How to Add Plan Document Questions to an Online Annual Questionnaire

11/24/2026 3:55 pm CST

Plan document questions can be added to a customized **Online Annual Questionnaire (OAQ)** to automatically populate information directly from a plan's document checklist.

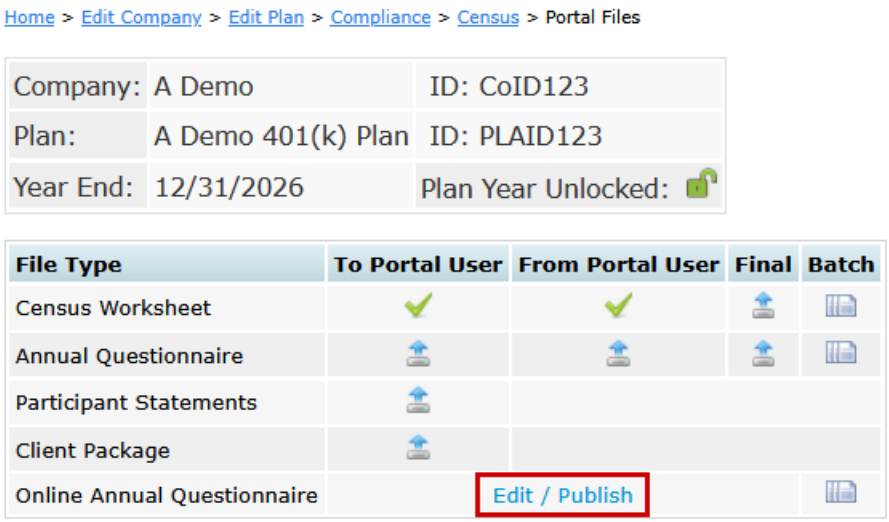
Because document checklists may have different names, sections, and question numbering, plan document questions cannot be added to the **default** Online Annual Questionnaire. To use plan document information in an OAQ, first customize the questionnaire at the **plan level**. The customized questionnaire can then be copied to a batch of plans that use the same document checklist.

- Add Plan Document Questions to a Plan-Level Questionnaire
- Find Plan Document Checklist Questions
- Copy a Customized Document Checklist Questionnaire to a Batch
- Verify the Questionnaire
- Troubleshooting

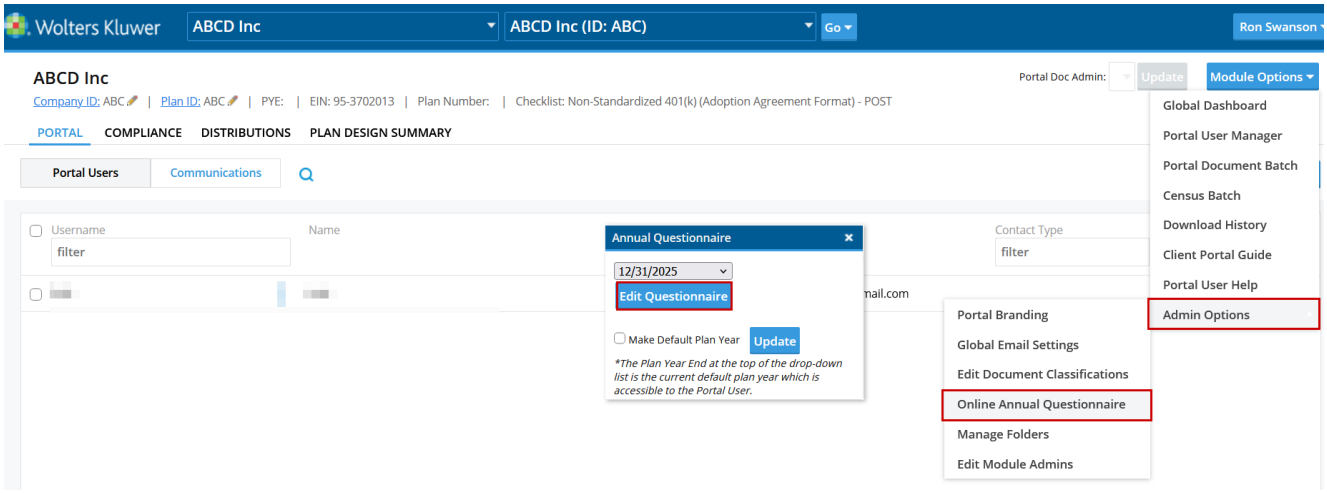
Add Plan Document Questions to a Plan-Level Questionnaire Return to top

First, create the customized OAQ from a plan using the document checklist containing the information you want to include.

