.

Model Portfolios
This will show plan or advisor assisted model portfolios that have been established.

2.16 Reporting tab:
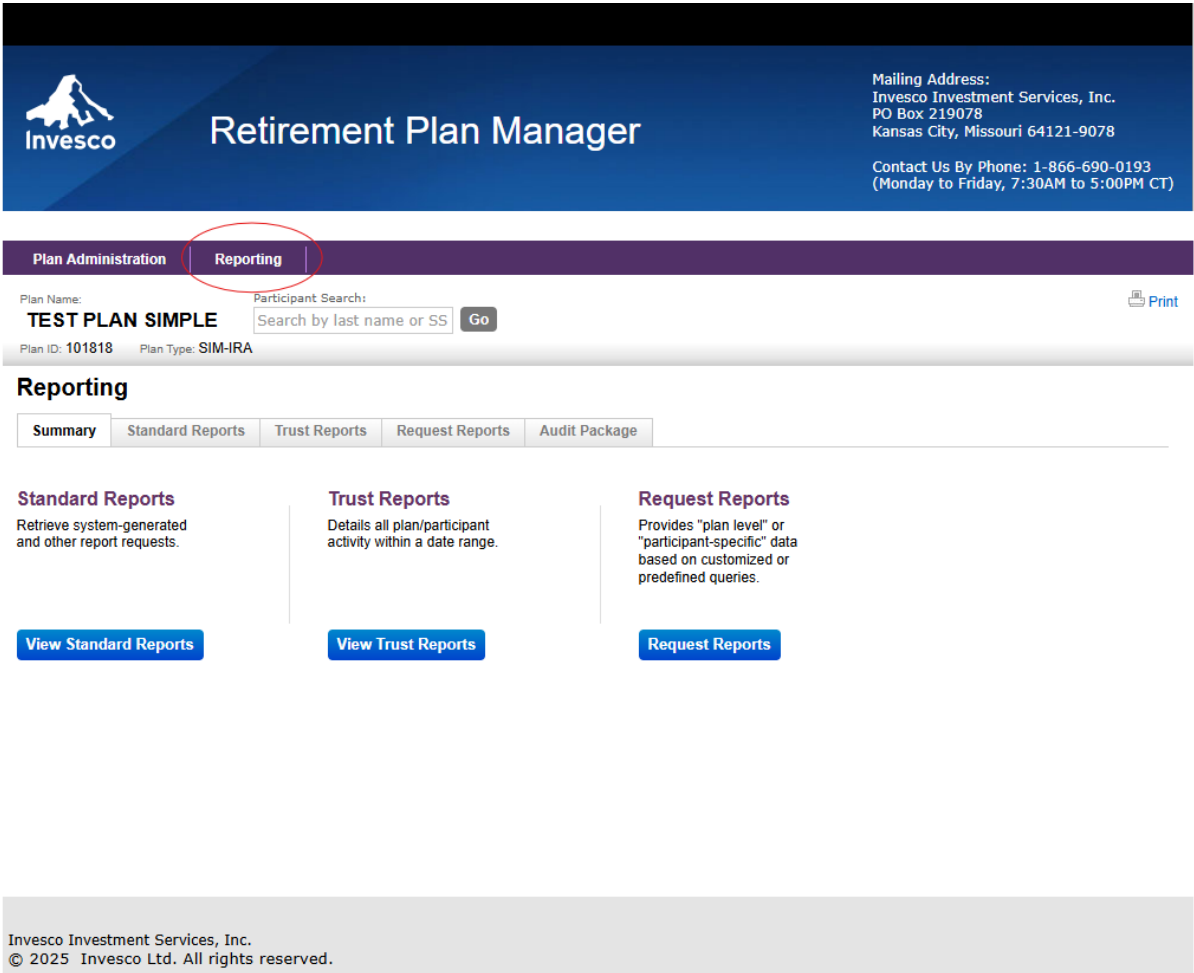
These Bottom Navigation bars are referenced in sections 2.18-2.24

2.17 Summary
This page will have links to other bottom navigation bars, which include standard reports, trust reports, and an option to request reports.

