

Simplified Contribution Platform



User Guide

Simplified Contribution Platform User Guide

Introduction

This guide provides instructions for employers to submit retirement plan contributions to Fidelity Investments through the online Simplified Contribution Platform (SCP). SCP enables you to set up, fund, and submit participant contribution requests. **Note:** SCP is used for funding contributions only. For all other enrollment, changes, terminations, or other transaction requests, refer to your employer's or sponsor's procedures.

New SCP Users

If you have never registered in SCP or received emails about the initial login email, follow these steps.

Step	Action						
1	Open the Fidelity Plan Contact Information Form.						
2	Fill in all required fields marked with an asterisk (*).						
	Fidelity Plan Contact Information Form						
	This form is intended to refresh contact information for plan contacts who intend to process plan contributions. As Fidelity makes upgrades to our contribution systems, we want to know how to reach you! If you have not already done so, please submit the form below.						
	Plan Information Plan Number • If you need help finding your Plan Number, you can find it on your last invoice. Division Code						
3	Fidelity will contact you within one week to help you establish access.						

Important: If your role changes, your successor needs to follow these steps to gain access to the system. For your convenience, SCP allows multiple users from each employer to register and remit contributions. Encourage your successor to register as soon as possible after joining the team.

Logging into SCP

The initial set up email from SCP includes a temporary password and username. From there, you will be prompted to log in and set up a new permanent password.

Dear test te	r test <u>test</u> ,								
Your Fidelit	elity Investments Simplified Contribution Platform account has been created by your administrator: Simplified Contribution Platform. Your username and temporary password are below								
Username: Temporary	Username: <u>test@gmail.com</u> Temporary Password: \$W>aN&7ukfU.EcV{M* <u>cecfGr</u>								
To log in wi	th your temporary password, navigate	e to https://contribution.appiancloud.com/suite?signin=native							
You will be	asked to select a new password when	ı you log in.							
If you have	any questions, please contact your ac	İministrator.							
Thank you,									
Fidelity Inv	estments Simplified Contribution Platf	form							
Step	Action								
1	Click the login link	in the email to open <u>SCP</u> and select your new password.							
2	Click I Agree on th	e initial page.							
		Fidelity							
	Simplified Contribution Plan ("SCP") Terms and Conditions and User Agreement								
	Definitions								
	1. "Licensor" or "FWS" means Fidelity Workplace Services, LLC.								
	 Software" means the SCP process management software suite (collectively the "Software") 								
	(collectively, the "Software"). 3. "Client" means the client of FWS who has licensed the Software from FWS								
	to manage its SCP processes and authorizes certain users to access the Software on its behalf.								
	4. "User" means a user, who is not an employee, contractor, or subcontractor								
		IAGREE							
	The Sign in page a	appears.							
3	Enter vour usernar	ne and password.							
-	Note:								
	• Your username	is typically your email address in lowercase letters.							
	 Copy and paste 	the temporary password from the setup email directly into the password							
	field.								

Step	Action
4 4	Click Sign In.
5	A page appears asking you to enter a new password and to confirm your new password. Enter the new password in both fields then click submit.
6	Store your password in a secure location where you can easily access it for future use.

Resetting Your Password

If you forget your SCP password or need to reset your password, follow these steps.

Step	Action							
1	Log in to <u>SCP</u> .							
2	On the initial page, click I Agree .							
3	On the Sign In page, click Forgot your password?							
	Fidelity I Password Forgot your password?							
	The Forgot Password page opens.							
4	Enter your username. Note: Your username is typically your email address in lowercase letters.							
5	Click Send Email.							
	Choice Certre Entruit. Forgot Password Username Effective Back to sign-in page Extra extra should receive the email to your inbox. Note: You should receive the email within a few minutes. If you do not receive it, check your spam and junk folders.							

