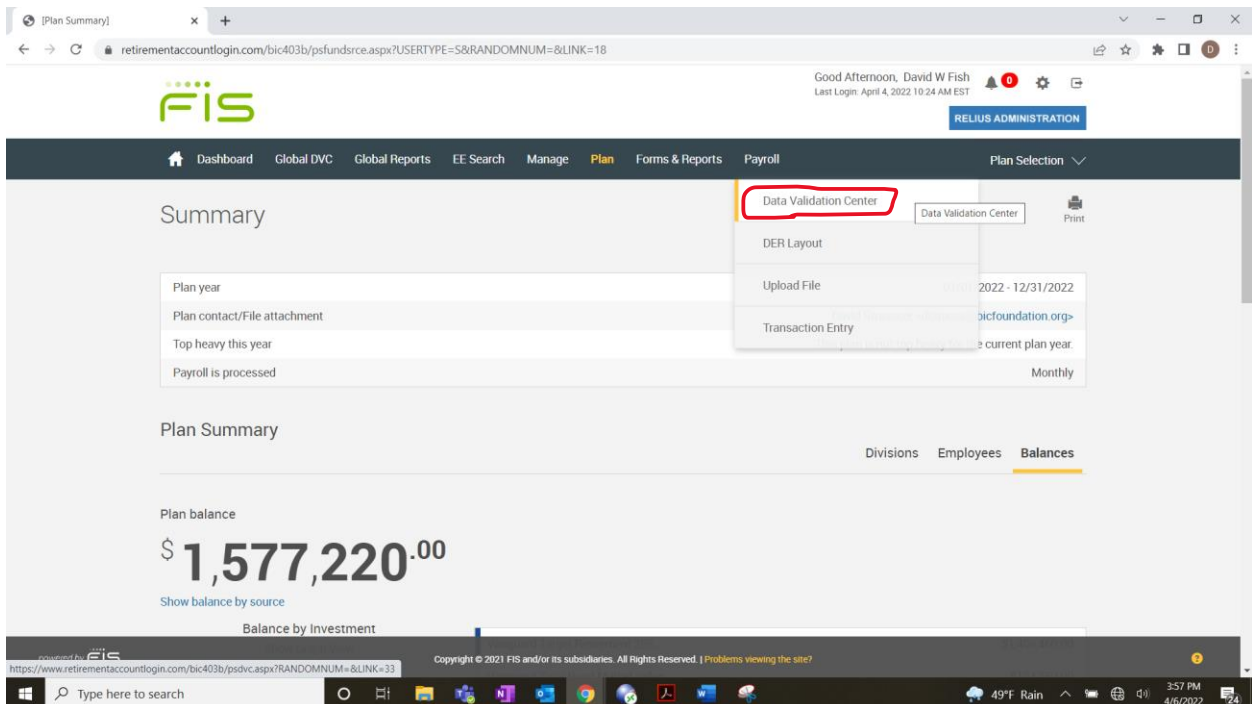**BIC Foundation**

How to Use the Online Coupon (Data Validation Center)

