CONTRIBUTION GATEWAY GUIDE

USER-FRIENDLY INSTRUCTIONS TO SUBMIT PLAN CONTRIBUTIONS

ALERUS RETIREMENT SOLUTIONS

ALERUS

TABLE OF CONTENTS

GETTING STARTED

Log in to Plan Gateway.

To log in, you will need your User ID and Temporary Password. Your User ID and Temporary Password will arrive in separate emails. If you do not have your User ID or Password, please contact Alerus Retirement Solutions at 800.433.1685, option 2.

HOW TO LOG IN

1. Go to **alerusretirementsolutions.com**
2. Click the green **Sponsor Login** button.
3. Enter your **User ID**, click the **Enter** button.
4. Enter your Temporary Password, click **Log In**.
5. You will be prompted to create a New Password, click **Continue**.
6. On the Security Questions page, select and answer the security questions. Click the **down arrows** for a complete list of questions from which to choose.
7. Click **Plan Gateway**.
8. Select your **Plan ID**, if you have access to multiple plans all plans will be shown.

CONTRIBUTION GATEWAY UPLOAD INSTRUCTIONS

1. Under **Manage My Contributions**, select **Contribution Gateway**.
   Note: If **Contribution Gateway** is not listed, contact Alerus Retirement Solutions at 800.433.1685, option 5.
2. Click **Add New Contribution**
   - Select the appropriate frequency.
     Note: If you do not see the correct frequency, select **Add Frequency** to create the frequency you need.
   - Enter the payroll date for the file you are uploading.
   - Click **Create**.

SELECT IMPORT OPTIONS

1. Choose Import Method
   - Choose **Upload** to attach a file.
   - Choose **Entry** to enter contribution or loan amounts by participant in real time, no spreadsheet required.

     Note: Please go to Page 5 for **Entry Instructions**.

CONTRIBUTION FILE UPLOAD

1. Select the **Contribution Structure**. If you submit contributions for multiple locations, each location may have its own contribution file format or "structure." Select the corresponding structure for the contribution you are submitting.
   Note: For assistance deciding which structure to select, please contact Alerus Retirement Solutions at 800.433.1685, option 5.
2. Click **Next**.
3. To **Import File**, select **Browse** to attach the file being uploaded. If separate contribution and loan files are being uploaded, upload the contribution file first. Select **Upload**. A sample of the file uploaded will appear in the lower part of the screen.
4. Enter **Source Totals** and any necessary comments.
5. Click **Validate**. If the **Next** button is available select **Next** and proceed to SELECT FUNDING.

Please add comments regarding any loan payoffs or any forfeiture amounts you would like used.

6. If the **Next** button is not available there is a data inconsistency.
   - Review the summary section for data inconsistencies or warnings, highlighted in yellow.
   - Select **Inconsistencies Only** to view only the highlighted rows.
   - Review **Event Logs** at the bottom of the page for further details about the inconsistencies.
7. When all Inconsistencies have been corrected and Warnings reviewed, upload a new file (if necessary) and click **Validate**. Then click **Next**.

COMMON DATA INCONSISTENCY ERRORS and HOW TO RESOLVE

1. **REJECT DATE.** Fix date issue on the file. Upload the file again and validate. Common date issues include:
   - Word in a date column (such as Terminated).
   - Date of Birth after Date of Hire.
   - Date of Hire after Date of Re-Hire.
   - Date of Birth in the future.
2. **ENTERED TOTAL DOES NOT MATCH ACTUAL.** This means the amount entered for source totals does not match the total that was actually uploaded on the file.
   - Verify totals were entered correctly, fix as necessary including any rounding.
   - Verify the correct file was uploaded. Upload a corrected file if necessary.
3. **INVALID SSN.**
   - Any SSN with six or more of the same number is invalid.
   - Any SSN less than four numbers will be rejected.

COMMON DATA INCONSISTENCY WARNINGS

Participant ID not found. This warns you that a new participant is being added. Verify the participant is indeed new and click **Next**.

SELECT FUNDING

1. The funding option drop-down will include ACH (if set up for your plan), wire, and check.
2. Select the appropriate option to fund the contribution you have uploaded. If multiple ACH accounts are set up for your plan, please use the drop down to select the appropriate ACH account.
   Note: if you would like to set up ACH please contact Alerus Retirement Solutions at 800.433.1685, option 5.
3. Click **Save** and **Next**.