Compliance Users: Navigate to the **Compliance Module>Portal Files** and select **Edit/Publish**



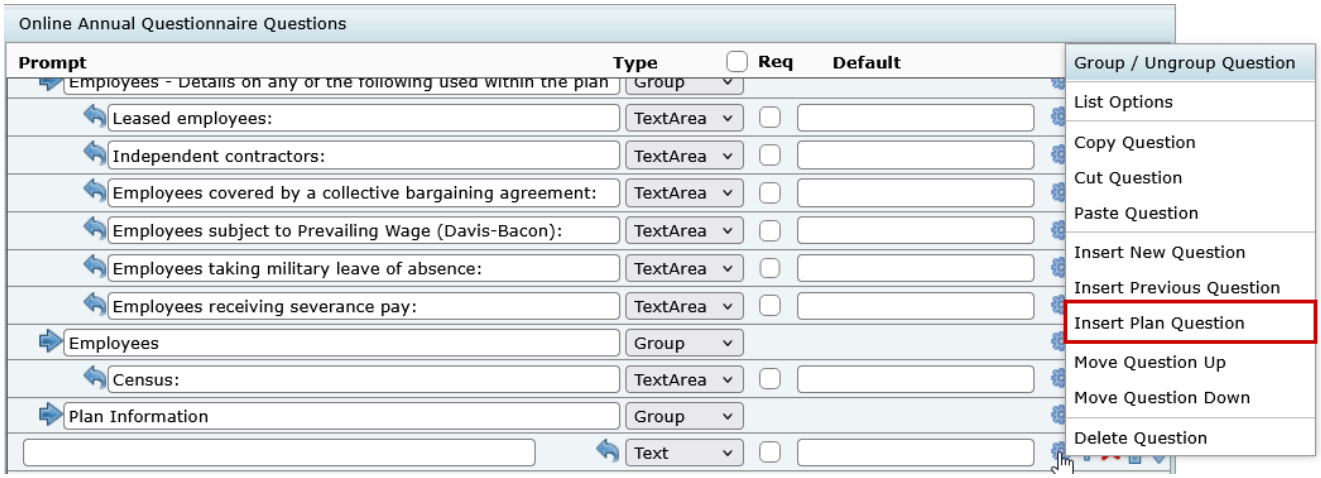
Non-Compliance Users: Navigate to **Portal Module > Module Options > Admin Options > Online Annual Questionnaire>Edit Questionnaire**



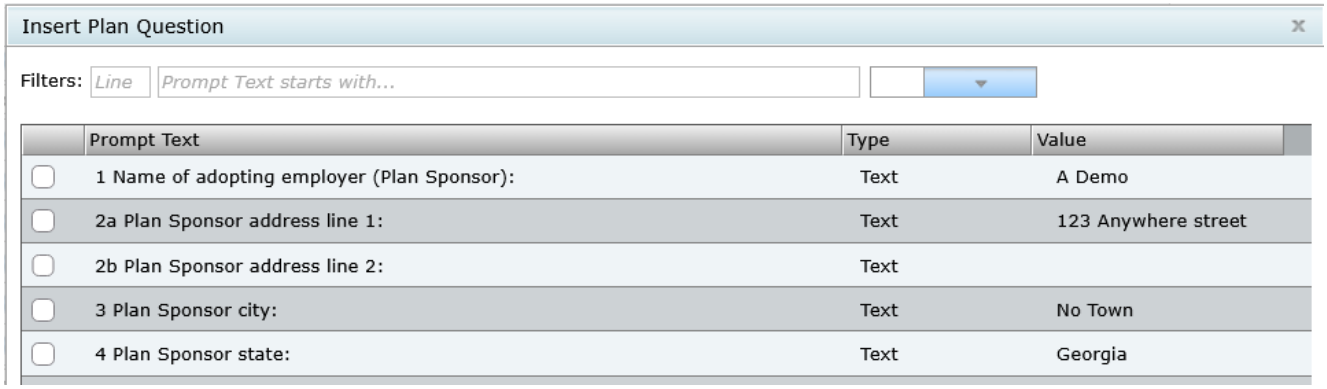
- Select the **year** of the questionnaire template you want to customize.
- From the **Portal Files** section, select **Edit/Publish**.

Once in the Edit Screen

- Select the **+** icon to add a question.
- On the newly added line, select the **gear** icon.
- Select **Insert Plan Question**.



The **Insert Plan Question** window initially displays company-level questions. Plan document questions can also be located from this window by searching for their corresponding document checklist section and line item.