1. Go to: www.retirementaccountlogin.com/bic403b/

2. Enter your username and password. Make sure it shows "Sponsor" in the field underneath your password.

3. If you have access to multiple Plans, then you will click on the Plan Name of the Plan you're working with.

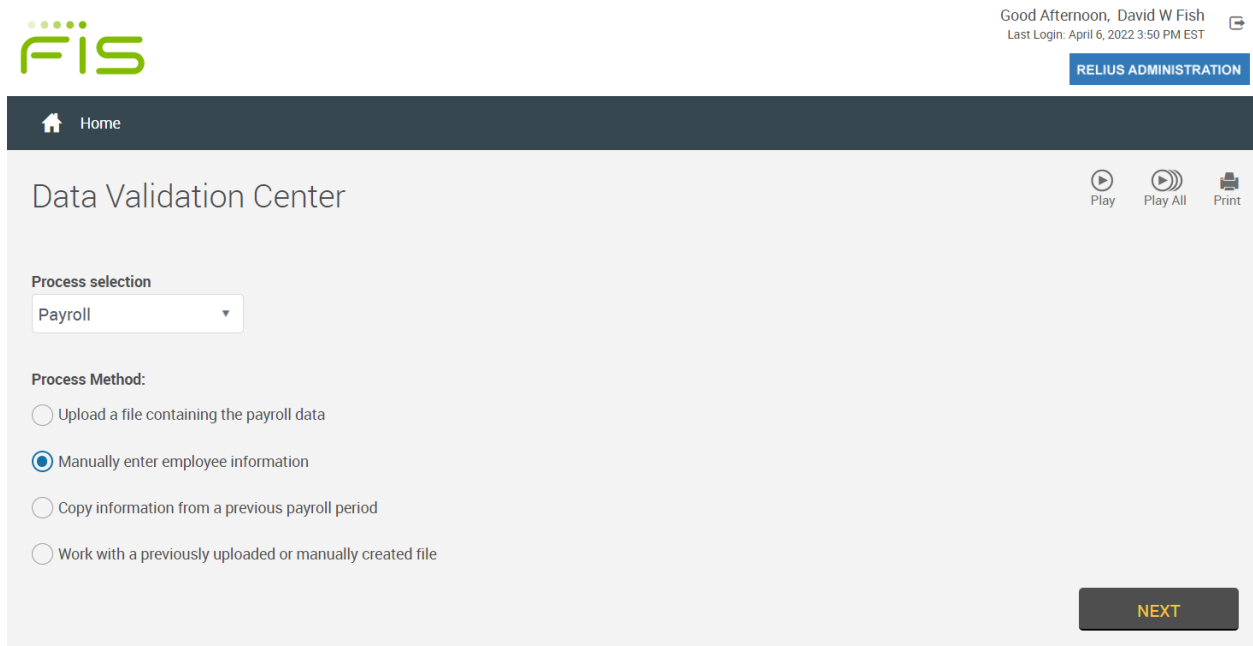4. Go Payroll on the top toolbar and select *Data Validation Center*

