# **Compliance Portal Files**

08/05/2025 12:51 pm CDT

\*To utilize the Census functions, you must be a Compliance and ftwPortal Pro Subscriber

# How to Access the Census Batch Dashboard

The Census Batch Dashboard may be accessed from multiple locations within the software:

1. Select the Wolters Kluwer Logo > Batches > Census Worksheet.



 Navigate to the Portal Global Dashboard and select the 'Census Batches' tab. (Wolters Kluwer Logo > ftwPortal Pro > Global Dashboard)

룊. Wolters Kluwe	Select a Compa	any	▼ Select a Plan	▼ Go <del>▼</del>	
Portal Users	Communications	Census Batches			Module Options 🔻
Select A Batch					Create Batch

3. Navigate to the Plan Level Dashboard and select Module Options> Census Batch

🔹. Wolters Kluwer	A.Demo	▼ A.Demo	Go 🕶		
A.Demo Company ID: / Plan ID PORTAL COMPLIANC Portal Users	: / PYE: 12-31   EIN: 25-1533 E DISTRIBUTIONS Communications	859   Plan Number:   Checklist: Non-Standardize	d 401(k) (Adoption Agreement Format) - POST	Portal Doc Admin:	Update Module Options ▼ Global Dashboard Portal User Manager Portal Document Batch
Username filter	Name		Email	Contact Type filter	Download History Client Portal Guide Portal User Help
					Admin Options

4. Navigate to the Compliance Module of a plan, within the Compliance Menu, hover over census and select 'Portal Files'. Within the menu grid, select the stack of papers in the 'Census Worksheet' row.

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		vvei -	Sel	ect a Plan Froi	n His	story.
Home > Edit Co	mpany > Edit Plar	> Compliance	> <u>Censu</u>	is > Portal Files		
Company:	A.Demo ID	:				
Plan:	A.Demo ID	:				
Year End:	12/31/2023					
File Type		To Portal	llear	From Portal User	Final	Batch
тпе туре			USEI		• mai	Datch
Census Worl	ksheet	<u> </u>		-	-	
Annual Ques	tionnaire	2		<b></b>	2	
Participant S	Statements	2				
Client Packa	ge	2				
Online Annu	al Questionnai	re	E	dit / Publish		

# **Census Batch Dashboard Navigation**

Note: A subscription to both the Compliance Software and Portal is needed to use the batch features.

The Census Batch Dashboard is located on the Global Dashboard of the Portal Module. The following features are available from the select a batch screen:

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	Port	tal Users	Communications	Census Batc	hes					0	Module Options -
	Selec	t A Batch									2 Create Batch
		Batch Name			Batch ID	Coun	t Posted	Invited	Completed		
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		Currentyeartes	<u>it</u>	0	pen Census	Batch	06/18/2024	-	-		
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		DE6327		:	698241	1	04/03/2024	-	-		
		loadprior		:	698394	2	04/03/2024		06/26/2024		
		<u>prioryeartest</u>		:	698552	2	06/18/2024	-			
		Rons12/31PYE		:	698543	1	07/22/2024	07/22/2024			
		sample		:	697938	1	04/03/2024	-	06/26/2024		
		Testing5.29		:	698477	1	06/10/2024	-			
		<u>US11419</u>		:	697673	2	05/25/2022	09/20/2023	03/28/2024		
		US13258-prior	year.term.checked	:	698527	2	06/12/2024				
		US13528-curre	ntyear	:	698537	2	06/12/2024	-	-		
	n Do with	Selected -		:	600404	2	06/10/2024	Current View Tot	al: 18 / Number Selected: 0		• Export CSV

- 1. Module Options: Like the 'Portal User' and 'Communications' tab, the same Module Options button is available in the Census Batch.
- 2. Create a Batch: Selecting this button will allow users to create a new census batch. For further steps please see the article entitled: ' How to Post a Census Batch
- 3. **Tricolon Menu:** Selecting the tricolon next to the individual batch will allow users to open the batch (which is also available by selecting the batch name) as well as delete a batch. Deleting a batch will remove the census posted to the portal users as well as enable the plan to be added to another batch. **Note:** If a portal user has returned a response, the response will <u>NOT</u> be removed with the deletion of the batch. To add this plan to a new batch, the

portal user's response will need to be removed from the plan level Compliance Portal files.