2.18 Standard Reports

This page shows reports that have been generated and will have a show filter link that allows you to search for a particular report and date range. This page also allows you to request an on-demand report.

2.19 Trust Reports

This page shows reports that have been generated. This page also allows you to request an on-demand report.

2.20 Request Reports

The request reports feature has a list of Report Templates to view by clicking the Actions button. Or the option to create a Custom Report.

3.0 MANAGING YOUR PLAN

3.10 Managing Participant Information

Under the Participants tab, after selecting "Retrieve Participant" this page will display the plan participants this will display your participant's information and search criteria to locate participants in your plan. For more information refer to Section 2.13 Participant.

3.11 How to Search for Participants

To obtain a list of all participants in the plan; verify that all the fields are blank, click "Retrieve Participants" and the list of all participants will be displayed. To filter your results, you may locate a participant by SSN, last name, or participant status. Once you have entered your criteria, click on "Retrieve Participants" and you will be taken to the Participant Search Results page.

3.12 Future and Current Allocations

To change investment elections, select Change Investment Name under the drop down of the participant you are reviewing.

Choose how to invest and click continue

Select Update Allocations

And select the New Investment Allocations.
When you select continue you will be provided a disclaimer and will need to Submit Changes.

3.2 Viewing Payroll Information
3.21 Payroll List

In your Payroll list, any In Progress contribution, or contributions transmitted within the last 90 days will appear. The status listed with each contribution determines what maintenance can be performed on it. The statuses are:

- In Progress – A saved contribution that has not been transmitted.

- Held- A transmitted contribution is waiting processing.

- Pending- Invesco is currently processing the contribution.

- Confirmed- The contribution has completed processing and has been posted to participant's accounts.

- Confirmed Cancel- Invesco was unable to fully process the contribution. If this occurs, please contact Invesco at 800.241.9799.

From Actions you may select a listed contribution by clicking the drop down for actions within the row of the contribution and choosing from the following selections:

- View

- Edit

- Copy

- Delete

3.22 Searching Payrolls

The Payroll tab displays your Payroll Information and Search Criteria to find Payroll rosters submitted to Invesco. For more information refer to Section 2.12 Payroll.

Note: If you have not processed a contribution with a payroll date within the previous 90 days, a message will appear indicating your plan does not have recent contributions on file. However, you can search history for contributions that were submitted to Invesco by clicking on Show Filter.

3.23 Establishing a New Payroll
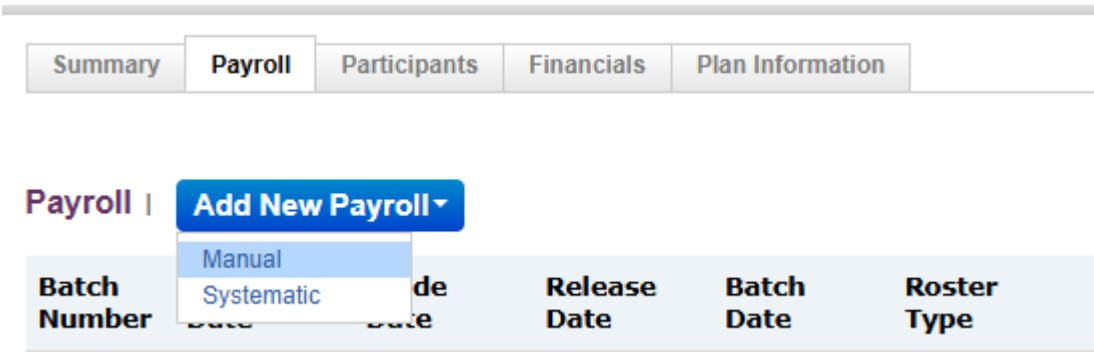
Under the Payroll Tab clicking on "Add New Payroll" and selecting "Manual" <u>or</u> "Systematic" will take you to the "Add New Payroll" or "Add a Systematic Payroll" Criteria Page depending on your previous selection.