NOTE: In the Data Validation Center there are instructions and videos available to you on each screen that provide additional assistance
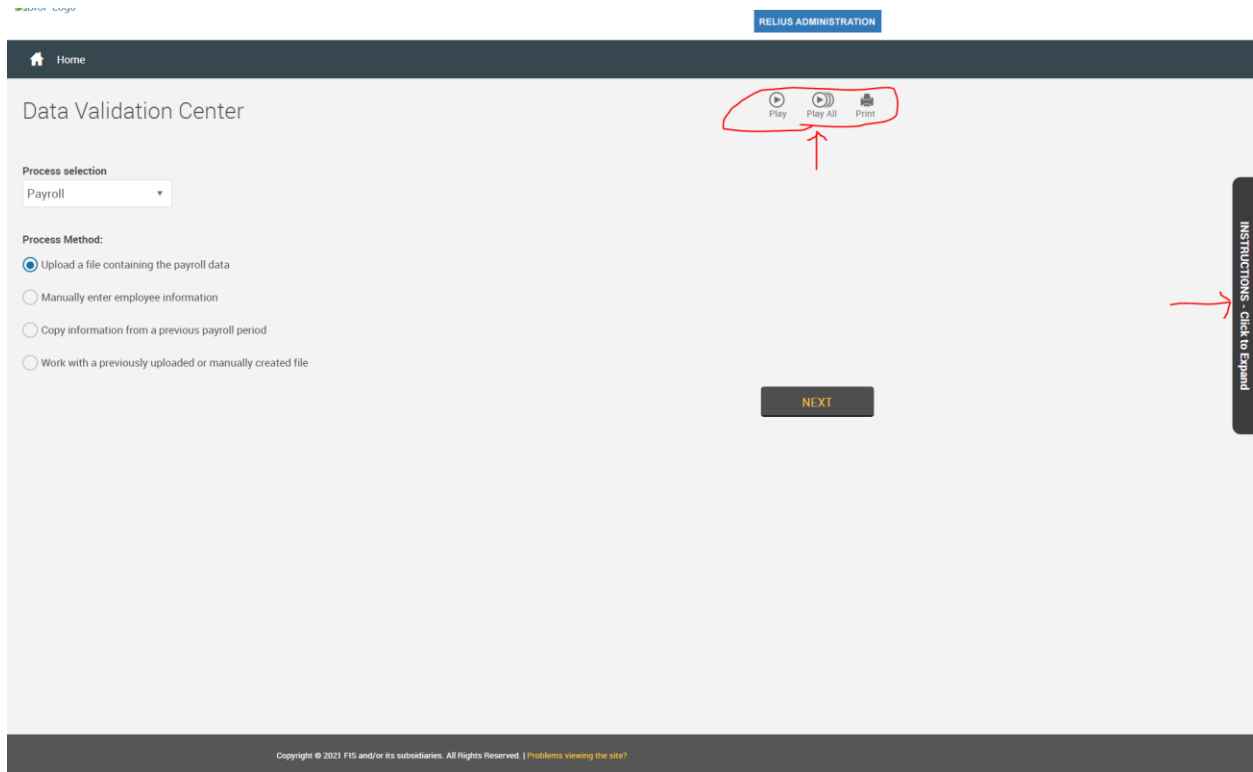
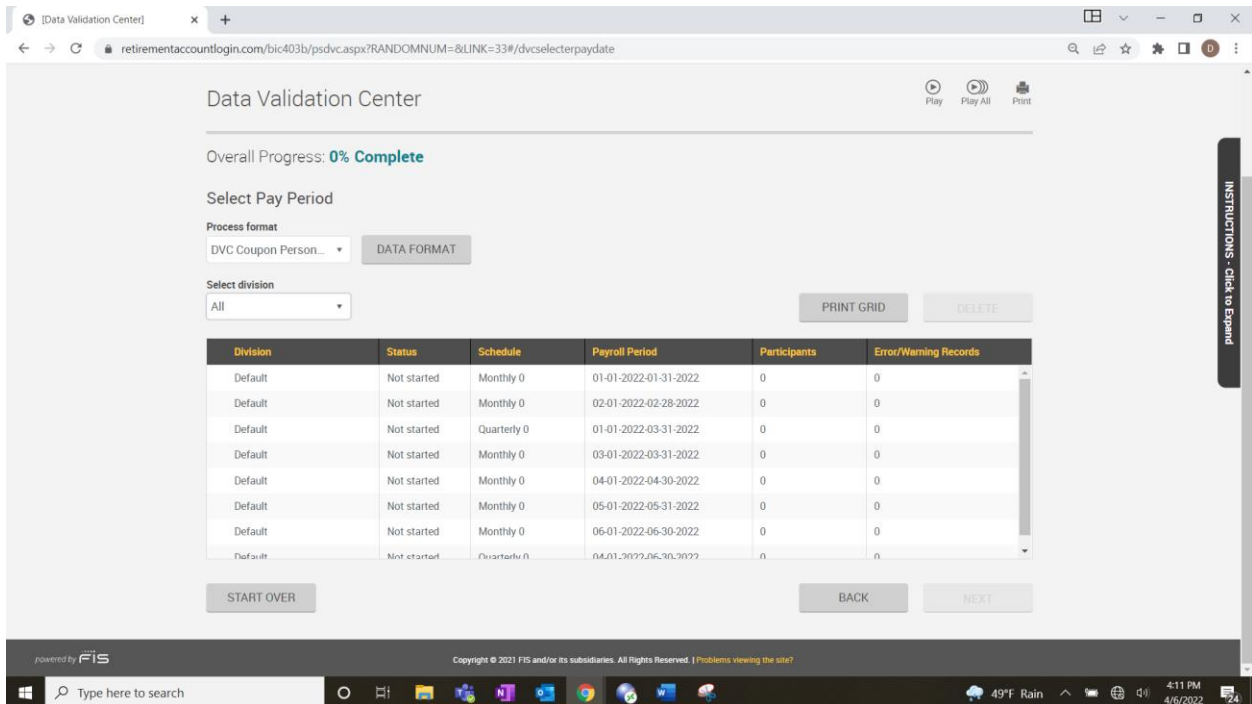4a. It will then bring you to this screen:

You have a few options on how to do the coupon:

> 1. You can upload an excel or csv file with the coupon information in it using the *Upload a file containing the payroll data* option. Use the excel file "Online Coupon Format for Uploading to DVC" located at https://bicfoundation.org/403b-retirement-plan/. Skip to step 11 – Uploading a Payroll File for further instructions on this option.

> 2. You can enter the Coupon information manually for each employee using the *Manually enter employee information* option

> 3. If nothing has changed from the last payroll, you can copy the information from a previous payroll with the *Copy information from a previous payroll period* option.

> 4. Or if you need to adjust a payroll that you were previously working on, you can use the *Work with a previously uploaded or manually created file* option.