- 4. Do with Selected: There are two options included in the dropdown menu:
  - Mark a Batch as Completed: Marking a batch as completed locks it from further edits, disables the 'Post Batch' and 'Send Invites' buttons, and prevents any changes except updating portal user permissions. Batches cannot be marked as completed if they haven't been posted but can be if invites were not sent. Note: This action cannot be undone.
  - **Download Batch Info**: This option will create a .csv export of all the information associated with the batches. This includes:
    - Batch Name
    - Batch ID
    - Plan Count
    - Year (the plan year end as MM/DD/YYYY for each plan in the batch)
    - Portal Users associated with the plan that have Compliance permissions.
    - Census (the name of the census file if the batch has been posted. If not posted either Not Customized or Customized will populate)
    - Posted Date(the date the census was posted to the portal)
    - Invited Date(the date the portal user was invited to view items in the portal. Specify a Server is required)
    - Downloaded Date(the date the portal user downloaded the census if applicable)
    - Completed Dat(when the batch was marked completed)
- 5. Current View/Number Selected : This shows a count of all batches in the Census Batch Dashboard. The 'Number Selected' indicates there is a checkmark to the left of the batch. The number selected is used to show how many plans will either be marked as complete, or how many plans are selected for the 'Download Batch Info' option under 'Do with Selected'.
- 6. Export CSV: This button creates a .csv file that contains the information shown on the Census Batch>Select a Batch screen.
  - Batch Name
  - Batch ID
  - Plan Count
  - Posted Dates
  - Invited Dates
  - Completed Dates

# How to Roll Forward Compliance Users

#### **Rolling Forward Users for an Individual Plan**

- 1. Select the **Portal Module** of the desired plan.
- 2. Click the Menu icon (three vertical dots) on the right-hand side of the screen.
- 3. Choose 'Bring Forward Compliance Portal Users' from the menu.

. Wolters Kluwer	Example Company	• Example Company (ID: Plan ID only) • Go •	
Example Compan	<b>Y</b> :Plan ID only ∥   PYE: 04-30   EIN: 25-1	533392   Plan Number: 001   Checklist: Non-Standardized 401(k) (Individually Designed Format) - POST	Portal Doc Admin: 🔍 Update Module Options 🗸
Portal Users C	communications Q		+ Add Upload Portal Users
Username	Name	Email Cor	Atact Type Portal User Edit Grid ter Download Current Portal User CSV File
-			Portal Link Bring Forward Compliance Portal Users Portal User Help

#### **Rolling Forward Users for All Plans**

- 1. Navigate to the Global Dashboard (WK logo > ftwPortalPro > Global Dashboard).
- 2. Click the Menu icon (three vertical dots) on the right-hand side of the screen.
- 3. Select 'Bring Forward Compliance Portal Users.' This action will pull forward all users across all plans.

•	Wolters Kluwer	Select a Compa	ny	•	Select a Plan	▼ Go ▼		-	-
[	Portal Users	Communications	Census Batches	Q				Module	Options 🔻
									+ Add
								Upload Portal Users	
	Username	Name				Email	Contact Ty	Portal User Edit Grid	
	niter						niter	Download Current Portal User CSV File	
								Portal Link	A
								Bring Forward Compliance Portal Users	
	1.00					-		Portal User Help	

# How to Post a Batch Census Worksheet

**Note: A subscription to both the Compliance Software and Portal is needed to use the batch features.** Specify a Server will need to be set up within the Compliance tab of the global email settings to send a communication to portal users.

Before creating a current year census batch, it is recommended to roll forward Compliance Portal Users from the previous year. Please review 'How to Roll Forward Compliance Users' for steps on completing this process.

To create a new census batch, select the 'Create Batch' button above the grid and enter a batch name:

🔹. Wolters Kluwer	. Wolters Kluwer Select a Company		▼ Select a Pla	an	<b></b>	Go 🔻	Ron Swanson 👻
Portal Users	Communications	Census Batches					Module Options 🔻
Select A Batch							Create Batch
Batch Name		Batch ID	Count Posted	Invited	Completed		

Once the batch is created, a new screen will populate with Batch Options.

#### **Batch Options:**

🤹. v	Volters Kluwer	Select a Company	Y	▼ Select a Pi	lan	<b>.</b>	Go <del>-</del>		
	Portal Users	Communications	Census Batches						Module Options -
0	Select A Batch	urrent Batch: CensusE	BatchExample 🖋 🙎						3 + Add Plans
	Plan Name No results found.	Company Name	Year	Portal User(s)	Census	Posted Invited	d Downloadec R	esponse *	BATCH OPTIONS  Default Worksheet:
Do	with Selected <b>~</b> 8	)	Cu	rrent View Total: 0 / Numb	er Selected: 0			9     Export CSV	Post Batch
			© 2	007-2024 CCH Incorporate	d or its affiliates   <u>Lice</u>	ense Agreement   Help	Center   Contact Us		

- 1. Select a Batch: This button will return users to the main census batch screen to select a batch. Batches display in alphabetical order.
- 2. Edit Name: Select the pencil next to the batch name to make alterations.
- 3. + Add Plans: Select the plans to add to the batch. Plans that have already uploaded a census in the Compliance Portal (either through another batch or at the plan level) will not appear in the 'Add Plans' screen. Any plan year may be included (e.g., 2021, 2022, 2023) in the same batch. +Add Plans screen includes the following filters for easy searching (hit the enter key on your keyboard for the filter to be retained).
  - Plan Name/ Plan ID
  - Company Name/ Company ID
  - EIN
  - Year End (\*Search for plans by Year End using the following formats: by MM/DD, MM/DD/YYYY,MM-DD, MM-DD-YYYY, YYYY-MM-DD, YYYY/MM/DD, and YYYY. Note: The year must be entered as YYYY, not YY.)
  - Checklist Type
  - Checklist Version
  - Administrator (listed on the Edit Plan screen for the Compliance Module)

#### Things to note when adding plans:

- Multiple filters may be used at the same time.
- After entering filters and selecting the plans to add, click on the Add Selected Plans button in the lower left-hand corner.