3.24 Establishing New Contribution Criteria for a Manual Payroll

This page displays your choices for participant statuses and contribution types that will appear in the contribution worksheet. To select your criteria, follow these steps:

- Select the participant status you wish to view by clicking on the box next to the desired criteria
- Select the contribution type(s) you wish to use by clicking on the box next to the desired criteria

Important: If you choose Roth Elective Deferral, review your Plan Document to ensure your plan allows this type of contribution. Invesco does not monitor the contribution types submitted; this responsibility falls on the employer or RPM user. The Internal Revenue Service (IRS) has established a correction program for retirement plan mistakes, including incorrect contributions, called the Employee Plans Compliance Resolution System (EPCRS), and provides applicable guidance to employer plan sponsors on the IRS website.

- Click "Continue" in the bottom right to begin processing your contribution.

Important: Please remember that RPM has a 30-minute inactivity time out for your security.

3.25 Editing Participant Payroll Contributions:

This page displays all the participants and contribution types that fit the criteria selected on the Establishing New Contribution Criteria page sorted via the participants' SSNs. Additionally, this page also allows you to enter the dollar amounts in each contribution type for each of your participants. To process your contributions, follow these steps:

- Input the payroll date for this contribution in the "Payroll Date" field.

Note: A contribution may be processed with a prior, current or future payroll date.

If the current or a prior date is chosen, your transmitted trades will be processed the same day if received by Invesco prior to 3:00 p.m. Central Time on a NYSE business date. After 3:00 p.m., weekends, or on a NYSE holiday transmitted contributions will be processed the next business day.

Transmitting a contribution with a *future* payroll date will result in your contributions being placed in a Held status by Invesco. The contribution will be processed on the date selected, except for weekends and holidays where it will be processed on the next business day.

- Choose a payment type by selecting the checkbox next to the appropriate payment method

   o If ACH is selected, the bank draft to fund the contributions will not be generated by our system until the day the contributions are confirmed.

   o If Check is selected, contributions will be placed in a held status and confirmed the day Invesco receives the check.

- **Note:** If you would like to process your contributions via ACH and it is not one of the payment types listed, please complete and submit to Invesco the **Retirement Plan Manager Application** to add banking information to your plan.

<u>The banking information will not be available to submit your initial ACH contribution until the sixth (6th) business day from the day the bank information is established with Invesco.</u>

- At any time while entering contributions, you may recalculate the totals or save your contributions as a work-in-progress.

- When your contributions are complete, you may submit them to Invesco

3.26 Add/Delete Participants in a Contribution

Existing participants for the plan may be deleted or added to the contribution screen.

To delete a participant for the current payroll contribution, check the box next to the participants name and click "Delete Selected Participants" near the bottom of the page.

To add or return a participant to the contribution list, the participant must already be established in the plan. To add a new participant to the plan, follow the steps listed under section 3.1 – Add a New Participant. To add a participant to the contribution, follow these steps:

1. Click "Add Participants." This will take you to the Participant Search Criteria page.

2. Enter the SSN or last name, or to retrieve all participants in a plan, leave all fields blank and check "Match All Criteria."

3. Click "Filter Participants"

4. The Participant search will appear with your participant or list of participants to add.

5. Select the name or names of the participants you wish to add and click "Add Selected Participants."

6. The requested participant will appear in the contribution you are processing.

3.27 Saving Your Contribution as Work-In-Progress

It is recommended that you periodically save your contribution. After saving the contribution it will remain saved even after logging off and will remain in the system indefinitely. To save your contribution, please follow these steps:

1. Click on the "Save for Later" box.

2. The Payroll List page will appear, displaying the contribution including payroll date, status, batch number and total dollar amounts.

3. The contribution will be saved, and you may continue entering your contributions, or leave the current Edit Contribution page. See "Editing a Contribution" later in this document on how to return to a Work-in-Progress contribution.