5. Select the appropriate option and click *NEXT*

5a. We're going to look at option 2; manually entering the information.

6. Single-click on the payroll period that you need to enter the information for and click *NEXT*, which will bring you to the following screen:
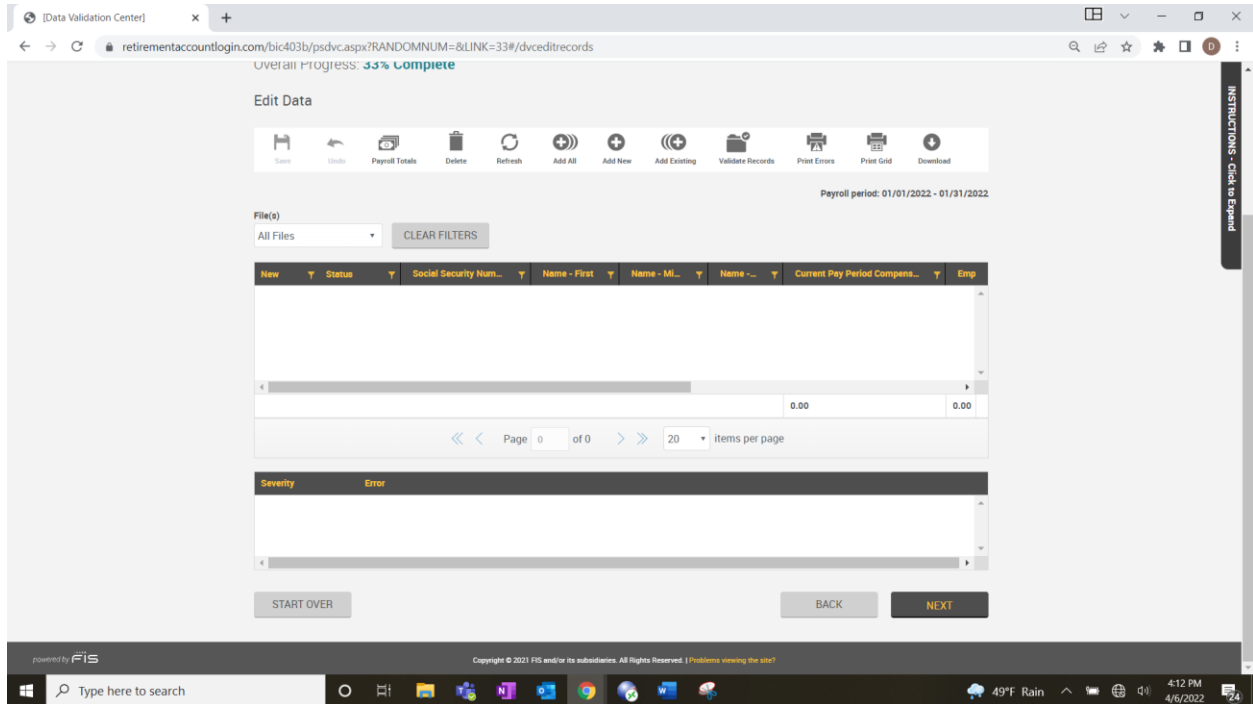
7. The first step is to add the employees that we need to enter payroll information for. You can either select *Add All* to add all active employees that are in our system, or you can click *Add Existing* and add them one-by-one. If you need to add a new employee, you can click *Add New* and enter all their personal information. ***Contributions for new employees added this way cannot be fully processed until we receive the participant's investment allocation, date of birth and date of hire. Please email Juanita Rex at jrex@bicfoundation.org with this information or you can provide the "New Hire" code to your employee, and they can log into the Participant Portal and enter all their information and elections.***

7a. If you click *Add Existing*, the following screen will pop up:

7b. You can either search by name, search by SSN, or scroll through the list. Find the employee and then click Add under Select EE, which will add them to the *Add Records* section below. You can do this for multiple employees. When all needed employees are selected, click *Continue*, which will take you back to the previous screen.