VERIFICATION

1. The verification step provides a final review of the submission. It includes source totals, a funding summary, and a review of participant detail.
2. Verify all data is correct and click **Submit**.

CONFIRMATION

1. **Your contribution has been successfully received** should be displayed.
2. This page can be printed for future reference.
3. A PDF document of the Confirmation can be viewed by clicking on **Contribution Gateway**. Your contribution submission history will be displayed with a PDF document available for each confirmation.

CONTRIBUTION GATEWAY ENTRY INSTRUCTIONS

Use **Entry** to enter participant contributions real time, no file necessary. **Entry** may also be used to enter one-time contributions and loan payoffs.

1. Under **Manage My Contributions**, select **Contribution Gateway**.

   Note: If **Contribution Gateway** is not listed, contact Alerus Retirement Solutions at 800.433.1685, option 5.

3. Click **Add New Contribution**
   - Select the appropriate frequency.

     Note: If you do not see the correct frequency, select **Add Frequency** to create the frequency you need.
   - Enter the payroll date for the file you are uploading.
   - Click **Create**.

SELECT IMPORT OPTIONS

1. Choose Import Method
   - Choose **Upload** to attach a file.
   - Choose **Entry** to enter contribution or loan amounts by participant in real time, no spreadsheet required.

     Note: Please go to Page 5 for Entry Instructions.

CONTRIBUTION ENTRY

1. Select data to import.
   - Contributions- select if you are submitting only contributions
   - Loans- select if you are submitting only loan repayments or a payoff
   - Both- select if you are submitting both contributions and loan repayments
2. Click Next.

SELECT PARTICIPANTS

1. A list of all participants is displayed. This list can be sorted by **Social Security Number** and participant name.
2. The Status and Division columns have filter ability. Select participants based on status or division. View all Active participants in Division 001, for example.
3. Select all participants available or specific participants by using the check box at the end of each participant row. Then click **Next**.

CLICK TO SORT   USE DROP DOWNS TO FILTER   CHECK TO SELECT ALL

Number▲	Name▼	Active ▾	All Divisions ▾	☐
444455555	John Doe	Active	Unknown	☐
666666603	Sally Johnson	Active	Unknown	☐

SELECT SOURCES

1. The sources available in your plan are displayed. Next to each source being submitted, please enter the total amount then click **Save**.
2. All sources selected will be displayed in a box below the selection. If that source should no longer be included, please click the X in the corner of the box.
3. The boxes can be moved! Sources will display in the same order the boxes appear. Drag and drop the boxes in the order you want to see the source columns.
4. Click **Next**.

CONTRIBUTION ENTRY

1. The list of participant's selected in Step 2 and sources selected in Step 3 are displayed. Enter the amount for each participant's contribution in each source.
2. Verify all data is correct and click **Next**.

CONTRIBUTION ENTRY LOAN

1. If loans were selected in Step 1, any participants selected in Step 2 with loans will be listed.
2. Please enter loan payment amounts.
3. Verify all data is correct and click **Next**.

If you did not select loans in step one, Step 5 will be Funding, Step 6 Verification, and Step 7 Confirmation.

SELECT FUNDING

1. The funding option drop-down will include ACH (if set up for your plan), wire, and check.
2. Select the appropriate option to fund the contribution you have uploaded. If multiple ACH accounts are set up for your plan, please use the drop down to select the appropriate ACH account.
   Note: if you would like to set up ACH please contact Alerus Retirement Solutions at 800.433.1685, option 5.
3. Click **Save** and **Next**.

VERIFICATION

1. The verification step provides a final review of the submission. It includes source totals, a funding summary, and a review of participant detail.
2. Verify all data is correct and click **Submit**.

CONFIRMATION

1. **Your contribution has been successfully received** should be displayed.
2. This page can be printed for future reference.
3. A PDF document of the Confirmation can be viewed by clicking on **Contribution Gateway**. Your contribution submission history will be displayed with a PDF document available for each confirmation.

COPY

1. Next to the PDF in Contribution Gateway for any Entry submitted, select **Copy**.
2. The payroll date will need to be entered for the new batch.
3. Other screens will be copies of the original batch. Click Next to keep the same selections or make any changes to the participants, sorts, or values before completing the batch.