Step	Action
6	After you receive the email, you will see a link included. Click the link. From: no-reply-admin@appian.fidelity.com [mailto:no-reply-admin@appian.fidelity.com] Sent: Tuesday, May 21, 2019 2:12 PM To: Orage, Holi Bubject: Fidelity Investments Simplified Contribution Platform Password Reset Dear Test <u>Test</u> , We recently received a request to reset your plassword. If you would still like to reset your password, please follow the link below: https://contribution.appiancloud.com/suite/forgotpassword/? token=jA0EAvMCB0GkeA0ir2kB0m4Bcd0zb5QsR2U6a3gCksHRP3wku9ijrU3NKF0Mn5Dxn49Ltj4M58x1UHCCufx4A2m1DEbb7VbjA3FcvvkF6jUCvNDg5o2PhfCZxmceJVLy7i5hPypJYleHBv_oMI5SHm This link expires in 180 minutes. If you did not request for your password to be reset, please contact your administrator. Your password will not be reset unless you follow the above link and complete the password reset form. Thank you, Fidelity Investments Simplified Contribution Platform
	A page to establish a new password appears.

Adding Bank Account Information

To add Bank Account Information, follow these steps.

Step	Acti	on									
1	Log	Log in to <u>SCP</u> .									
2	Click	the My Org	ganizations ta	ab.							
3	In th orga	n the first column, click the Organization Identifier that corresponds with your rganization's name and Plan number.									
	Note than page	Note: This identifier appears under Division Name in the second column. If you have more than one organization or plan, they each appear on this page, and you must return to this page to create a contribution request for each.									
		MY REQUESTS MY ORGANIZATIONS MY PLANS MY PARTICIPANTS HISTORY Simplified Contrib									
	Q SEARCH ORGANIZATION ACTIVE Arg/										
		Organization Identifier Division Name Plan Number Organization Active									
		D001 D001 Ves									
	A pr	ompt to esta	blish a bank a	account to l	use for fundir	ng your contri	butions appears.				

Step	Action								
4	Click Yes. The Bank Account Details page appears.								
	Organization: Summary Authorization Funding Related Actions Missing Bank Account Details. Do you want to update it now? NO YES								
	Important: You must provide bank account details to submit contribution requests. If you have more than one organization, you must include banking information for each. Allow up to 12 business days for account validation.								

5 To add or edit bank account information, complete the fields marked with an asterisk (*).	
Image: My requests Image: My organizations Image: My participants	
Organization:	
ABA Routing Number ABA Routing Number An identifying number for the banking institution; restricted to digits/characters; the following diagram shows a routing number on a check. Check Sample-flower left coment Window Routing Number	9 er
YOUR BUSINESS NAME HERE NOTESTICE NAMERINE ADDRESS NAME HERE NOTESTICE NAMERINE ADDRESS NAME HERE NOTESTICE NAMERINE NOTESTICE NAMERINE NOTEST	
After the validation period, your bank account information appears as a funding option in your contribution requests. (See the Submitting Contribution Requests section.)	

Updating Your Bank Funding Type

If you need to update or change your funding type, follow these steps.

Step	Action
1	Log into <u>SCP</u> .
2	Click the My Organizations tab.



Submitting Contributions

When you submit retirement plan contributions through SCP, you create (or remit) a contribution request.

Remitting Your First Contribution Request

To create your first contribution request, follow these steps.

Important: If you have more than one organization, you must return to this page to create a contribution request and add bank account information for each.

Step	Action									
1	Log into <u>SCP</u> .									
2	On the home page, click the My Organiza	ations tab.								
3	In the first column, choose your organizati	ion.								
4	 Click Create Contribution Request. Note: This triggers a prompt to establish your bank account if you have not already done so 									
	Organization: Summary Authorization Funding Related Actions	CREATE CONTRIBUTION REQUEST UPDATE BANK DETAILS								
	Clene ID 123456 Plan Name AGC Co. Org Plan Active Yes Organization Identifier 	ABC Company Organization Plan Number 00000 Plan Has Division(s)? No Organization Name								
		ky								
	Request Number Status Organization Identifier	Plan Number Total Amount Last Modified I								

Submitting Your Second Contribution Request

To create your second contribution request, follow these steps.

