Part 3: Navigation

08/27/2025 12:29 pm CDT

3.1. Compliance Menu

The Compliance Menu is located in the upper right hand corner of the screen in the Compliance Module. This menu can be found in all of the main pages throughout the Compliance Module and is a handy way to navigate to any page, from any page.

Home > Edit Co	ompany > Edit Plan > Compliance > Tasks		Updates Help
Company:	; FTW Demo Company 🗸	ID: 🥒	Compliance Menu
Plan:	FTW 401k Demo Plan	ID:	Census
Checklist:	Non-Standardized 401(k) (Ado	ption Agreement Format) - POST	Tasks
Details:	EIN: ??? • PN: ??? • PYE: ???	θ	Transactions Miscellaneous
Year End:	12/31/2025	Plan Year Unlocked: 💕	Tools/Settings
			Plan Specifications
Complianc		ll / Collapse All / Run All Tests / Test Complete Helper	Print Package 👿 💌
Complianc	e Tasks - Expand All Applicable / Expand A /Eligibility	ll / Collapse All / Run All Tests / Test Complete Helper	Run: 🛕 Reports: 🚺
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The Compliance Menu is where users will find the following areas of the software:

Census

Hovering over the census option from the Compliance Menu expands to give users the option to edit (navigates to the census grid page), download the census, upload the census, create/edit census grids, navigate to the Other Import/Export Reports screen or to Portal files. Simply clicking the Census option will also take the user to the Census grid page.

	mpany > Edit Plan > Compliance > Tasks		Г	Updates
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Plan:	FTW 401k Demo Company	ID: 🥒	Edit	Census
			Download	Tasks
Checklist:	Non-Standardized 401(k) (Adopti	on Agreement Format) - POST	Upload	Transactions
Details:	EIN: ??? • PN: ??? • PYE: ???		Create/Edit Grids	Miscellaneous
Year End:	12/31/2025 🗸 📺	Plan Year Unlocked: 💼	Other Import/Export/Reports	 Tools/Settings
			Portal Files	Plan Specifications

Clicking Tasks from the Compliance Menu will navigate the user to the Tasks page, where the data scrub, allocations and testing is done.

Transactions

Clicking Transactions from the Compliance Menu will bring the user to the Transactions web page. Hovering over Transactions from the Compliance Menu gives user the option to go to the Transactions web page, perform vendor uploads, navigate to the Loan and Distributions modules, navigate to the Payroll Accumulator and Payroll Processing tools, view participant transactions and print Transaction reports/statements.

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Plan:	FTW 401k Demo Plan	ID: 🥒		Census
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		tion Agreement Format) - POST	Transactions	Transactions
Details:	EIN: ??? • PN: ??? • PYE: ???		Vendor Uploads	Miscellaneous
Year End:	12/31/2025 👻 📋	Plan Year Unlocked: 💼	Loans	Tools/Settings
			Distributions	Plan Specifications
			Payroll Accumulator	
			Payroll Processing	
DC Compl	iance Beta		Participant Transactions	
Compliance	Tasks - Expand All Applicable / Expand All	/ Collapse All / Run All Tests / Test Complete	He Reports / Statements	Print Package 📝 👻

Miscellaneous

Hovering over Miscellaneous from the Compliance Menu will expand the list, giving the user the ability to access the 5500 data report, 1099-R Export menu, 8955-SSA Export menu, RMD menu and Miscellaneous Reports (which include the Catch up and Excess report, Summary of Test Results, Plan Highlights report, Vesting Export reports, Historical Hours Export, Master File Changes report and the Run All Tests Results).

Home > Edit Cor	mpany > Edit Plan > Compliance > Tasks			Updates Hel
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Plan:	FTW 401k Demo Company 👻	ID: 🖉		 Census Tasks
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DC Compl	liance Beta		RMD Miscellaneous Report	ts
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Tools/Settings

Hovering over Tools/Settings from the Compliance Menu will expand, giving users access to the Clone feature, Workflow, batch add Plan Year end, print settings, the Global Participant Search feature, conversion uploads, history uploads, Initial eligibility recalculation tool, and the Export/Import plan tools.

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				Work	dlow	Pla	an Specifications
				Batc	h Add Plan Year End		
				 Print 	Setting		
DC Compl	iance Beta			Glob	al Participant Search		
Compliance	Tasks - Expand All Applicable /	Expand All / Collapse	e All / Run All Tests	Conv	version Uploads		Print Package 📝 👻
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Plan Specifications

Clicking on Plan Specifications from the Compliance Menu navigates the user to the Plan Specifications web page. Hovering over Plan Specifications gives users the edit option (will navigate the user to the Plan Specifications web page), ability to print Plan specifications and compare the Plan specifications in Compliance to those in the Plan document (and generate the comparisons as a CSV).

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Home > Edit Company	y > Edit Plan > Compliance > Tasks					Updates Help
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Plan: FTW	W 401k Demo Company 👻	ID: 🥖			 Census 	
Checklist: Non	n-Standardized 401(k) (Adoption /	Agreement Form:	at) - POST		Tasks	
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			Print Plan Specification	s		
			Compare Specification	s to Plan Document		
DC Compliand	ce Beta		Compare Specification	s to Plan Document CSV		
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• Scrub/Eligit	ibility				Run: 🔼 Re	ports:

3.2. Breadcrumbs

Breadcrumbs are located at the top left of every page in ftwilliam.com. Clicking on any part of the breadcrumb will take the user back to that part of the software.



3.3. Tabs

Tabs are located on both the left and right side of every page. Clicking these tabs will take the user to one of the main screens in the software, such as the Census, Tasks or Transactions, as applicable. The options change depending on which page the user is currently in and is intended to help serve as a workflow tool as well as a navigation tool.

Compliance Tasks - Expand All Applicable / Expand All / Collapse All / Run All Tests	Print Package 📝 👻
Scrub/Eligibility	Run: 🛕 Reports: 📄
Allocation	Run: 🛕 Reports: 📄
Combined Test	Run: 🛕 Reports: 📋
ADP/ACP Test	Run: 🛕 Reports: 📄
General Test	Run: 🔼 Reports: 🗋
• Top Heavy Test	Run: 🛕 Reports: 📄

Transactions

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