Find Plan Document Checklist Questions Return to top

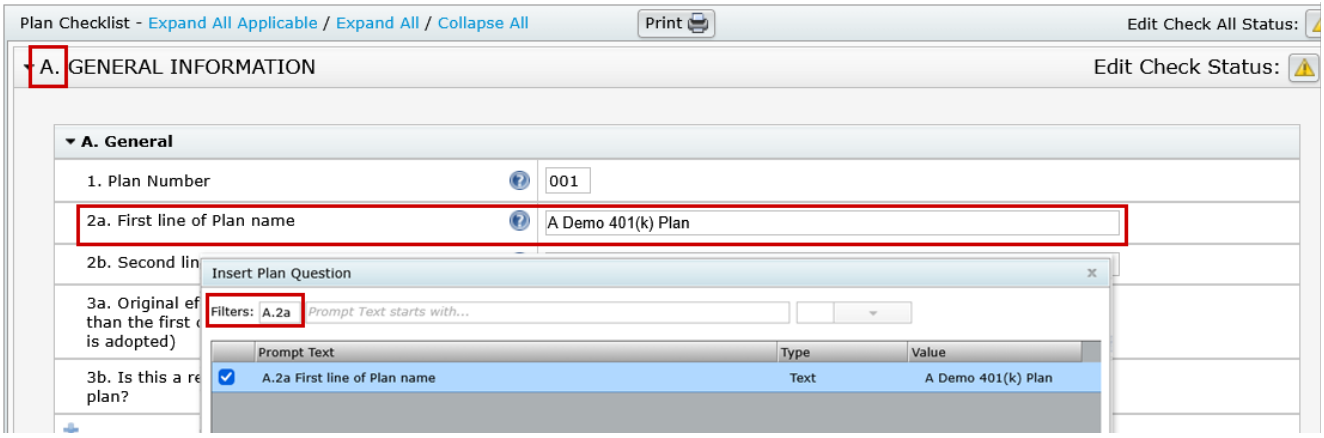
To locate a plan document question, enter the **checklist section letter and line item** in the search field.

> **Important:** The search is case-sensitive. After entering the checklist reference, press the **Tab** key to locate the associated Plan Question.

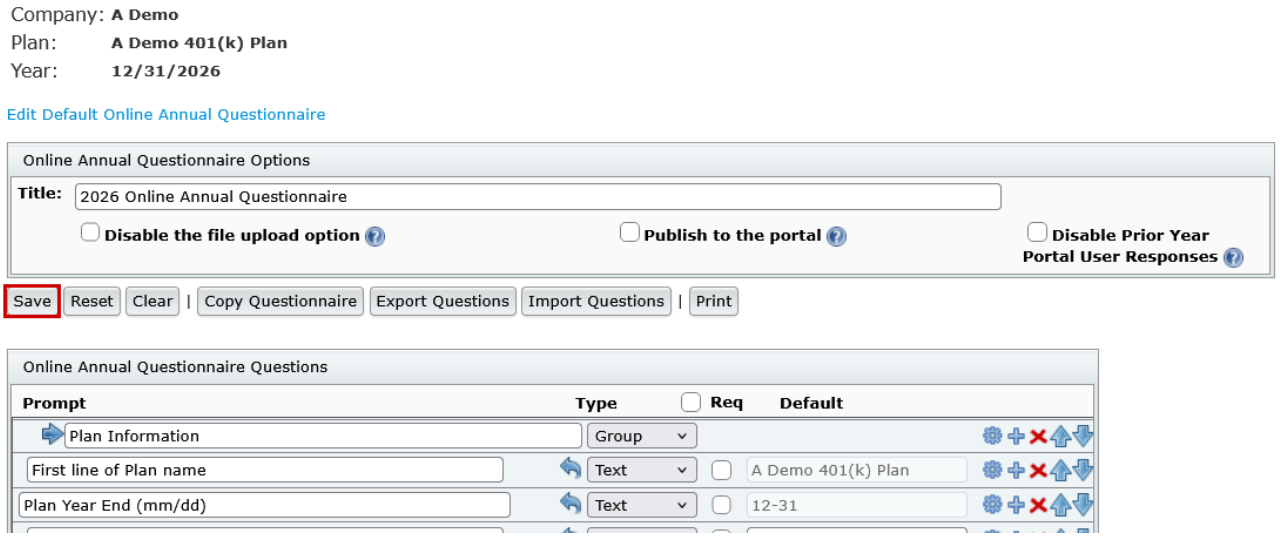
Example: For a plan using the **Non-Standardized 401(k) (Adoption Agreement Format)-POST** checklist that wished to auto complete the **Plan Name** and **Plan Year End**, the following searches can be used:

Plan Information	Search
Plan Name	**A.2a**
Plan Year End	**A.5a**

This correlates to the **Section Header** and **Line Item** on the Edit Plan screen.