Step	Action									
1	After you create your first contribution request and enter your bank account information for each organization, return to the My Request page. Note: When you log in to SCP, this page is the default and displays your new or saved requests that are ready for processing.									
	MY REQUESTS MY ORGANIZATIONS MY PARTICIPANTS HISTORY Simplified Contribution Platform -									
	Clear Filters			SEARCH STATUS Open	В	0 -				
						•				
	Name A		Status	Organization Identifier	Plan Number	Total Amount	Last Modified	Time Since Last Submitted		
	7629-57163-4	0	In Progress	7629	57163	\$150.00	Aug 23, 2017 7:01 AM	No CR History		
	3482-57187-5 O New		New	3482	57187	\$20.00	Aug 23, 2017 6:59 AM	5 days 23 hrs 44 mins		
	0330-57218-6	0	New	0330	57218	\$10.00	Aug 23, 2017 8:56 AM	5 days 23 hrs 43 mins		

Step	Action								
2	In the Nam submit.	ne column A	A above, cl	ck the req	uest number	of the secor	nd contrib	ution you pl	an to
	 The status defaults to Open (B above) and shows new or saved items. Other drop-down options include New, Submitted, In Progress, and Void. 								
	Choose edit contribution request box from the top right corner of the screen.								
	New Contribution Request: ND61586-61586-69608								
	 The request populates a Contributing Participant(s) page below showing information for participants for whom you have submitted prior contributions. Note: New participants since your last contribution will not be listed under Contributing Participants (see the New Employees section of this guide). 								or
3	At the top	of the form,	confirm th	e plan, org	ganization, ar	nd contact in	formation	are up to d	ate.
4	Confirm or contributio	Confirm or update contribution details (A). If needed, remove the participant from the contribution list.							
	~Contributing Participant(s)								
	Enter each participant's o	Last Name	ssn	EE DEF	AFTER-TAX ROTH	ROTH 401(K) CATCH-UP	NEW AFTER TAX SOURCE	EMPLOYEE CONTRIBUTIONS	Total
	Jack	Johnson	XXX-XX- 0000	\$123.46	\$0.00	\$0.00	\$0.00	\$0.00	\$123.46
	Polly	Pocket	XXX-XX- 1111	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00
	Elsa	Elroy	XXX-XX- 2222	\$0.00	\$133.00	\$0.00	\$0.00	\$0.00	\$133.00
	- L		Total	\$135.46	\$133.00	\$0.00	\$0.00	\$0.00	\$268.46
5	S133.00 S268.46 A source is type	SOURCES REMOVE S	by adding of	or removin	g sources (B	3).			

Step	Actio	on						
6	Expa	and the Oth	er Participant	(s) section (C)) to view the eligible participants.			
	Click Here to Add Other Participant(s)							
		Funding	g Details		C			
	Sele and t	ct the check then click A	k box next to t dd Participa i	he names to a nt .	dd them to the contribution request (if applicable),			
	~Cl	ick Here to	Add Other Pa	rticipant(s)				
	Select add th	participant(s) from t em to the Contribut	he list below and click 'A ing Participant(s) list	dd Participant' button to	Filter Criteria Enter details below to filter record in 'Other Participant(s)' list			
		First Name	Last Name	SSN	First Name			
	~	TEST	ACCOUNT	XXX-XX-0007	Enter here to filter by first name			
		TEST	ACCOUNT	XXX-XX-2211	Last Name			
	Reflec	ts participants with	accounts as of 5/21/2	019. If a new account	Enter here to filter by last name			
	needs admii	to be established, histrator	refer to your plan rule	s or contact your plan				
				ADD PARTICIPAN				
	Impo	ortant: For	additional det	ails about addi	ing new employees, see the New Employee			
	secti	on of this g	uide. For infor	mation about	terminated employees and participant transfers,			
7	Linde			loct the metho	od of funding the contributions. For more			
1	infor	mation, see	the Funding	Options sectio	n of this guide.			
	Fund	ding Details	Ū		ů.			
	Fundin	ng Type						
	1 will a	work with my bank to	Wire/ACH send the requ	ired funds to Fidelity	- D			
	1 auth	orize Fidelity to with	Iraw the required funds f	rom the account listed bel	ow			
				- \				
8	Sele	ct the contri	bution year (E	=).				
	2017	ibution Year *	E					
	Select	a contribution year to	either current or previous	year				

