How to Post a Required Amendment via Batch

07/29/2024 4:02 pm CDT

Note: You must subscribe to the Documents Module and 'ftwPortal Pro' to post required amendment batches.

Select a Plan... 🍋 Wolters Kluwer 🝷 Select a Plan From Hi 🚮 Home 🐣 Edit Profile lan Search ۲ Company / Plan ۲ Batches ACA Distribution Tracking ۶ 5500 Batch / Workflow Plan Design Summary ۲ 1099 ftwPortal Pro DocPrint ۲ ۲ Reports **PPA Restatement** Downloads ۲ 403(b) PPA Restatement

To batch generate amendments select the Wolters Kluwer logo >Batches>DocPrint :

In the DocPrint menu you will first need to create a batch file. Click the "Create New Batch" button and give your batch file a name. You will also need to select the checklist type you will be generating the amendment for via the drop-down menu. Once you have made your selection, click "OK".

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Home > Batch Do	cPrint							
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Next, you will need to add plans to your batch file. Click the "Add Plans" button to get a list of plans in your account

with the checklist type you selected.

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Batch:	DocPrint	Count:	0	Error:	<u>A</u>	Batch	Options	
Batch Name:	Sample Batch	Complete:		Print:		Docur	nent Format: 🛛 Word 🕶 📝	
Batch ID:	111191	Publish:		Status:		Edit F	ilenames: Level 1 Level 2 Level 3	
Checklist:	TG:ProtoNS:POST					Conve	ert Plans Batch Edit Plan Grid	
Add Plans								
Compa	ny Name			EIN	Company ID		Plan Name	
Comp	Company Name			EIN	Company ID		Plan Name	

Once your plan list appears, you can utilize the filters at the top of the box to search for specific plans and narrow down your search results. When finished, use the checkboxes to the left of the menu to select the plans you want to add to your batch file. You can use the top checkbox to select all the plans in the menu. Once you have made your selection, click on the "Add" button.

)	Company Name	Company ID	Plan Name	Plan ID	EIN
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2	Select all or individual plans.	NSTG	Post PPA Test Company NS Tar Utilize filters to narrow your		78-7897
	Company	NSTG	Post PPA Test Company NS Tar		78-78978
	Post PPA Test Company	NSTG	Post PPA Test Company NS Target Benefit Plan 4		78-78978
	Post PPA Test Company	NSTG	Post PPA Test Company NS Target Benefit Plan 5		78-78978
	Post PPA Test Company	NSTG	Post PPA Test Company NS Target Benefit Plan 6		78-78978
	Post PPA Test Company	NSTG	Post PPA Test Company NS Target Benefit Plan 7		78-78978
	Post PPA Test Company	NSTG	Post PPA Test Company NS Target Benefit Plan 8		78-78978
	Post PPA Test Company	NSTG	Post PPA Test Company Holly's Plan NS Target Benefit Plan 1		78-78978

Now that you have added your plans you can proceed with any necessary parameter updates before creating your amendments. Click the "Batch Edit Plan Grid" link in the "Batch Options" box.

Batch Options	
Document Format: Word 🗸 🗹	
Edit Filenames: Level 1 Level 2 Level 3	
Convert Plans Batch Edit Plan Grid	
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Next, use the "Grid View" drop-down menu to view the parameters for a specific section in the checklist. To make changes in bulk, select the plans you want to update by using the checkboxes to the left of the plan name in the grid and then click the "Do with Selected" drop-down menu. By choosing "Change Columns" a new menu will appear listing all the parameters for that grid view or checklist section.

Annual Notice SECURE CARES CAA Amendment POST Restatement Im Company Information Section +	Plantumber Plantub Err Doc Err Forms 034 ▲ ▲ 035 ▲ ▲
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To make changes, first select the checkbox next to the parameter you wish to update. Next, select the new value for that question and then click "OK" at the bottom of the menu. By doing this, any plans you selected will be automatically updated in batch. You will not need to go into each plan individually to make those changes.

Change Columns - 2 selected	Show Selected X
Column	New Value
SECUREQBOAD	Yes 👻
SECUREQBOADDate	
SECUREQBOADLimit	Yes 👻
SECUREQBOADLimitDesc	
SECURERMD	Yes 👻
SECURERMDOption	will not receive distribution \neg
SECURERMDDate	
SECURERMDRollover	None 👻
SECUREAnnuity	Yes 👻
SECUREAnnuityDate	
SECUREAnnuityLimit	Yes 👻
SECUREAnnuityLimitDesc	
SECUREInService	Yes 👻
SECUREInServiceAge	
SECUREInServiceDate	
	UK Cancel

Now that your plans have been updated (if needed), you can proceed with delivery. Before printing, you will have the option to customize the file naming convention. In the "Batch Options" menu, you will see Level 1, Level 2, and Level 3 options.

Level 1 is the naming convention for the folder that is downloaded from DocPrint. This will contain plan folders and files for all the plans in your batch.

Level 2 is the naming convention for the file or folder within the zip folder in Level 1.

Level 3 is the naming convention for all the files inside of the folders in Level 2.