- The add plans grid is exportable both in the full and filtered view by selecting the Export CSV button in the bottom right-hand corner.
- Only plans that are unlocked in the compliance module will populate in the Add Plans window. Home > Edit Company > Edit Plan > Compliance > Tasks

Company:	A. Demo Corp	-	ID: a.demo 🥒
Plan:	A Demo 401(k) Plan	-	ID: a demo plan
Checklist:	Non-Standardized 401(	k) (Adoption /	Agreement Format) - POST
Details:	EIN: 86-7530932 • PN: 11	7 • PYE: 12-31	
Year End:	12/31/2025 🔹 👕		Plan Year Unlocked: 💣

Updates Help

- 4. Default Worksheet: There are 3 options for sending the census to the Portal:
  - Upload File: Upload a custom census that is not generated by ftwilliam.com.
  - Load Prior Year Census: This radio dial selection will load the prior year census for the listed plans, it will contain census data and participants from a prior year.\*Please note: if the prior year census grid selection is different than the current year grid selection in compliance, the software will enter the applicable data into the new grid format.
  - Load Current Year Census: This radio dial selection will load the current year census for the listed plans, this will be a blank census (or will contain any data entered into the compliance module census for the current year) and will match the census grid selection in the Compliance for the current year.

\*Note: Customized Option: in addition to selecting one of the options outlined above, users may also add custom census to specific plans.

- Select the 'Not Customized' link in the grid.
- A pop-up window with the Company and Plan Name selected will populate.
- Select the 'Browse' button and add the unique custom census template.
  - The name of the file will populate in the blank box to the left once the upload is complete.
- Select the 'Close' button and the grid will then show with 'Customized' for that plan listing.

Wc	olters Kluwe	er Select a	Company		← Select a Plan		
P	Portal Users Co		ions Census Batche	15			
Se	elect A Batch	Current Batch	: CensusBatchExample 🥖	,			
	Plan Name		Company Name	Year	Portal User(s)	Census	
	Air Nomad Pro	ofit Sharing Plan	The Four Nations	12/31/2023	Aang	Not Customized	
	Fire Nation 40	1(k) Plan	The Four Nations	12/31/2023	Zuko	Not Customized	
	Sweetums		City of Pawnee	01/31/2023	None	Not Customized	

pload Cust	om Census X
Compar Plan:	y: The Four Nations Air Nomad Profit Sharing Plan
Note: if y from the	rou previously uploaded a custom plan file, clicking 'Remove' will remove i plan, causing it to use the batch file again. Browse Remove
	Close

. Wo	lters Kluw	er	Select a Compa	ny			ian
Po	ortal Users	C	ommunications	Census Batches			
Sel	ect A Batch	Cur	rent Batch: Censu	sBatchExample 🥒			
	Plan Name		Comp	any Name	Year	Portal User(s)	Census
	Air Nomad Pr	ofit Sh	aring Plan The Fo	our Nations	12/31/2023	Aang	Custom Census
	Fire Nation 40	01(k) Pl	an The Fo	our Nations	12/31/2023	Zuko	Not Customized
	Sweetums		City of	Pawnee	01/31/2023	None	Not Customize

- 5. Delivery Options: There are 3 options for delivering the census to portal users
  - **Download only:** Allows the portal user to download the census but is unable to make changes within the portal screen or re-import the information. This is often used for review purposes only. \*Not a commonly used feature.
  - **Download and Upload CSV:** Allows the portal user to download the census to make alterations and then provides an import option to send respond with the updated census. \*This will create two separate To-Do list tasks (Download and Upload.)
  - Edit CSV on the Portal: This allows the portal user to alter the census directly in the Portal screen.

\*Note: Portal users will automatically be updated with the delivery option permissions set by the batch. The batch delivery options will only add permissions, it will not alter other existing permissions. For example, if prior to a batch the user has permissions to upload and download the census only, and the batch allows them to edit the CSV on the portal, once the batch is posted, this user will have permissions to Upload/Download and complete in portal.

When plans have been added, if a Portal User is not assigned to a plan, they may be added by selecting the **None'** link under the Portal User(s) column on the grid. (A Portal User must be listed in the Portal User columnin order to post the batch. If **None** is displayed, a warning will populate to correct prior to posting.)

- Selecting this link will open the 'Edit Portal User Options' window.
- Select a user from the 'All Contacts' drop down.
- The user will be added to the year specified in the batch with the permissions defined by the Delivery Options for the batch.
- Ensure the 'Save Changes' button is selected.



