## EGTRRA Plans - Simple Upload Procedures

08/16/2024 4:40 pm CDT

PPA versions of the defined contribution documents are now available on the ftwilliam.com system. There may still be times when you would need to add an EGTRRA version of these documents. This guide walks you through how to set up a new EGTRRA document on the system that is tied to a company but that will be populated with defaults. You will then be able to enter the checklist for the plan and make any provisional changes that are needed.

- 1. Set or find CustomerID for the company that needs the EGTRRA defined contribution document.
  - a. Go to "Edit Company" screen.
  - b. Next to the company name find the CustomerID. If there is no CustomerID click on the pencil icon and enter in a number that is unique to the company.

eme > Edit	Company
ompany	SAMPLE UPLOAD PLAN
lan:	Select a plan *
etails:	EIN: 456123456
10/01	
> Edit Co	
k VVOl s>EditCo mpany:	mpany SAMPLE UPLOAD PLAN
mpany:	sample upload plan

- 2. Complete the EGTRRA Plan SIMPLE Upload CSV file for the type of plan you would like to add. Note that you will be editing the spreadsheet in Excel but the file must be saved in the .csv format for uploading.
  - a. The sample spreadsheet can be found on the "Upload Employer/Plan Data" Screen.
    - i. Under the Company/Plan, choose "Upload Company/Plan Data"

	). Wolters Kluwe	ſ	Select a Plan		
	Home				
8	Edit Profile		N - ID: 4564564	156	1
<	Company / Plan	•	Add Company		
	Batches 2	•	Edit Company		
	ftwClient Manager	۲	Delete Company		
	ftwPortal Pro	۲	Add Plan	1	
	Reports	٠	Edit Plan	ked	2014 -
	Downloads	۲	Delete Plan		▼ 1099s wit
6	Administrative Tasks	•	Plan Search		
0	Support	•	Upload Company/Plan Data	3	
	Log Out		le / Expand All / Collapse All		

ii. Click the "Add/Modify Company and Plan Data" link

😟 Wolters Kluwer 👻	Select a Plan
Home > Upload Center	
Company / Plan Uploads	
Add/Modify Company and Plan Data	>

iii. Click the "EGTRRA Plan Simple Upload Sample" to download the sample spreadsheet.

	Sumple Spreadsheet		
	This sample spreadsheet will add a company and 2 plans. The sample plans use most of the ZZZ default plan options, only overriding the appropriate elements.	Upload file name: Number of rows befo	
	This upload can also be used to replace existing company/plan data in batch. For a video demonstration outlining a method to update certain plan fees for existing plans:		
<	EGTRRA Plan Simple Upload Sample		
	Recorded demonstration		
0	Outline and notes to accompany demo		

b. PlanType, Checklist, and ChecklistVersion – These codes will tell the system what type of plan you would like to add. The specific codes for each plan type can be taken from the following chart.

	PlanType	CheckList	ChecklistVersion
401(k) Plans		•	·
Prototype Nonstandardized	4K	ProtoNS	EGTRRA
Prototype Standardized	4K	ProtoSTD	EGTRRA
Volume Submitter – Prototype Format	4KPT	VolSub	EGTRRA
Volume Submitter – IDP Format	4K	VolSub	EGTRRA
Profit Sharing Plans			
Volume Submitter – IDP Format	PS	VolSub	EGTRRA
Money Purchase Pension Plans	•	•	•
Prototype Nonstandardized	MP	ProtoNS	EGTRRA
Prototype Standardized	MP	ProtoSTD	EGTRRA
Volume Submitter – IDP Format	MP	VolSub	EGTRRA
Target Benefit Plans			
Prototype Nonstandardized	TG	ProtoNS	EGTRRA

- c. CustomerID This must match exactly the number found/set in step 1. This tells the system what company you want the new EGTRRA plan added to.
- d. PlanLine1 This should be the first line of the plan name for the new EGTRRA plan. All plan specific information can be changed in the checklist after the spreadsheet is uploaded. Entering the plan name will allow you to more easily find the plan after upload.
- e. You can add as many plans as you would like to the same upload file as long as the CustomerID and PlanLine1 are unique.
- f. Below is a sample of a spreadsheet for a new 401(k) prototype nonstandardized plan for the SAMPLE UPLOAD PLAN company shown above as well as plans for two other companies.