Step	Action
9	If you wish to schedule for a future date (F), change the Scheduled Contribution Request to: <i>"I want to schedule this contribution request for a future date."</i> Then add the date you wish to have this contribution processed.
	Schedule Contribution Request I want to send this contribution request immediately
	• I want to schedule this contribution request for a future date
	Select date to send contribution request *
	06/30/2019

Step	Action							
9	When ready, o	click Save and	Submit (G) at t	he bottom of the	page.			
	> Primary Co	ontact Details		_				
	~Contributi	ng Participant(s)	A				
	Enter each participant	's contribution amount to	the appropriate source(s)					
	First Name	Last Name	SSN	EMPLOYEE CONTRIBUTIONS	Total	F	Remove Participant	
	TEST	ACCOUNT	XXX-XX-0001	\$0.00	\$0.00	R	×	
			Total	\$0.00	\$0.00	D		
					AD	DD SOURCES	REMOVE SOURCES	
				A	<i>source is type</i>	e of contributio	n, e.g. employer matci	h
	> Click Here	to Add Other P	articipant(s)	C				
		alls						
	I authorize Fidelity	to withdraw the required	d funds from the accou 、					
	Bank Name			Account Number				
	Routing Number							
	Need to update your b navigate to your organ	panking information? Save hization to update.	and close your request and					
	Contribution Year *							
	2019		-					
	Select a contribution yea	ar to either current or pre	vious year	_				
	Schedule Contributio	on Request contribution request im	mediately					
	O I want to schedule t	this contribution reques	t for a future date				G	
								_
				RESET TO LAST SUBMIT	TTED SAVE	AND CLOSE	SAVE AND SUBMIT	
10	If the contribut	tion page is co	rrect, click Save	and Submit to	complete	e the con	tribution	
		ЛІТ						
	SAVE AND SOBI							



Time frame

Please note you have 60 minutes until the process starts from the time you hit submit. If you choose auto debit the funds are usually received from your bank within two business days.

Voids

You can void a contribution request you have submitted within a 60-minute window of time. To void a Contribution Request, go to My Requests and change the STATUS to Scheduled.

SEARCH		STATUS				
		Scheduled				•
Name Sta	atus Organization Identifier	Plan Number	Total Amount	Date for submission	Last Modified	ţ
ND61586-61586- 69608 • Per Sub	nding ND61586 bmission	61586	\$100.00		5/24/2019 10:14 AM EDT	

Select the Contribution Request you would like to Void and click on VOID CONTRIBUTION REQUEST in the top right corner of the page.



From here you will confirm the void and receive confirmation

Pending Submission Contribution Request: ND61586-61586-69608

Summary Related Actions		
🖺 SAVE DRAFT		
Please confirm you would like to set this contri void:	Dution request as	
Plan Name	61586	
FITSCO U (TEST PLAN)	Organization Identifier	
Organization Name	Organization identifier	
FITSCO U (TEST PLAN)	0001000	
Grand Total Amount		
\$100.00		
CANCEL		CONFIRM VOID

Confirmation screen:

Pending Submission Contribution Request: ND61586-61586-69608

Summary Related Actions	
SAVE DRAFT	
Success	
The contribution requests has been voided successfully.	
	ок

Approvals

Some employers choose to have a two-step process where one person is responsible for submitting the contribution and another for approving it. Please contact Fidelity's Customer Service at (800) 917-4369 if you wish to set up this kind of arrangement.

New Employees

To remit contributions for any new employees who have joined the plan since your last contribution, you must enroll them through your normal enrollment process.

Once enrollment is complete, new participant names appear in the Other Participant(s) section (C) on the Contributing Participants page. For the steps to complete the Other Participant(s) section, see the Submitting Your Second Contribution Request section procedure.

Terminating Employees

If an employee leaves employment, please complete your normal process for terminations. Thirteen months after the employee's termination date, they no longer appear in SCP on the Contributing Participants page.

Important: If a participant transfers, it is important to submit all contribution requests before updating the division.