- 6. Email Template: Here the template sent to the portal user may be viewed/edited or a new template may be selected. This template will automatically default to the selected template in the Global E-mail Settings> Compliance Tab> Census Worksheet Default.
  - To select a pre-existing e-mail template, select the drop-down menu. This menu will populate with all of the available compliance default e-mail options:

Email Template:
Default Census Email
Default Annual Questionnaire Email
Default Census Email
Default Census Worksheet Email
Default Client Package Email
Default Participant Statements Email

• To alter, edit, or create a new template for this batch, select the Edit Templates Link directly below the 'Email Template' drop-down.



 This will open the 'Email Template Editor' for the Compliance module to add or edit templates. For additional guidance on this feature please review the article entitled: 'How to Edit Or Clone Default E-mail Templates.'

Email Template Editor		×
Email Templates		
Module: Compliance		<b>Clone</b> Delete
Template	Modules	Last Change
Default Annual Questionnaire Email	Compliance	04/08/2022 9:12 AM
Default Census Email	Compliance	04/08/2022 9:12 AM
Default Census Worksheet Email	Compliance	07/22/2024 3:16 PM
Default Client Package Email	Compliance	04/08/2022 9:12 AM
Default Participant Statements Email	Compliance	04/08/2022 9:12 AM
Edit Template: Default Census Worksheet Email		
Subject: 1@IPlanName Census Worksheet Ready	Sele	ect Modules - Hidden? Clone Delete
I@!CustomLanguage The census worksheet for !@!PlanName is ready for your response. You can log on at: I@!loginlink		
You can log in using the following credentials:		
Username: !@!Username Password: /@!Dassword		
Thank You		
HTML Email: Placeholder List	t email address Save and Send Test	Email Save Template Revert to Default
		Close

- 7. **Post Batch:** Selecting this button will post the Census Worksheet to the User Portal. If the **'Send Email Invites'** toggle is **green**, an invitation (using the **Email Template** selected for the batch) will also be sent to the Portal Users associated with the plan.
- 8. Do with Selected: Based on the status of the batch, the 'Do with Selected' options will vary as described below:
  - **Prior to posting** a batch, the 'Do with Selected' option allows a user to select all or individual plans and remove them from the batch.
  - After posting a batch, the 'Do with Selected' option allows a user to:
    - Remove Plan(s)- when a batch has been posted and s removed from the batch a confirmation window
      will populate alerting that the census posted to the users portal, as well as posted in the compliance
      module will be removed. However, responses from the portal user will remain unaffected and will still
      be both in the compliance module and associated with this plan if added to another batch unless
      manually removed.
    - Send E-mail Invites- allows users to select specific plans to send initial invites to, or re-invite to complete the census without sending invitations to the entire batch of plans.
    - Download <u>Posted</u> Census- selecting this option will export the census that was posted to the user portal in bulk. These are downloaded into a zip file with the following naming convention: 'NameOfBatch Posted Census'.
    - Download Census <u>Responses</u>- selecting this option will export the census responses from portal users. These are downloaded into a zip file with the following naming convention: 'NameOfBatch Census Received'.

9. Export CSV: The export CSV option from below the grid will export all the data within the census batch grid into an editable .csv file.

# Access to Edit the Census Worksheet within the Portal

When sending a census to be completed in the portal, portal user permissions can be managed directly through the **Compliance Module** via the Compliance Menu>Census> Portal Files, Edit Portal Users:

Home > Edit Con	mpany > <u>Edit</u>	Plan >	Compliance > Cen	<u>nsus</u> > Portal Files							Upd	lates He
Company:	A.Demo	ID:								Co	ompliance Menu	
Plan:	A.Demo	ID:								• •	Census	
Vear Ende	10/01/0	224									Tasks	
rear End:	12/31/20	J24								•	Transactions	
File Type			To Portal Use	From Portal I	Icor Final	Ratch				•	Miscellaneous	
спетуре	- b - at		TOPOILarose			ma				•	Tools/Settings	
Census work	csneet		•	<u> </u>	<u> </u>					•	Plan Specifications	
Annual Ques	tionnaire			<u> </u>	<b>—</b>							
Participant S	tatements		<b></b>									
Client Packag	ge		2									
Online Annua	al Question	naire		Edit / Publish								
Edit Portal U Portal	Jsers 🔫		-									
Portal Files												
Description				Year	File Name		Size	Posted Date	Review	Status	Options	
CenSpreads (Download)	SheetDL C )	ensu	s Worksheet	12/31/ 2024	ADemo_202 Primary 1 C comp after	24-12-31.* ftw ensus (comp and elig) .csv	4099	06/18/2024 14:46:17	Review	ок	Remove	
						None						

#### **Enabling Census Editing in the Portal**

To allow a portal user to edit the census directly within the portal:

- Set Edit Census Worksheet to Yes on the Compliance tab.
- (Optional) Set Census Worksheet (download) and Census Worksheet (upload) to Yes to allow .CSV file download and upload.
- Select Save Changes before closing the screen.

