Invesco Contribution Manager - User Guide

If you are administering one Group, your landing page will be the **Group Details** page.

If you are administering multiple Groups, your landing page will be **Multiple Group Roster Selection** page. From the top right corner of the page, select **Group Selection**, and from there select the Group you are submitting contributions for.

Group Details Page

Help Link

- Refer to the Help link for additional information on Contribution Manager, including information on importing rosters

Profile Link

– Refer to the Profile link to update your security questions and email address

Important: To update user name and/or reset password, or if your user ID is disabled, call Invesco Investment Services at 1-800-959-4246 from 7:00 A.M. to 6:00 P.M. Central Time.

Group Information

- To update Group information, click on **Update Group** from the right-hand side
- Input updates to Group name and/or Group sponsor email and confirm changes

Company Information

- To update Company Information, click on **Update Company** from the right-hand side
- Input updates to company name, mailing address, phone/fax, and/or Group sponsor name
- Confirm changes

Bank

- If bank information is not displayed, and you wish to add instructions for contributions to be remitted via ACH, please complete the Bank Account Information section of the Invesco Contribution Manager form.

Important: If contribution is being remitted by check, the check must be received by Invesco before the contribution will be processed. Make sure to reference the Group ID and Confirm Number in the memo field of the check. Checks should be mailed to Invesco Investment Services, Inc., at one of the addresses below. The trade date will depend on when Invesco receives the payment.

Direct Mail: Invesco Investment Services, Inc., P.O. Box 219078, Kansas City, MO 64121-9078.

Overnight Mail: Invesco Investment Services, Inc., C/O DST Systems, Inc., 430 W. 7th Street, Kansas City, MO 64105-1407

Shareholders

Change Fund Allocations - To change or modify shareholder fund allocations, select the link for the participant for which you wish to adjust the allocation. Result: Shareholder allocation will be displayed by Money Type.

- Change the amount allocated per money type by updating the **Amount Allocated** field on the right side of the page. Allocated amount across all money types per participant must equal 100%.

Add Fund - To add a fund, click on **Add Fund** at the bottom right hand side of the Shareholder Allocation page and choose from the available investments for the Group. The investment selection will show investments that the account type is eligible for.

Access Rosters

To submit contributions, select **Access Rosters** from the **Group Details** page (**Access Rosters** is at the bottom right side of the screen.)

Result: the **Roster Selection** screen will appear.

You have the option to submit a new roster or copy from a default roster. You also have the option to model an existing roster from the roster list.

Important: No new, default or model rosters can be generated if there are more than 10 Work-In-Progress rosters, though Import option is allowed in this case. To delete a Work-In-Progress roster, click on the roster and select Delete Roster from the bottom of the page.

Submitting a new roster

To begin, click on **New Roster** from the top right side of the page.

Result: The **New Roster Wizard** page will load displaying Step 1: Roster Name

- In the **Name your Roster** page, add Roster name to the box and click next. To use the default roster name leave blank.
- Select employees to include in the Roster. You have the option to select All employees or employees individually. Click Next.

- Enter contribution amounts per participant, per money type on the next screen. If all contribution amounts are the same, you have the option to enter one dollar amount in the **Update all contribution amounts to:** box. Click Next after all contribution amounts are entered.
- Verify all amounts are entered correctly on the **Verify Roster** page. Click Submit to submit the roster, or click Save for Later to hold the roster to submit later.
  - ACH Rosters submitted prior to 3:00 p.m. CT will receive the current day trade date. Contributions after 3:00 p.m. CT will receive the next business day trade date. For checks, the trade date will be the date that Invesco receives the payment.
    - **Important:** If you selected "Check," you must remit a payment and it must be received by Invesco before the contribution will be processed. Make sure to reference the Group ID and Confirm Number in the memo field of the check. Checks should be mailed to Invesco Investment Services.
  - Submitted Rosters will show as **Held** in the Status column on the Roster Selection page.
  - Rosters marked as Save for Later will show as **Work-in-Progress** in the Status column on the Roster Selection page. Work-in-Progress Rosters may be deleted at any time be clicking on Access Roster and then Delete Roster.
  - Rosters marked as **Processed** indicate the contribution has completed processing and has posted to the participant's accounts.
- You will receive a confirmation email whenever a roster is saved, released, or rejected.

Copy from Default Roster

Note: You must have at least one previously processed Roster prior to choosing this option.

To begin, click on **Copy from Default Roster** from the top right side of the page.

Result: The **Copy Roster Wizard** page will load displaying Step 1: Roster Name

- In the Name your Roster page, add Roster name to the box and click Next. To use the default roster name, leave blank.
- Select employees to include in the Roster. You have the option to select All employees or employees individually. Click Next.
- On the next screen you have several options. The default option is to copy exactly the amount from the default roster copied from.
  - To use default amounts copied from the default roster, click on Next to accept
  - To clear all contribution amounts, click on **Clear all contribution amounts**. Enter the contribution amounts per participant, per money type. If all contribution amounts are the same, you have the option to enter one dollar amount in the **Update all contribution amounts to:** box. Click Next after all contribution amounts are entered.
- Verify all amounts are entered correctly on the **Verify Roster** page. Click Submit to submit the roster, or click Save for Later to hold the roster to submit later.

  - ACH Rosters submitted prior to 3:00 p.m. CT will receive the current day trade date. Contributions after 3:00 p.m. CT will receive the next business day trade date. For checks, the trade date will be the day that Invesco receives the payment.
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  - Rosters marked as save for later will show as **Work-in-Progress** in the Status column on the Roster Selection page. Work-in-Progress Rosters may be deleted at any time be clicking on Access Roster and then Delete Roster.
  - Rosters marked as **Processed** indicate the contribution has completed processing and has posted to the participant's accounts.
- You will receive a confirmation email whenever a roster is saved, released, or rejected.

Model a Roster

Note: you have to have at least one previously processed Roster prior to choosing this option.

Click on the Roster you wish to model from the **Roster Selection** list by clicking Access Roster from the right-hand most column.

Result: **Roster Details** screen will appear. Click on Model Roster from the top of the page.

- In the **Name your Roster** page, add Roster name to the box and click Next. To use the default roster name leave blank.
- Select employees to include in the Roster. You have the option to select All employees or employees individually. Click Next.
- On the next screen you have several options. The default option is to copy exactly the amount from the roster you are modeling from.
  - To use amounts copied from the model roster, click on Next to accept
  - To clear all contribution amounts, click on **Clear all contribution amounts**. Enter the contribution amounts per participant, per money type. If all contribution amounts are the same, you have the option to enter one dollar amount in the **Update all contribution amounts to:** box. Click Next after all contribution amounts are entered.
- Verify all amounts are entered correctly on the **Verify Roster** page. Click Submit to submit the roster, or click Save for Later to hold the roster to submit later.
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    - **Important:** If you selected "Check," you must remit a payment and it must be received by Invesco before the contribution will be processed. Make sure to

reference the Group ID and Confirm Number in the memo field of the check. Checks should be mailed to Invesco Investment Services.

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