CONTRIBUTION GATEWAY GUIDE

USER-FRIENDLY INSTRUCTIONS TO SUBMIT PLAN CONTRIBUTIONS

ALERUS RETIREMENT AND BENEFITS

ALERUS

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GETTING STARTED

Log in to Plan Gateway.

HOW TO LOG IN

1. Go to **alerusrb.com** and click **Login** in the upper right corner of the screen.
2. Enter your plan sponsor Username and temporary Password. Click **Sign In**.
3. Next, you will be presented with documents describing electronic consent and terms of use. Review and click the **Accept** button to continue.
4. On the next screen, reset your temporary Password by entering your Username and clicking **Send Code**. An email will be sent to you with a verification code.
5. Enter the six-digit verification code you receive via email, confirm your Password and click **Submit**.
6. On the next screen, select a phone number and method (text or call) to have a code sent to verify your identity. Click **Submit**.
7. Enter the six-digit code you receive via text or call and click **Submit**.
8. Select **Plan Gateway** and click **the Plan ID** to access plan and participant information.

CONTRIBUTION GATEWAY UPLOAD INSTRUCTIONS

1. Under **Manage My Contributions**, select **Contribution Gateway**.
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.
   - Select 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 by participant in real time, no spreadsheet required.

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

CONTRIBUTION FILE UPLOAD

1. To **Import File**, select **Browse** to attach the file being uploaded. A sample of the file uploaded will appear in the lower part of the screen.
2. Enter **Source Totals**.
3. Click **Validate**. If the **Next** button is available select **Next** and proceed to SELECT FUNDING.
4. If the **Next** button is not available there is a data reject.
   - Review the summary section for rejects or warnings highlighted in yellow.
   - Select only rows with issues to view.
   - Review Validation Results at the bottom of the page for further details about the rejects and warnings.

5. When all Rejects have been corrected and Warnings reviewed, upload a new file (if necessary) and click **Validate**. Then click **Next**.

COMMON DATA REJECTS 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.
   - Date of Birth after Date of 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, wire, and check.
2. Select the appropriate option to fund the contribution you have uploaded.
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.

1. Under **Manage My Contributions**, select **Contribution Gateway**.
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 **Entry** to enter contribution by participant in real time, no spreadsheet required.

CONTRIBUTION ENTRY

1. Select data to import.
   - Contributions- select if you are submitting only contributions.
2. Click **Next**.

SELECT PARTICIPANTS

1. A list of all participants is displayed. This list can be sorted by **Social Security Number,** participant name, and division.
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 available participants or specific participants by using the check box at the end of each participant row. Then click **Next**.

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 participants 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**.

SELECT FUNDING

1. The funding option drop-down will include ACH, wire, and check.
2. Select the appropriate option to fund the contribution you have uploaded.
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.