3.28 To Transmit Your Contribution

Once you have completed entering your contribution information, click "Continue" to send your contribution to Invesco. Please follow these steps to complete the process.

1. On the "Fund Your Payroll" page, verify the payroll amount, payment type, and total dollar amount for this contribution. If ACH is selected verify the banking instructions are correct. Please contact Invesco at 800.241.9799 if your banking instructions are not correct.

2. Click "Continue" to verify the contribution

3. On the Verify new Payroll page you may choose to send copies of this email to others by entering their email addresses. An email will automatically be sent to the plan sponsor verifying the contribution has been sent.

4. Click "Submit" to transmit the Contributions (or "Back" to return to editing the contribution.)

- If a Warning box appears, check any warnings that may affect the contribution transmission by clicking on the "Warning" link. Not all contributions will have warnings. Verify the payroll date and total dollar amount of the contribution. If ACH is selected, verify the bank information.
- On the "Confirmation of Transmit Contribution" page:
    - If ACH was the selected payment type, no further action is required.
    - **If Check was the selected payment type, a copy of this page should be mailed to Invesco at the address listed on the confirmation page along with your check. Contributions will receive the trade date the check is received by Invesco.**

Note: Check purchases will be placed in a held status until the payment has arrived. Upon receipt of your payment, an Invesco representative will release the trades using the current trade date. If payment is not received within two weeks, the contribution will be deleted from RPM and will need to be resubmitted. Contributions that are future dated will not be deleted unless payment is not received two weeks after the date of the contribution.

3.29 Changing the Bank Account on File

To make a contribution using ACH a bank account must be on file with Invesco. To change the bank account information on file, the plan sponsor must provide Invesco with a new **Retirement Plan Manager Application**, signed by all parties that have authority to transact on the account, and a voided check.

Important: There is a six business day pre-note period from the day the bank information is established with Invesco. During this period, no new contributions can be submitted through RPM via ACH.

3.30 Corrective Processing

Important: Carefully review all of the information to verify the accuracy of the transactions submitted through RPM. Please notify us immediately if there is an error. Any verbal communication regarding an error should be followed by written notification. If you fail to notify us of an error within 30 days of the transaction, you will be deemed to have ratified each transaction.

3.31 Maintaining Contributions

RPM allows you to edit previously saved or held contributions entered via the web site for a limited time, view previous contributions submitted within the last two years, copy a previous contribution for new processing, or delete a work-in-progress contribution.

3.32 Editing a Contribution

You may return to editing a contribution if it is in Work-in-Progress or Held status only. Clicking "Edit" will take you to the Edit Contribution page. Once you are finished altering your allocations, you may save it as a Work-in-Progress contribution or transmit it to Invesco. Once a contribution is in Pending status, it cannot be altered.

3.33 Copy a Contribution

You may duplicate any prior contribution in your Contribution List without having to manually input the information again. Clicking "Copy" will create a new contribution containing the same participant allocation amounts. You may edit the payroll date or any of the allocations before saving it as a Work-in-Progress contribution or transmitting it to Invesco.

3.34 Viewing a Contribution

This will take you to view contributions where you may review prior contribution details.

3.35 Delete a Contribution

You may delete a contribution if it is in Work-in-Progress or Held status. Select the contribution you want to delete and click "Delete." Verify you are deleting the correct contribution and click "Yes" to delete the contribution.

Note: Pending or confirmed contributions can't be deleted. However, if a pending contribution needs to be changed or deleted and it is before market close, the RPM user can call Invesco at 800.241.9799

3.4 Establishing New Contribution Criteria for a Systematic Payroll

Clicking on the 'Systematic' dropdown link will open a new 'Add a Systematic Payroll' page. The first tab of this page is 'Search for participants' which will have the participant inclusion criteria for the new payroll setup.

Note: Feature is only available for plans with active bank instructions currently on file with Invesco. This roster will automatically draft based on your setup.