Save	Undo	Payroll Totals	Delete	Refresh	Add All	Add New	Add Existing	Validate Records	Print Errors	Print Grid	Download

862369951, Acuff, Roy   Payroll period: 01/01/2022 - 01/31/2022

File(s)

All Files ▼	CLEAR FILTERS

me - First ▼	Name - Mi… ▼	Name -… ▼	Current Pay Period Compens… ▼	Employer Nonelective Contri… ▼	Employer Matching Contribu… ▼
		Acuff	0.00	0.00	0.00
			0.00	0.00	0.00

《 ‹ Page 1 of 1 › 》   20 ▼ items per page

Severity	Error

8. You can manually type in the Current Pay Period Compensation, Employer Nonelective Contribution, Employer Matching Contribution, and Employee Salary Reduction Contribution. **Please make sure all appropriate columns are filled in for each employee.**

Data Validation Center

Play   Play All   Print

Overall Progress: **33% Complete**

Edit Data

Save	Undo	Payroll Totals	Delete	Refresh	Add All	Add New	Add Existing	Validate Records	Print Errors	Print Grid	Download

862269841, Cash, Johnny   Payroll period: 04/01/2022 - 04/30/2022

File(s)

All Files ▼	CLEAR FILTERS

▼	Name -… ▼	Current Pay Period Compens… ▼	Employer Nonelective Contri… ▼	Employer Matching Contribut… ▼	Employee Salary Reduction … ▼
	Black	1,500.00	150.00	125.00	175.00
	Brooks	1,000.00	100.00	125.00	150.00
	Cash	2,000.00	200.00	125.00	150.00
		0.00	0.00	0.00	0.00

《 ‹ Page 1 of 1 › 》   20 ▼ items per page

8a. Once all employees and required information are entered click *NEXT* at the bottom. And a Data Validation pop-up will appear.

9. Once the Data Validation is complete, it will take you to the following screen:

Data Validation Center

Play   Play All   Print

Overall Progress: 67% Complete

Totals / Funding

Payroll Totals

⦿ Submit for final processing

PRINT GRID

Division	Participants	New Participants	Total Payroll Deposit	Employee Salary Reduction Contri...	Employer Matchinç
Basic Division	2	0	825	325	250
Traditional Division	1	0	475	150	125
Totals	3	0	1300	475	375

◯ Process another file

Funding/Deposit Information

Method of funding

Select a funding method ▾

Funding date

05/31/2022 📅

Special instructions

START OVER   BACK   COMPLETE

9a. There are two options on this screen: *Submit for final processing* (if everything is done) or *Process another file* (if you have more employees to enter)

9b. Method of funding: You can either fund via a Check or ACH Pull

-If you're sending a check, please enter the Check Number in the provided space

-If you want the BIC Foundation to pull the funds from your account via ACH Pull (Electronic Funds Transfer), please select the appropriate Bank information. If you have not yet provided your bank information, you can still select this option and complete the transaction. You can enter your bank information into the Special Instructions box below. It must include the Bank Name, Routing and Account Numbers and whether it's a checking or savings account. Or you can call Juanita Rex at 717-796-4788 Ext. 5427, and she will enter it into our system.

9c. If you're sending a check, you can enter the check date under "Funding date." If you're using the ACH pull option, the funds will be pulled within two business days from the Coupon submission date.

9d. You can enter any special instructions that you would like the BIC Foundation to know.

9e. When all areas are complete, click the *COMPLETE* button and the following screen will appear:

Data Validation Center
Play   Play All   Print

Overall Progress: **100% Complete**

Confirm / Import

✓ Your request has been submitted for processing. Your request ID is **1502,** Date/Time is May 31, 2022 at 09:45:03 am

Funding Summary

Plan:	BIC 403b Demo
Division:	All
Payroll period:	Monthly 04/01/2022 - 04/30/2022
Method of funding:	ACH Pull
Bank account:	
Additional information:	We will provide bank information via phone

Payroll Summary

Employee Salary Reduction Contribution	$475.00
Employer Matching Contribution	$375.00
Employer Nonelective Contribution	$450.00
Total Payroll Deposit	$1,300.00

Funding Instructions

You have requested to have funds pulled from your designated bank account.

START OVER   EXIT

10. You can click *EXIT* to go back to the main menu.

Uploading a Payroll File

11. While on step 4a if you would prefer to upload a file containing the payroll data, instead of entering it manually, select *Upload a file containing the payroll data* and click *NEXT*.

12. Single-click on the appropriate payroll period and click *NEXT*

13. Use the excel file *Online Coupon Format for Uploading to DVC* located at https://bicfoundation.org/403b-retirement-plan/ and enter all the appropriate information for each participant.