Edit Portal User Options	х
All Contacts: Aerith Gainsborough (Aeri A Demo - Compliance Permissions Selected Year: 12/31/2025 Portal Users: Aerith Gainsborough (AerithG)	thG) T Manage Add
Compliance Options	
Census Worksheet (Download):	No 👻
Edit Census Worksheet:	Yes
Census Worksheet (Upload):	No
Annual Questionnaire (Download):	No
Annual Questionnaire (Upload / Complete Online):	No
Participant Statements (Download):	No 👻
Client Package (Download):	No 👻
Email Settings From Name: allison Bailey@wolterski • Bold indicates the requ • RED indicates the portal user does not cu Help	uired permission. rrently have the plan or permission. Save Changes Close

**NOTE:** The census template must match a grid available in the Compliance module dropdown. If not, an error will appear when attempting to open the worksheet.

Edit Census Worksheet				
Error loading data	λ	2 <del>7.</del>	0	

#### **Portal User Experience**

After being invited to the portal, the user will see the **Edit Census Worksheet** option. Each cell in the worksheet is editable, and participants can be added or removed directly on the screen. For a detailed explanation of the grid features please see Edit Census Worksheet Grid.

Plan Home Edit Census	Worksheet					
(3)					Q > <del>7</del>	::
Actions	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Filter by 🗙	Filter by ×	Filter by ×	Filter by ×	Filter by D	× Fill
· 💼	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
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	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Ī	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
			Note: Re	sure to save changes		
Download ,	/ Print Validate Up	load	periodical	ly in case of timeout.	Save Changes	'm Done

# Edit Census Worksheet Grid

When editing access is enabled, selecting **Edit Census Worksheet** (via button or to-do list) opens a grid for direct data entry into the census template.

📰 Plan Home	Edit Census W	/orksheet					
Inbox (0) ▼ ToDo List (2)						Q \5	ξ []
Download Census Worksheet	Actions	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	; Dat
Upload Census Worksheet							
Edit Census	Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Worksheet	Ĩ	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	1	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Download /	Print Validate Up	load	Note: Be periodical	sure to save changes lly in case of timeout.	Save Changes	I'm Done
	Instructions						
	Li Fi Date of Date of Term Re Date of Date of	Column Description ast Name Enter the emp rst Name Enter the emp SSN Enter the emp firth Date Enter the emp f Hire (1) Select first em Term (1) Enter first em tasson (1) Indicate reaso f Hire (2) Select second Term (2) Second emplo	loyee's last name loyee's first name loyee's social security ni loyee's date of birth ployment status in plan ployment status date (ef n for termination (first e employment status in plan yea	umber fective date) mployment status in pl lan year ar (effective date)	an year)		

### Grid Overview

### **Top Toolbar Features**

#### 1. Search (Magnifying Glass)

Opens a search bar that scans the entire grid for matching values. Useful for quickly locating participants or data points without filtering by column.

Edit Census	Worksheet							
			Q Search		× 2 × ::			
Actions	Last Name	First Name	SSN	Birth Date	Show/Hide search	Dat		
	Filter by 🗙	Filter by $\times$	Filter by X	Filter by 🗙	Filter by D 🗙	Filt		
Ĩ	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat		
<b>I</b>	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat		

#### 2. Show/Hide Filters (Funnel Icon)

Toggles visibility of column-specific filter fields. These are enabled by default and allow for more targeted filtering within individual columns.

Edit Census \	Vorksheet				
					Q 7 []
Actions	Last Name	First Name	SSN	Birth Date	Date of Show/Hide filters Dat
	Filter by 🗙	Filter by $\times$	Filter by 🗙	Filter by $\times$	Filter by D 🗙 Filt
1	Last Name	First Name	SSN	Birth Date	Date of Hire (1) Dat

#### 3. Full Screen View

Expands the grid to fill the screen, making it easier to view and edit multiple columns. Search and filter tools remain accessible. Select again to return to standard view.

Edit	t Census W	orksheet																				
A	ctions	Last Na	me :		First	Name	***	~	SSI	N :		~	Bi	rth Date			D	Q vate of Him	بُدُ e (1)	Fu	E	
		FILLEFI	Jy	$\sim$	Fille	i Dy	-	$\sim$		er by .				iter by			_	iiter by	D		_	
						-											_				Q	× c
Actions	Last Name ∷ Filter by ×	First Name 🚦	SSN : Filter by	Birth Date	∎ : y ×	Date of Hire (1) Filter by D	: ×	Date of Term (1 Filter by D	) : . ×	Term Reason (1) Filter by Te	: ×	Date of Hire (2) Filter by D	: ×	Date of Term (2) Filter by D	$^{:}$ $\times$	Term Reason (2) Filter by Te	: ×	Hours : Filter by X	Statutory Filter b	y Comp	: ×	Plan Comp
	Last Name	First Name	SSN	Birth Date		Date of Hire (1)		Date of Term (1			*	Date of Hire (2)		Date of Term (2)			*	Hours	Statutory	Comp		Plan Comp
Î	Last Name	First Name	SSN	Birth Date	5	Date of Hire (1)		Date of Term (1			*	Date of Hire (2)		Date of Term (2)			*	Hours	Statutory	/ Comp		Plan Comp
	Last Name	First Name	SSN	Birth Date	9	Date of Hire (1)		Date of Term (1			*	Date of Hire (2)		Date of Term (2)			*	Hours	Statutory	/ Comp		Plan Comp
Î	Last Name	First Name	SSN	Birth Date	6	Date of Hire (1)		Date of Term (1			*	Date of Hire (2)		Date of Term (2)			*	Hours	Statutory	/ Comp		Plan Comp
Î	Last Name	First Name	SSN	Birth Date	5	Date of Hire (1)		Date of Term (1			*	Date of Hire (2)		Date of Term (2)			٣	Hours	Statutory	/ Comp		Plan Comp
Î	Last Name	First Name	SSN	Birth Date	9	Date of Hire (1)		Date of Term (1			٣	Date of Hire (2)		Date of Term (2)			*	Hours	Statutory	/ Comp		Plan Comp
				Worksher							_				_		_	0.00	0.00			0.00
				Edit Cens Worksher	a tt	Download / Print	Vali	date Upload	0			Note: Be sure to sa periodically in case o	ve chan of timeo	pes Save Chan	202	I'm Done						