This page displays your choices for participant statuses and contribution types that will appear in the contribution worksheet. To select your criteria, follow these steps:

- Select the participant status and contribution type by clicking on the box next to the desired criteria.
Important: If you choose Roth Elective Deferral, review your Plan Document to ensure your plan allows this type of contribution. Invesco does not monitor the contribution types submitted; this responsibility falls on the employer or RPM user. The Internal Revenue Service (IRS) has established a correction program for retirement plan mistakes, including incorrect contributions, called the Employee Plans Compliance Resolution System (EPCRS), and provides applicable guidance to employer plan sponsors on the IRS website.

- Click "Continue" in the bottom right to begin processing your contribution.

Add a Systematic Payroll

Add Participant criteria for new payroll.

Search for participants. (1)

Make your edits. (2)

Specify payroll schedule. (3)

Verify and submit your changes. (4)

⊙ Criteria

⊟ Status of Participants

☑ All   ☑ Active   ☑ Census Only   ☑ Disabled   ☑ Eligible
☑ Inactive   ☑ Not Eligible   ☑ Retired   ☑ Suspended   ☑ Terminated
☑ Deceased   ☑ Service Terminated

⊟ Employee Compensation Group

☑ All   ☑ Salaried   ☑ NRA   ☑ Other   ☑ Hourly
☑ Union   ☑ Contractor   ☑ N/A

⊟ Frequency

◉ All   ○ Monthly

⊙ Add/Remove Columns

Participant

☑ Name   ☑ Status   ☐ Employee ID   ☐ Employee Code   ☐ Payroll Frequency

Employer Contribution and Employee Contribution

Salary Reduction is the same as Employee Contribution

☑ Salary Reduction
☐ Discretionary
☑ Employer Contribution
☐ Rollover Into Plan
☐ Transfer Of Assets
☐ Roth Elective Deferral

Cancel   Continue

To purchase into a Participant Status or Contribution Type that is not listed above, please contact a Retirement Services representative at 1-866-690-0193.

Important: Please remember that RPM has a 30-minute inactivity time out for your security.

3.41 Editing Systematic Participant Payroll Contributions

This page displays all the participants and contribution types that fit the criteria selected on the Establishing New Contribution Criteria page sorted via the participants" SSNs. Additionally, this page also allows you to enter the dollar amounts in each contribution type for each of your participants. To process your contributions, follow these steps:

- Input the payroll date for this contribution in the "Payroll Date" field.

Note: A contribution may be processed with a prior, current or future payroll date.

If the current or a prior date is chosen, your transmitted trades will be processed the same day if received by Invesco prior to 3:00 p.m. Central Time on a NYSE business date. After 3:00 p.m., weekends, or on a NYSE holiday transmitted contributions will be processed the next business day.

Transmitting a contribution with a *future* payroll date will result in your contributions being placed in a Held status by Invesco. The contribution will be processed on the date selected, except for weekends and holidays where it will be processed on the next business day.

Upon clicking the 'Continue' button in the 'Search for participants' page, the second tab is the 'Make your edits' and will see the following window:

Add a Systematic Payroll

① Search for participants.

② Make your edits.

③ Specify payroll schedule.

④ Verify and submit your changes.

This page allows you to edit participant payroll contributions.

⚠ The payroll date is equal to today's date...

Payroll Date: 05/18/2019
Payment Type: ● ACH

Add/Remove Columns   Group / Sort: SSN   Filter: All   🖨 Print Table

SSN	Name	Status	Salary Reduction	Employer Contribution	Total
☐ xxx-xx-1315 ⟳	Abrams, Siobhan	Active	$ 0.00	$ 0.00	$0.00
☐ xxx-xx-1316 ⟳	Isley, Ronald	Active	$ 0.00	$ 0.00	$0.00
☐ xxx-xx-1317 ⟳	Taylory, Edward	Active	$ 0.00	$ 0.00	$0.00

Delete Selected Participants | Add Participants

Payroll Totals: $0.00 $0.00 $0.00

Back   Cancel   Save and Continue Later   Continue

To purchase into a Participant Status or Contribution Type that is not listed above, please contact a Retirement Services representative at 800.241.9799.