Batch Options
Document Format: Word 🗸 🗷
Edit Filenames: Level 1 Level 2 Level 3
Convert Plans Batch Edit Plan Grid

Now that you've set-up your filenames, click the "Print" checkbox at the top of the menu to select the files you wish to print for the plans inside of your batch file.

Post P	PPA Test Company			78-7897897	NSTG	Post PPA Test Company Holly's Plan NS Targe Plan 1
Comp	any Name			EIN	Company ID	Plan Name
Compa	any Name			EIN	Company ID	Plan Name
Add Plans						
Checklist:	TG:ProtoNS:POST					Convert Plans Batch Edit Plan Grid
Batch ID:	111191	Publish:		Status: <	IJ	Edit Filenames: Level 1 Level 2 Level 3
Batch Name:	Sample Batch	Complete:		Print:]	Document Format: Word 🗸 🔟
Batch:	DocPrint	Count:	1	Error:	▲	Batch Options

You will find a list of all the documents and supporting materials that can be printed with your amendments. Make sure to indicate the "Download" option you want before clicking the "Print" button.

Print Batch: Sample Batch		х
Batch Print Status: Download Option: Documents / Forms	Mark as Printed V ZIP: One Folder, All forms ZIP: One Folder, All forms	✓ Select All / Deselect All
Plan Document Adoption Agreement Blank Adoption Agreement Basic Plan Document Joinder Agreement Trust Agreement RK Plan Information	ZIP: One folder per Plan, One file per ZIP: One Plan, All forms single file Foreign Language Requirement Summary Plan Description - Spanish Highlights Plan Highlights - Spanish Administrative Policies Loan Procedures QDRO Procedures Funding Policy Model/Sample Amendments/Agreements Consent Amendment Short Plan Year Amendment	er form licly-Traded Stock Notice licly-Traded Stock Notice - openish Beneficiary Designation Rollover Contribution Special Tax Notice Special Tax Notice - Spanish Distribution Election Form - QJSA Beneficiary Dist Election Form Inservice Distribution Form Coronavirus-Related Distribution Form Loan Application - QJSA Promissory Note Benefit Statement Notice of Multiple Statements Blackout Notice Blackout Notice - Spanish 204(h) Notice - Spanish
		Print Cancel

You may also choose to include a cover letter with your amendment. Click the drop-down menu next to Cover Letter to locate the list of templates available. You may use the templates provided or use the "Edit" button to the right of the drop-down menu and customize your own cover letter. Please note that if you use ftwPortal Pro, the cover letter can be used as the email template when you invite your clients to the portal.

Print Batch: VS4KPTPPA.Secu	re	
Batch Print Status:	Update Printed date 🗸	
Download Option:	ZIP: One Folder, All forms	
Cover Letter:	N/A Clit	_
Documents / Forms	N/A	lect All / Deselect Al
Plan Document Adoption Agreement Blank Adoption Agreement Adoption Agreement DDT TEST Basic Plan Document Joinder Agreement	403b Secure Cares CAA Amendment 457b SECURE CARE CAA DC PPA SECURE CARES CAA Amendment Default Annual Notice Email	te te - Spanish te - no QDIA te - no QDIA - te - QDIA only

If you subscribe to ftwPortal Pro and you would like to batch deliver files to the portal, click the "Publish" checkbox to open the publishing menu.

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Home > Edit Compa	ny > Edit Plan > Batch DocPr	int > Post PPA		-	•	Ratch Ontings
Batch:	DocPrint	Count:	4	Error:	_	Batch Options
Batch Name:	Post PPA	Complete:		Print:		Document Format: Word 🗸 🜌
Batch ID:	111199	Publish:	\checkmark	Status:	View	Edit Filenames: Level 1 Level 2 Level 3
Checklist:	4K:ProtoSTD:POST		3			Convert Plans Batch Edit Plan Grid
Add Plans						

Once the "Publish Batch" modal is open you can choose to update the status of your batch after publishing files with the date the files were pushed to the portal.

If you choose "Update Publish date", the date you delivered files to the portal will appear next to the "Publish" checkbox in the batch menu.

If "Leave Unchanged" is chosen, the software will leave the previous publish date or no publish date if the files were not pushed to the portal previously.

If you choose "Mark as Not Published" the checkbox will be left unchecked.

Publish Batch: Post	PPA			х
Batch Publish:	Update Publish date 💙	2		
Publish Options:	Update Publish date	~		
Documents / Forms	Leave Unchanged		Select All / Deselect A	dI
Plan Document	Mark as Not Published	y Plan Description mary Plan Description mary Plan Description -	Annual Notice Annual Notice Annual Notice - no QDIA	•

For publishing options, you can choose to send all of your selected documents and forms in individual files by choosing "One File per Form" – this is recommended for E-Signing. If you prefer all documents and forms be contained in one big file, choose "One File, All forms".