Funding Options

On the Contributing Participant(s) page, you may choose between two funding options in the drop down:

- Work with my bank to Wire/ACH the required funds to Fidelity
- Authorize Fidelity to withdraw the required funds from your account

>Other Participant(s)			
Funding Details			
Funding Type			
I authorize Fidelity to withdraw the required funds from the account listed below	-		
Bank Name	Account Number		
Bank ABC	XXXX 0000		
Routing Number			
XXXXX0000			
Need to update your banking information? Save and close your request and navigate to your organization to update.			
Contribution Year *			
2018	•		
Select a contribution year to either current or previous year			
	RESET TO LAST SUB	MITTED SAVE AND CLO	SE SAVE AND CONTINUE

Option 1: Authorize Fidelity to Withdraw the Required Funds from Your Account

The preferred funding option is to authorize Fidelity to withdraw required funds from your account, using the information you provide on the Bank Account Information page.

This option has several advantages:

- This option has no fee.
- The correct amounts always post to participant accounts.
- You are assured efficient and easy funding.

Option 2: Work with my Bank to Wire/ACH the Required Funds to Fidelity

The alternative funding option is to work with your bank to send a FedWire transfer or send the funds via ACH (Automated Clearing House) to Fidelity. Use the following information and instructions to use FedWire or ACH for your contribution to either Wells Fargo or Deutsche Bank based on your preference. This option allows you to determine when and how much to send to Fidelity each time you fund contributions.

Fidelity Banking Information (if using FedWire or ACH)

Bank Information	Deutsche Bank	Wells Fargo Bank
Bank Name	Deutsche Bank	Wells Fargo Bank
Bank Address	60 Wall Street	420 Montgomery Street
	MS NYC06-0501	San Francisco, CA 94104
	New York, NY 10005	
Bank ABA Number	021001033	121000248
Account Number	00163002	4375693322
Account Name	FPRS Depository Account	FPRS Depository Account

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Instructions

Method	Instructions
ACH	 The Beneficiary Reference/OBI (Originator to Beneficiary Information) is Plan####. Important: Use the word <i>Plan</i> (not the plan name) followed immediately by the five-digit plan number. It is very important to provide correct bank and plan number information to accurately identify contributions. If you use a payroll vendor; be sure to provide these instructions.
FedWire transfer	 The Beneficiary Reference/Addenda is Plan####. Important: Use the word <i>Plan</i> (not the plan name) followed immediately by the five-digit plan number. Enter this in the NACHA Record 6 in field 7. Note: Field 7 is the Identification Number field and represents characters 40 to 54 in Record 6. Your bank might apply a fee for FedWires. It is very important to provide correct bank and plan number information to accurately identify contributions. If you use a payroll vendor; be sure to provide these instructions.

Setting up Email Reminders

SCP offers email reminders that can help you remember to submit participant contribution requests. You can set up email notification reminders on a time frame that you choose. It's important to continue submitting contributions in a timely manner and these reminders can help.

Follow these steps to set up email reminder notifications.

Step	Action
1	Log in to <u>SCP</u> .
2	Click your profile icon on the top-right corner of the page and then click Profile .
	Signed in as Joe Smith PROFILE Image: Sign OUT

Step	Action
3	Click Configure Reminders.
4	Set up a notification time frame to align with your payroll cycle. Choose whether the notifications should repeat weekly or monthly. Select a start date. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week when they are sent. Select a frequency and day of the week are sent. Select a frequency and the frequency are sent. Select a frequency ar
5	After you fill in each field, click Add .
6	Click Done.
	Important: Because notifications are sent through email, be sure to keep your email address and other contact information up to date in the system.

Additional Support

If you have a specific question and cannot locate the information within SCP, contact your Fidelity Service Team at (800) 917-4369.

The current paper-based contribution process is being replaced by electronic submission through SCP. After your organization is set up on SCP, paper submissions will be supported for a brief transition period only (generally one or two payroll cycles). During this transition, processing paper requests might take an additional business day because of the manual conversion to SCP.

Note: After the transition, paper submissions will no longer be accepted and checks will be returned to you.



All screenshots are used for illustrative purposes only.