#### **Column Features**

Each column in the grid also contains additional features.

Edit Census	Worksheet					
	4	5			Q 🛬	3
Actions	Last Name 🔨	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	6 Filter by 🗙	Filter by 🗙	Filter by 🗙	Filter by 🗙	Filter by D 🗙	Filt
71	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Ē	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Î	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Download /	/ Print Validate Up	load	Note: Be periodica	sure to save changes lly in case of timeout.	Save Changes	Done

#### 4. Sort by Column Name:

Hover near a column name to reveal a sort arrow.

- First click: **Ascending** order (\*If the census grid contains multiple blank rows, those rows will be moved to the top when put in ascending order.).
- Second click: Descending order.
- Third click: Clears sorting.
- Only one column can be sorted at a time.

#### 5. Column Actions Menu (Tricolon Icon):

- Sort: duplicate functionality of the Sort by Column Name (sort ascending, descending, or clear).
- Filter: Enable or clear column-specific filters.
- **Pin Left/Right**: Keeps selected columns visible while scrolling. First and Last Name columns are pinned left by default. Pinned columns are marked with a dividing line.

Edit Census	Worksheet					
		,				Q ≠ 13
Actions	Last Name	First Name	Birth Date	Date of Hire (1)	Dat	SSN
	Filter by 🗙	Filter by ×	Filter by ×	Filter by D 🗙	Filt	Filter by X
Î	Baker	Betsy	Birth Date	Date of Hire (1)	Dat	111-00-1234
1	Raimi	Sam	Birth Date	Date of Hire (1)	Dat	111-00-1235
1	Campbell	Bruce	Birth Date	Date of Hire (1)	Dat	111-00-1236
Î	Sandweiss	Ellen	Birth Date	Date of Hire (1)	Dat	111-00-1237
Î	Raimi	Ted	Birth Date	Date of Hire (1)	Dat	111-00-1238
Î	Last Name	First Name	Birth Date	Date of Hire (1)	Dat	SSN

Pinned columns are for convenience only and do not affect the exported file. Refreshing the page or uploading a new file resets the view to default (Name columns pinned left). If Name columns are not included in the template, no columns are pinned by default.

#### • Hide Column / Show All Columns:

Temporarily hide columns for a cleaner view. To restore, use **Show All Columns** from another **Column Actions Menu (Tricolon Icon)** or select **Save Changes** and refresh the page.

#### 6. Filter by Column Name

Each column includes a filter field (when enabled) to narrow down entries. Filters apply only to the selected column and support partial matches. This tool can be used alongside the global search tool.



#### 7. Delete Row (Trashcan Icon)

Removes a participant row. If all rows are deleted, refreshing the page restores blank rows. Always save before refreshing to avoid losing data.

#### Grid Footer (Below the Grid)





#### 8. Download/Print

Exports the current census grid as a .csv file. This file can be used for:

- Record-keeping or offline review.
- Making bulk edits outside the portal.
- Converting an existing census into the correct format for re-import
- The exported file can be re-uploaded using the **Upload** feature (see below).

#### 9. Validate (Optional)

If enabled through Portal Branding, the **Validate** button runs basic edit checks on the census data before submission. These checks help ensure required fields are completed and formatting is correct.

- If errors or warnings are found, they must be resolved before submission is allowed.
- For more information, refer to the Census Validation section of the guide.

#### 10. Upload

Allows a completed or edited census file to be re-imported into the grid.

- The uploaded file must match the original template format exactly.
- If the format does not match, an error message will appear and the upload will fail.



• This feature is especially useful after making bulk updates in the exported .csv file.

#### 11. Save Changes

The grid does not auto-save. It is essential to manually save changes frequently to avoid losing data due to:

- Internet connectivity issues.
- Session timeouts.
- Accidental page refreshes.

#### 12. I'm Done

This button submits the completed census to the TPA and moves it to the Compliance Portal files. It remains disabled until one of the following conditions is met, depending on Portal Branding settings:

• All columns in the grid have been scrolled through and completed.