Publish Batch: Post PPA		х
Detail Dublish Undets Dublish		
Batch Publish: Update Publis	n date 🔻	
Publish Options: One File per F	orm	
Documents / Forms One File per F	iorm	Select All / Deselect All
Plan Document One File, All fo	orms nary Plan Description	Annual Notice
Plan Document	Jummary Plan Description	Annual Notice
Joinder Agreement	Summary Plan Description -	Annual Notice - no QDIA
Trust Agreement	Foreign Language	Annual Notice - QDIA only

The last step is to select the checkbox next to the amendment, documents and forms you want to deliver to the portal. When finished, clicked on the "Next" button to be redirected to the portal menu.



Once the publishing menu appears, you will have several options to choose from.

In the drop-down menu on the top left, you can choose a classification for the files being delivered to the portal.

You can provide a "Subject" for the email communication your portal user will receive inviting them to the portal to download or electronically sign their files.

Use the green toggle to turn the email invitation on or off. If you prefer not to send an email invitation, make sure the toggle is gray (off mode).

The email provided is the default for the system. You can select a different email template from the drop-down list that will be delivered to your portal users. Use the blue gear icon to modify or create new email templates.

You can set-up a Portal Message that your portal users will see when they log into the portal or check the box to have the email template appear as the Portal Message.

If you still need to set-up portal users, you can access that menu by clicking on the "Edit Portal Users" button.

Send Email Invite Confirmation Email Recipient: Confirmation emails will be sent based on your default set-up. Expires (Optional): Image: The III Invite Portal Message Default Upload Email Plan Plan<th>To: Plan Forms</th><th>E</th><th>dit Portal Users</th><th>Quickly edity users before po and e-sign</th><th>our portal ortal delivery atures.</th><th></th><th></th>	To: Plan Forms	E	dit Portal Users	Quickly edity users before po and e-sign	our portal ortal delivery atures.		
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	Use the TaDo list to remind plan sponsor to complete an action. Add ToDo fr-ortal User's with View Access:	۲ Do with	Selected -				×

To the right of the menu, you will find a list of files that you selected to send to the portal. If you are inviting your plan sponsors to sign a file, select the checkbox next to the file name or batch select multiple files by using the checkboxes to the left of the file name and then use the "Do with Selected" button to select "Add E-Sign". Either method will turn the toggle(s) green.

h		No Folder 🔹	٥			
ſ	~	Plan	FileName	E-Sign	Add Signer	View A
		Hawk's Meadow 401(k) Plan				0
			Hawk's Meadow 401(k) Plan_422640255.Plan.rtf		1 Signees	
			Hawk's Meadow 401(k) Plan_422640255.SPD.rtf		0 Signees	
			Hawk's Meadow 401(k) Plan_422640255.Highlig		0 Signees	
		Add E-Sign				
		Remove E-Sign				-
4		Delete File				۰.
	D	o with Selected 🕂				
			: 0	Close	Post + Send	Invite

The number of signers set-up in the plan will appear in the blue box to the right of the green toggle. If you want to review your signers or make changes, click the blue button and a new menu will appear. You can remove signers, turn on the e-signature completion email or change who the user is signing as. Click "OK" when finished.

Select Sig	inees			×
PDF	Hawk's Meadow 401(k) Pla	n_422640255.Plan.pdf		
- F	Portal Users	Signing As	Notify E-Signing Complete	
🗹 Sa	ample Signer	Plan Admin		
		Plan Admin		
		Trustee		
		Plan Admin/Trustee		
		None		
				-
				Cancel OK

If you are not inviting a portal user to sign, you have the option to use "Direct-Link Delivery" by clicking on the link icon on the bottom right. By clicking on the icon, a new menu will appear where you can turn the option on or off and provide an expiration date for the files delivered to the portal.

H	awk's Meadow				0
Direct-Link Settings	×				0
ach Enabled	₹""	Hawk's Meadow 401(k) Plan_422640255.Plan.rtf			
Link Expires (optional) 11/03/2020	—	Hawk's Meadow 401(k) Plan_422640255.SPD.rtf			
E Sign is unavailable when Direct Lin	ik is enabled. OK	Hawk's Meadow 401(k) Plan_422640255.Highlig			
	rith Selected 👻				*
			Close	Post + Send II	nvite

If you would like to preview the email that will be delivered to your plan sponsors, click the tri-colon icon at the bottom right of the menu.

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Do with Selected 🔻		
	Preview Portal Invite	
	🕛 🥙 Close Post	+ Send Invite

Once you click the "Post + Invite" button, you will be able to check on the status of your file delivery in the Portal Communication Manager.

The red flag on your dashboard indicates there are unread messages for that portal user. The paper icon next to the flag indicates this portal user was sent files from a batch.

Home > Edit Company > Edit Plan > Portal Manager

Hawk's Meadow 401(k) Plan

Company ID: | Plan ID: | PYE: | EIN: | Plan Number:

PORTAL COMPLIANCE DISTRIBUTIONS

P	ortal Users	Communications	All 🔻 C	2
7	To / From			Status
	filter			portal users.
	Sample Signer		:	This icon indicates files
				for this user in a batch.

On the right side of the dashboard you can view your e-signers by clicking on the e-signature icon. If you would like to send a new communication, click on the "New" button.