	A	В	С	D	E
1	PlanType	CheckList	Checklist\	CustomerID	PlanLine1
2	4K	ProtoNS	EGTRRA	456456456	SAMPLE 401(k) ProtoNS EGTRRA - 456456456
3	4K	ProtoNS	EGTRRA	123123123	SAMPLE 401(k) ProtoNS EGTRRA - 123123123
4	4KPT	ProtoSTD	EGTRRA	789789789	SAMPLE 401(k) ProtoSTD EGTRRA - 789789789
5					

g. Save the file as a .csv file in a place you can easily access it.

File <u>n</u> ame:	EGTRRA Plan Simple Upload - SAMPLE UPLOAD PLAN		
Save as <u>t</u> ype:	CSV (Comma delimited)		

- 3. Upload csv file to the system.
  - a. Under the Company/Plan select "Upload Company/Plan Data".

4	). Wolters Kluwer	6	Select a Plan		
	Home				
8	Edit Profile		N - ID: 4564564	56	1
<	Company / Plan	•	Add Company		
	Batches 2	۲	Edit Company		
	ftwClient Manager	۲	Delete Company		
	ftwPortal Pro	۲	Add Plan	1	
	Reports	۲	Edit Plan	ked	2014 🔻
	Downloads	۲	Delete Plan	-	▼ 1099s wit
6	Administrative Tasks	۲	Plan Search		
0	Support	•	Upload Company/Plan Data	3	
	Log Out		le / Expand All / Collapse All		

b. On the Upload Center screen select "Add/Modify Company and Plan Data".

氢. Wolters Kluwer 👻	Select a Plan		
Home > Upload Center			
Company / Plan Uploads			
Add/Modify Company and Plan Data	>		

c. Towards the bottom of Upload Company and Plan Information screen click on the "Browse" button.

Upload file name:	Browse No ile selected.
Number of rows before column headers:	0
	Submit
	Cancel

d. Use the pop-up screen to choose the file you created and saved in Step 2 and click the "Open" button.

Computer		Ŕ	EGTRRA Plan Simple Upload - SAMPLE UPLOAD PLAN		
ETH/E)	Ŧ	•	III		F.
	File <u>n</u>	ame:	EGTRRA Plan Simple Upload - SAMPLE UPLOAD PLAN	-	All Files 🔻
					Open Cancel

e. Click on the "Submit" button.

Upload file name:	Browse EGTRRA Plan Simple Upload - SAMPLE UPLOAD PLAN.csv
Number of rows before column headers:	0
	Submit
	Cancel

f. A pop-up will show if there are any errors or warnings. Typically the only issue you may see with this simplified procedure is if you already have a plan with the same name under the company you are adding to. If there are no errors click the "Perform Upload" button.

Con	npany/F	lan Upload						
			Uple	oad Results	Pre	view		
#	Result	Company	Plan	CustomerID	Pla	nLine	1	
1	ок		Add		SAN	MPLE 4	01(k) PrototNS EGT	RRA
							Download	as C
Total rows processed/received:							Total errors:	0
То	tal row	s with con	npanie	s to be added	d:	0	Total warnings:	0
То	tal row	s with con	npanie	s to be updat	ted:	0		
То	tal row	s with plar	ns to l	be added:		1		
То	tal row	s with plan	ns to l	be updated:		0		

g. When the upload is complete a pop-up will show that the new plan(s) has been added. Click the "Close" button. Your new EGTRRA document is now ready to work with.

				U	pload	Co	mplete				
# Result Company			Plan	PlanType	CheckList		ChecklistVe	rsion	CustomerID	PlanLine1	
	OK		Add	4K	ProtoNS	5	EGTRRA				
									Dow	mload as CS\	
Total rows processed/received:					1/1	То	tal errors:	0			
Total rows with companies added:					0	Total warnings: 0					
Total rows with companies updated:					0						
Fotal rows with plans added:					1						
C	tal rows	s with plan	ns upo	lated:	0						
	<b>)</b> . W	/olter	rs K	luwer	•	S	elect a P	Plan.			
10	ome > Ed	lit Compan	Y								
	Company: SAMPLE UPLOAD F				PLAN	PLAN			456456456	1	
C	Plan:						-				
P	Details: SAMPLE 401(k) Proto				totNS E	otNS EGTRRA					
	etails:	-									