• A maximum of 30 participants will be displayed per page based on the criteria and the participant details selected on the 'Search for participants' page. The 'Next' button at the bottom will navigate to a new page for the next 30 participants when there are more than 30 participants.

• Financial contributions will be provided across the different money types for every participant.

• The total amount across every money type will be displayed in 'Payroll Totals' at the bottom of the participant list while the total contribution by every participant is summed and displayed in 'Total' towards the right.

• The grand total of the entire roster will be displayed in the bottom right corner. Verify information and select 'Continue.'

Add/Delete Participants in a Contribution

Existing participants for the plan may be deleted or added to the contribution screen.

To delete a participant for the current payroll contribution, check the box next to the participants name and click "Delete Selected Participants" near the bottom of the page.

To add or return a participant to the contribution list, the participant must already be established in the plan. To add a new participant to the plan, follow the steps listed under section 3.1 – Add a New Participant. To add a participant to the contribution, follow these steps:

    1. Click "Add Participants." This will take you to the Participant Search Criteria page.

    2. Enter the SSN or last name, or to retrieve all participants in a plan, leave all fields blank and check "Match All Criteria."

    3. Click "Filter Participants"

    4. The Participant search will appear with your participant or list of participants to add.

    5. Select the name or names of the participants you wish to add and click "Add Selected Participants."

    6. The requested participant will appear in the contribution you are processing.

3.42 Specify a Systematic Payroll Schedule

• Upon clicking the 'Continue' button on the 'Make your edits' page, a new third tab 'Specify payroll schedule' will open with 'Make Edits to your Systematic Payroll' section.

• This section will allow selecting a frequency and the corresponding day for a roster to run on the scheduled payroll. This will allow the roster to run at regular intervals of the selected frequency setup.

• There will be four types of frequencies as listed below:
    1. Weekly - The roster will be set to run every week.
    2. Bi-weekly - The roster will be set to run once every two weeks.
    3. Semi-monthly - The roster will be set to run twice every month.
    4. Monthly - The roster will be set to run in a selected month or every month across the year.

• **Day of the week** - This drop down will have the list of weekdays and will be required for a Weekly or Bi- weekly frequency.
• **Monthly Indicator(s)** - This section will have list of checkboxes of all the months across the year and will be required for a Monthly frequency.
• **Select monthly or semi-monthly day(s)** - This section will have 31 days. Selecting a monthly frequency will require one of the 31 days to be selected. Selecting a Semi-monthly frequency will require two of the 31 days to be selected.
Note: Upon selecting a required frequency, all the other un-related portions of the frequency screen will be disabled. Example, when a frequency of Semi-monthly is selected, the following will be disabled while 'Select monthly or semi-monthly day(s)' will be enabled.

3.43 Verify and Submit Your Changes

Clicking on the 'Continue' button on the 'Specify payroll schedule' screen, will open the fourth tab 'Verify and Submit Your Changes' with the following sections:
• 'Verify new Payroll' with the information message 'Verify your payroll is accurate. If any changes are needed, click Back to edit your payroll.'
    • Then the informative details of the roster being set up will be displayed which include:
        • Payroll Date
        • Payroll Type

        • Payroll Frequency

            • Frequency Day(s) - This will be displayed when a frequency of Semi-monthly or Monthly is selected.

            • Day of the week - This will be displayed when a frequency of Weekly or Bi-Weekly is selected.

            • Months - For a 'Monthly' frequency payroll, selected months will be indicated with 'Y' while the others are indicated with 'N'.

• The second 'Contributions' section will display the financial contributions made by different participants against each money type and the respective 'Totals' against each contribution type under 'Contribution Type'.

• The end of this section will have the 'Payroll Totals' which displays the total financial contribution across all the selected money types.

•Select Bank Accounts - When the plan has multiple bank accounts, the roster amount can be funded through any of these ACH bank accounts. The fields that will be part of bank details are Plan Bank Account, Description in the header and Reg1, Reg2, Account Type, Account Number, Routing Number, Funding Amount and Account Totals. The Funding Amount indicates the required amount to be funded by the bank.