• If validation is enabled, all errors and warnings must be cleared using the **Validate** button.

Once enabled, selecting I'm Done opens a confirmation window. Choosing Yes finalizes the submission.



# **Census Validation**

An optional census validation feature is available for the Edit Census Worksheet, requiring basic edit checks to be completed before census data can be submitted.

#### When Validation Is Available

Validation is active only when both of the following conditions are met:

- The Edit Census Worksheet permission is set to Yes
- Validation is enabled in Portal Branding (Wolters Kluwer Logo> Administrative Tasks > Portal/Workflow > Portal Branding)

ortal Branding		х
Portal Welcome Message height in View Custom Welcome Message	n pixels (default: 150): 150	
Input custom welcome message b	pelow:	
	\$   # # @ @   = = = = Ø ▼ 9	
Welcome to the Portal		
Please select a plan from the top or a	n option from the left.	
Footer Text:	0	
Portal Password Reminder Text:	Please contact your administrator if you have forgotten your Password	
Aask Portal User Help?	,,,,,,, _	
Mask 5500 Portal Change Nam	ne button?®	
Add "I'm done" checkboxes to	Portal ToDo list?	
Disable Cookies on Portal User	r Login Screen20	
Postal Edit Course Workshort Tra	Lunching - D	
Fortai Eult Census worksheet Ins		
	Selecting the Validation checkbox prompts users to validate the	eir
	census data before submitting. It adds a 'Validate' button in th	e
Enable Census Validation?	Sponsor Portal > Edit Census Worksheet to check for missing fields. Users must complete the fields or accept the census as i	s
Restrict census file upload to	Census Worksheet' permissions.	
	Close Save Cha	nges

#### **How Validation Works**

Validation must be run before Portal Users can select the **I'm Done** button and submit the census. Selecting **Validate** triggers a review of the data and opens a results window showing any issues.

📰 Plan Home	Edit Census V	Vorksheet					
🖬 Inbox (3) 🔻						0 )-	
ToDo List (1)						Q 37	8
Documents	Actions	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
Edit Census Worksheet		Filter by 🗙	Filter by 🗙	Filter by 🗙	Filter by 🗙	Filter by D	× Filt
Worksheet	i i	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
		Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Ē	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Ī	Last Name	First Name	SSN	Birth Date	Date of Hire (1)	Dat
	Download /	Print Validate Up	load	Note: Be periodical	sure to save changes ly in case of timeout.	Save Changes	I'm Done
	Instructions						
	L	Column Description ast Name Enter the emp	loyee's last name				
	F	irst Name Enter the emp SSN Enter the emp	loyee's first name lovee's social security n	umber			
		Birth Date Enter the emp	loyee's date of birth				
	Date o Date of	f Hire (1) Select first em Term (1) Enter first em	ployment status in plan ployment status date (ef	year fective date)			
	Term R	eason (1) Indicate reaso	n for termination (first e	mployment status in pl	an year)		
	Date o Date of	Term (2) Select second Term (2) Second emplo	employment status in p yment status in plan yea	an year ar (effective date)			
	T D	(3)	- f + / /				

#### Validation Results

Results are grouped into two categories:

- Errors (Must be corrected before submission)
  - Triggered when required fields are missing or invalid:
    - Last Name
    - First Name
    - Social Security Number
    - Date of Birth
- Warnings (Can be acknowledged and bypassed)
  - Triggered when optional fields are blank or contain zero values. Each warning includes an **Acknowledgement checkbox** that must be selected to proceed.
    - Date of Hire
    - Hours
    - Compensation
    - Term Reason (only if Termination Date is entered)

Validation Results			х
Errors/Warnings Foun	1		
Acknowledge Hours \     Acknowledge Statuto     Acknowledge Termin	Vorked is blan ry Compensat ation Reason i	k or zero for 1 participant(s) ion is blank or zero for 1 participant( s not provided for 2 participant(s)	s)
Row 1 - Brenatto Yeza	I		
Column Header	Severity	Value	Message
Birth Date	Error		Birth Date is a required field and cannot be blank
Term Reason (1)	Warning		Termination Reason is not provided
	s		
Column Header	Severity	Value	Message
Hours	Warning	0	Hours Worked is blank or zero
Statutory Comp	Warning	0	Statutory Compensation is blank or zero
▼ Row 10 - Tealeaf Molly	rmauk		
Column Header	Severity	Value	Message
Term Reason (1)	Warning		Termination Reason is not provided

#### After Validation

- Portal users must Fix all Errors, then select Validate again.
- If Warnings remain, select the appropriate Acknowledgement check boxes.
- Close the validation window using the X in the upper-right corner. Acknowledgements are saved automatically.