13a. The SSN should include the dashes, and the amounts should be formatted as "Number" with two decimals and no commas.

13b. Here is an example of a file with fictious information:

	A	B	C	D	E	F	G	H
1	Social Security Number	First Name	Middle Name	Last Name	Current pay period Compensation	Employer Nonelective Contribution	Employer Matching Contribution	Employee Salary Reduction
2	123-12-1231	Lori		Morgan	5000.00	400.00	250.00	250.00
3	123-78-7898	Vince		Gill	5554.25	444.34	416.57	416.57
4	124-44-4142	Garth		Brooks	1256.45	100.52	12.56	12.56

14. Back on the website you will see the following screen. Click *SELECT FILE* and choose where your file is saved. Make sure *Skip first record (Header Record)* is checked

Data Validation Center

Play   Play All   Print

Overall Progress: **25% Complete**

FILE UPLOAD

Process format

DVC Coupon Personal Data ▾   DATA FORMAT

Select File

Coupon Format for Uploading to DVC - Den   SELECT FILE

☑ Skip first record (Header Record)

☐ Skip last record (Trailer Record)

☑ Preview file

Special instructions

START OVER   BACK   NEXT

14b. Click *NEXT*

14c. A File Upload pop-up screen will appear, wait until it finishes, and it will show you a preview of the upload and let you know of any errors. If there are any errors, you will need to correct the file and then reimport it.

File Upload

File name: Coupon Format for Uploading to DVC - Demo.xlsx

Initial file format validation complete. Preview file and confirm you wish to continue to import the file.

Social Security Number	Name - First	Name - Middle	Name - Last	Current Pay Period Compensation
123121231	Lori		Morgan	5000.00
123787898	Vince		Gill	5554.25
124444142	Garth		Brooks	1256.45

CANCEL   OK

14d. If everything looks alright, click *OK*

15. It will take you to the following screen:

Data Validation Center

Play   Play All   Print

Overall Progress: **75% Complete**

Totals / Funding

Payroll Totals

◉ Submit for final processing

PRINT GRID

Division	Participants	New Participants	Total Payroll Deposit	Employee Salary Reduction Contri...	Employer Matching
Basic Division	2	0	2051.28	525.12	525.12
Traditional Division	1	0	2554.96	833.14	833.14
Totals	3	0	4606.24	1358.26	1358.26

◯ Process another file

Funding/Deposit Information

Method of funding

Select a funding method ▼

Funding date

06/06/2022 🗓

Special instructions

START OVER   BACK   COMPLETE

15a. There are two options on this screen: *Submit for final processing* (if everything is done) or *Process another file* (if you have more employees to enter)

15b. Method of funding: You can either fund via a Check or ACH Pull

-If you're sending a check, please enter the Check Number in the provided space

-If you want the BIC Foundation to pull the funds from your account via ACH Pull (Electronic Funds Transfer), please select the appropriate Bank information. If you have not yet provided your bank information, you can still select this option and complete the transaction. You can enter your bank information into the Special Instructions box below. It must include the Bank Name, Routing and Account Numbers and whether it's a checking or savings account. Or you can call Juanita Rex at 717-796-4788 Ext. 5427, and she will enter it into our system.

15c. If you're sending a check, you can enter the check date under "Funding date." If you're using the ACH pull option, the funds will be pulled within two business days from the Coupon submission date.

15d. You can enter any special instructions that you would like the BIC Foundation to know.

15e. When all areas are complete, click the *COMPLETE* button and the following screen will appear:

Data Validation Center

▶ Play   ▶ Play All   🖨 Print

Overall Progress: 100% Complete

Confirm / Import

✓ Your request has been submitted for processing. Your request ID is **1608**, Date/Time is Jun 06, 2022 at 03:32:28 pm

Funding Summary

Plan:	BIC 403b Demo
Division:	All
Payroll period:	Monthly 03/01/2022 - 03/31/2022
Method of funding:	ACH Pull
Bank account:	
Additional information:	

Payroll Summary

Employee Salary Reduction Contribution	$1,358.26
Employer Matching Contribution	$1,358.26
Employer Nonelective Contribution	$1,889.72
Total Payroll Deposit	$4,606.24

Funding Instructions

You have requested to have funds pulled from your designated bank account.

START OVER   EXIT