• Finally, you will see an 'Email Notifications' section which can have multiple participant email addresses separated by a comma. The roster updates will be sent by providing the details in the 'Additional Comments' section.
 Note: Email addresses entered in the Email Notifications section are one-time notifications and the email address will not be retained.
 • A success screen will pop up after clicking on the 'Submit' button.

3.44 Notes to Consider When Setting Up a Systematic Roster

• Upon clicking the 'Done' button after confirmation, the new systematic roster that is created will be viewable in the list of rosters with the message 'You currently have Held or In Progress payrolls.'

• When creating a systematic model roster, clicking the 'Save and Continue' button will save the roster in 'In Progress' status and is available for editing later.

• After a roster is successfully set up, initially, a systematic model will be created.

• The pending rosters will be systematically created on the previous day of the scheduled frequency.

• These pending rosters will be systematically confirmed on the day of the scheduled frequency.

• For example, if a roster is scheduled to run on October 10, a pending roster will be created on October 9 in the pre-nightly, while the pending roster will be confirmed on October 10 in the nightly.

• The confirmed contribution amounts will be viewable in the participant's account.

• If the roster is scheduled to run on a weekend/holiday, the roster will be confirmed on the previous business day.

• For example, when a roster is scheduled to run on a holiday on October13, a systematic pending roster will be created on October 11 and will be confirmed on October 12.

• If the roster is scheduled to run with a Bi-Weekly frequency, the pending and confirmed rosters will be systematically generated from the next week of the roster setup.

• For example, when a roster is scheduled on October 1, to run every Wednesday with a frequency of Bi-Weekly, the first systematic pending roster will be created on October 09 and will be confirmed on October 10.

3.45 Editing a Systematic Roster

You may return to editing a contribution if it is in Work-in-Progress or Held status only. Clicking "Edit" will take you to the Edit Contribution page. Once you are finished altering your allocations, you may save it as a Work-in-Progress contribution or transmit it to Invesco. Once a contribution is in Pending status, it cannot be altered.

• Upon clicking 'Edit' link under the 'Actions' dropdown at the right end of a required 'Held' systematic model…

Batch Number	Payroll Date	Trade Date	Release Date	Batch Date	Roster Type	Status	Total Amount	Transaction Count	Payment Type	Actions
6676269	05/20/2019			05/18/2019	Systematic Model	Held	$600.00	6	ACH	**Actions** ▾ View Edit Delete

…a warning message will pop up as below:

Warning!

Warning! You have chosen to edit a Held payroll. The payroll will not be processed until you click Submit on the last screen or click Cancel to abandon your changes.

If you navigate elsewhere or close your browser, the payroll status will change to "in progress".

OK

Upon clicking the 'OK' button, user will be navigated to the 'Make your edits' window with the 'Edit a Payroll' header at the top and proceed to edit the roster as needed. After verifying and submitting changes the updated roster will be viewable in the list of all the systematic model rosters under the 'Payroll' tab

3.46 Deleting a Systematic Roster

• Locate the Roster and upon clicking the 'Delete' link under the 'Actions' dropdown at the right end of a required systematic model roster in 'Held' status, a delete confirmation message will pop up as below:
"Are you sure you want to delete this payroll?"

Batch Number	Payroll Date	Trade Date	Release Date	Batch Date	Roster Type	Status	Total Amount	Transaction Count	Payment Type	Actions
6676269	05/20/2019			05/18/2019	Systematic Model	Held	$600.00	6	ACH	**Actions** ▾ View Edit Delete

Are you sure you want to delete this payroll?

Cancel   Yes

• Upon clicking the 'Yes' button, the model roster will be deleted with a message 'Success. The payroll batch # XXXXXXX has been deleted' and will not be viewable in the list of rosters.

Summary	**Payroll**	Participants	Withdrawals	Financials	Plan Information

✓ Success. The payroll batch # 6676269 has been deleted.