Validation Results				
No Errors Found				1
<ul> <li>Acknowledge Hours</li> <li>Acknowledge Plan C</li> <li>Acknowledge Statute</li> </ul>	Worked is blan ompensation is ory Compensat	ık or zero for 1 participant(s) s blank or zero for 1 participant tion is blank or zero for 1 partic	t(s) cipant(s)	/
	IS			
Column Header	Severity	Value	Message	
Hours	Warning	0	Hours Worked is blank or zero	
Statutory Comp	Warning		Statutory Compensation is blank or zero	
Statutory Comp Row 3 - Dosal Babene	Warning		Statutory Compensation is blank or zero	
Statutory Comp → Row 3 - Dosal Babene	Warning		Statutory Compensation is blank or zero	
Statutory Comp • Row 3 - Dosal Babeno Column Header	Warning on Severity	Value	Statutory Compensation is blank or zero Message	

**Note:** If additional changes are made to the census after validation, the process must be repeated before **I'm Done** becomes available.

#### **Submitting the Census**

Once validation is complete, portal users may select **I'm Done** in the lower-right corner of the grid. A confirmation window will appear; selecting **Yes** submits the census to the TPA and places it in the Compliance Portal files.

## How to Push the Census from Upload to Final

Once the (Upload) census is populated and approved, the "Make Final" link will become active.

Note: The link will not be active if the (Upload) census has not been approved or if the (Final) census already appears in

#### the Active Documents box.

Portal Files								
Description	Year	File Name	Size	Posted Date	Review	Status	Options	
CenSpreadSheetDL Census Worksheet (Download)	12/31/ 2024	ADemo_2024-12-31.* ftw Primary 1 Census (comp and comp after elig) .csv		07/25/2024 17:12:30	Review	ок	Remove	*
CenSpreadSheetUL Census Worksheet (Upload)	12/31/ 2024	ADemo_2024-12-31 ftw Primary 1 Census (comp and comp after elig) .csv	4099	07/25/2024 17:06:50	Review	Approve	Remove   Make Final   Unlock	
		None				\[         \]     \[         \[         \]     \[		
							<	

Once approved, select the "Make Final" link.

Portal Files								
Description	Year	File Name	Size	Posted Date	Review	Status	Options	
CenSpreadSheetDL Census Worksheet (Download)	12/31/ 2024	ADemo_2024-12-31.* ftw Primary 1 Census (comp and comp after elig) .csv		07/25/2024 17:12:30	Review	ОК	Remove	*
CenSpreadSheetUL Census Worksheet (Upload)	12/31/ 2024	ADemo_2024-12-31 ftw Primary 1 Census (comp and comp after elig) .csv	4099	07/25/2024 17:06:50	Review	ок	Remove   Make Final   Unlock	
		None						

The census file will automatically populate as "Final". Once made Final, there is a link that will populate below the grid that will allow you to push the portal File Census to the Main grid Census for testing purposes.

Portal Files								
Description	Year	File Name	Size	Posted Date	Review	Status	Options	
CenSpreadSheetDL Census Worksheet (Download)	12/31/ 2024	ADemo_2024-12-31.* ftw Primary 1 Census (comp and comp after elig) .csv		07/25/2024 17:12:30	Review	ок	Remove	*
CenSpreadSheetUL Census Worksheet (Upload)	12/31/ 2024	ADemo_2024-12-31 ftw Primary 1 Census (comp and comp after elig) .csv	4099	07/25/2024 17:06:50	Review	ок	Remove   Make Final   Unlock	
CenSpreadSheetFinal Census Worksheet (Final)	12/31/ 2024	ADemo_2024-12-31 ftw Primary 1 Census (comp and comp after elig) .csv	4099	07/25/2024 17:15:39	Review	ок	Remove	
		None						
None								

Import Final Census to Compliance System - File must contain 5 header rows and census information only. Participants on the current year census (if any) with no upload record will be deleted.

# Please Note: File must contain 5 header rows and census information only. Participants on the current year census (if any) with no upload record will be deleted.

# How to Upload a Batch Annual Questionnaire to the Portal (Compliance User)

**Note:** You do have to subscribe to the Compliance Software, '*ftw*Portal Pro', and have 'Specify a Server' set up to post annual questionnaire batches. Please also know this is an Annual Questionnaire that is uploaded from your files to the

software, and not an item that is generated by ftwilliam.com. These files will populate in the Portal Files of the Compliance Module.

1. Select Annual Questionnaire from the Batches drop-down list on the Select Company screen.

2. You have the option to edit a cover letter by clicking on **Edit Settings**.

**Note:** Any changes made here will also update the default email setting under the "Admin" tab for "Annual Questionnaire".

- 3. 'Create New Batch'.
- 4. You will be directed to the 'Edit Batch' screen where you can:
  - 1. Edit Name: Modify your batch name.
  - 2. Browse: Upload the annual questionnaire you want to post to the portal.
  - 3. Add Plans: Plans will display based on the current plan year end and if they are not in another batch.
    - a. When plans have been added, you are able to add/update portal users assigned to the plan with 'Annual Questionnaire (Download):' and 'Annual Questionnaire'(Upload / Complete Online):' permissions.
    - b. You are also able to 'Customize' the Annual Questionnaire for each of the plans within the batch.

5. **Post Batch:** Sends the Annual Notice to the portal. If the 'and send invites' box is checked, you will be able to post the batch and send the invites to the portal users at one time.