



# Employer Upload Site

Best practices to get the most out of your online experience.

Designed with you in mind, the Employer Upload Site makes it easier than ever to upload your census, forfeiture and contribution data. To help you get the most out of your online experience, we're providing a few tips and tricks on submitting your information. From the Employer Upload Site landing page, you now have three options:



## Contributions

If you are funding individual participant accounts, you would upload that corresponding data using this form. You can also include census changes and forfeiture requests in your data if you want to submit everything at once. This option requires that you enter a funding amount.



## Forfeiture

If you need to submit a forfeiture request that is not tied to a plan contribution, you would upload that data using this form. Forfeited funds are liquidated from the participant account and moved to the employer forfeiture account. These files should not include any contribution information.



## Census

If you have census changes only (addresses, phone numbers, termination dates, rehire dates, etc.) you would upload these changes using this form. These files should not include any contribution information.

## Data Requirements Templates

We are streamlining our requirements templates! You will now have three versions to choose from depending on which upload option you use:

- Contribution (Contribution templates are by plan type)
- Forfeiture
- Census

Using these templates ensures your requests are processed timely and accurately.

# Features that streamline your data upload.

## Focus on: Primary and Secondary Funding Methods

Contribution file uploads require that a contribution amount be entered prior to submitting your request. You can choose to fund the entire contribution amount using one funding method only, or you can split the contribution amount between two different forms of funding.

The screenshot shows a web form with two main sections. The top section, titled "Primary Transfer Method \*", contains three input fields: "Funds Transfer Method \*" with a dropdown menu showing "Select a Funds Transfer Method" and a red error message "Please select a Funds Transfer Method.", "Funds Transfer Date \*" with a text box for "mm/dd/yyyy", and "Amount \*" with a text box for "####". The bottom section, titled "Secondary Funding", contains two input fields: "Funds Transfer Method" with a dropdown menu showing "Select a Funds Transfer Method", "Forfeitures to Process", "Existing Forfeiture Balance", and "Trust Internal Transfer"; and "Amount" with a text box for "####". Below these is a "Grand Total" field with a text box for "####".

### Primary Transfer Method

You must select an option in the Primary Transfer Method dropdown. You can choose to fund your contribution via direct debit, wire transfer or ACH, or check by mail.

### Secondary Funding

This section is not required; however if you choose to split your contribution funding, you can indicate the second funding method here. We've taken a closer look at your secondary transfer methods below.

- **Forfeitures to Process:** if you're sending in data for participants who have not reached full vesting and a part—or all—of their funding should be forfeited to the employer's forfeiture expense account to fund the contribution, you would select this option.
- **Existing Forfeiture Balance:** if you currently have funds in your forfeiture suspense account (held by American United Life Insurance Company® (AUL), a OneAmerica® company and MidAmerica Administrative & Retirement Solutions) you can select this option to fund part of the contribution from that account.
- **Trust Internal Transfer:** If you currently have funds invested and held in a trust, you can move money from the trust to fund participant contributions in another plan type.

## Focus on: Auto-Notifications

Once you've successfully uploaded your data file, you'll receive an emailed confirmation for your record. Once your contribution file has been posted to participant accounts, you'll receive another confirmation email. In addition to the confirmation notifications, we'll also send along friendly reminders in the event we have received contribution data but no funding, or we have received funding but have not received the contribution data.