After the applicable questions have been added, select **Save**.



The customized questionnaire can now be published for this individual plan or copied to a batch of plans that use the

same document checklist.

Copy a Customized Document Checklist Questionnaire to a Batch Return to top

A customized plan-level OAQ containing Plan Questions can be copied to a batch when the plans in the batch use the **same document checklist**.

Important: Apply Filters Before Adding Plans or the functionality will not work as intended.

When creating a batch that will use checklist-specific Plan Questions, the applicable **checklist** *(and plan-year if a non-compliance user)* **filter must be selected before plans are added to the batch**. This ensures the plans added to the batch use the checklist associated with the Plan Questions in the customized OAQ.

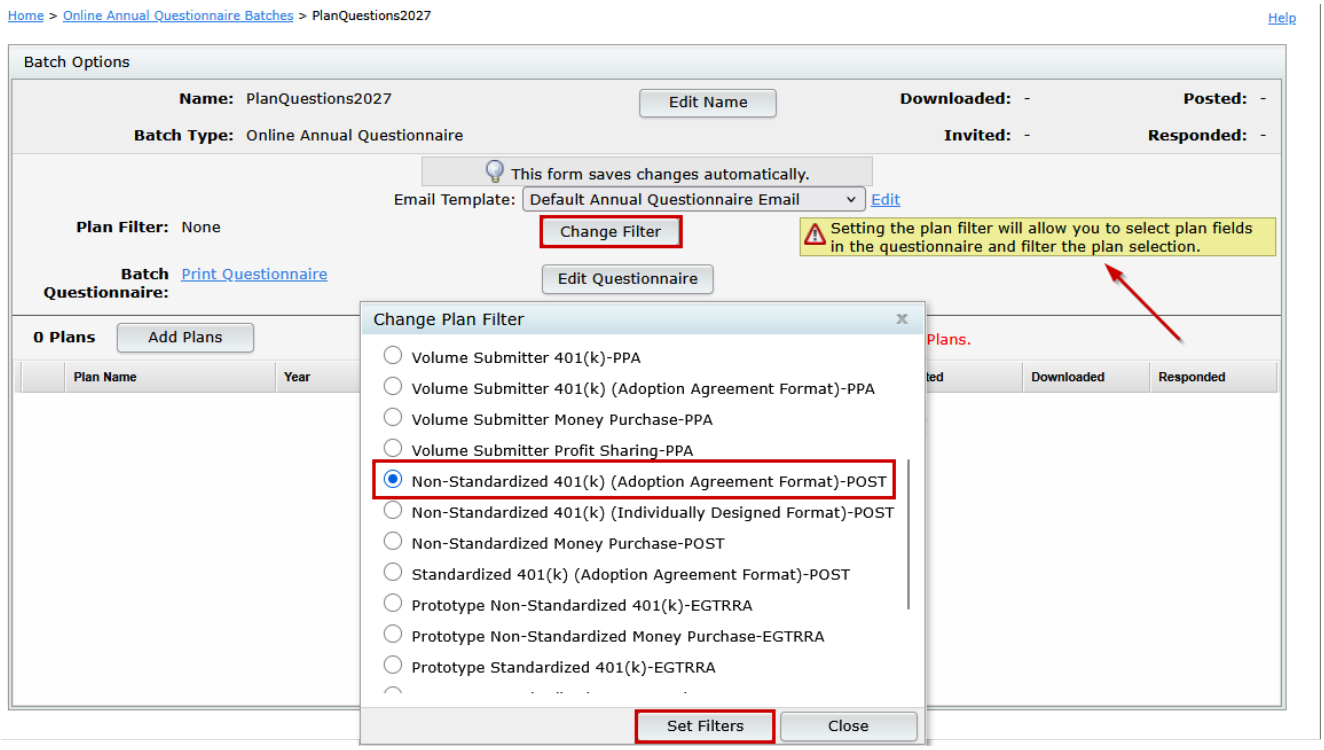
> **NOTE:** Do not add the specific plan and plan year used to create the customized plan-level OAQ to the batch. Doing so will replace that plan's customized OAQ with the batch-level OAQ.

Create and Filter the Batch

1. Create and name the batch.
2. Select **Change Filter**.
3. Select the document checklist used to create the customized OAQ.
4. If **Non-Complaince User:** Enter the applicable plan year.

For example:

- **Checklist:** Non-Standardized 401(k) (Adoption Agreement Format)-POST
- **Plan Year:** 2027

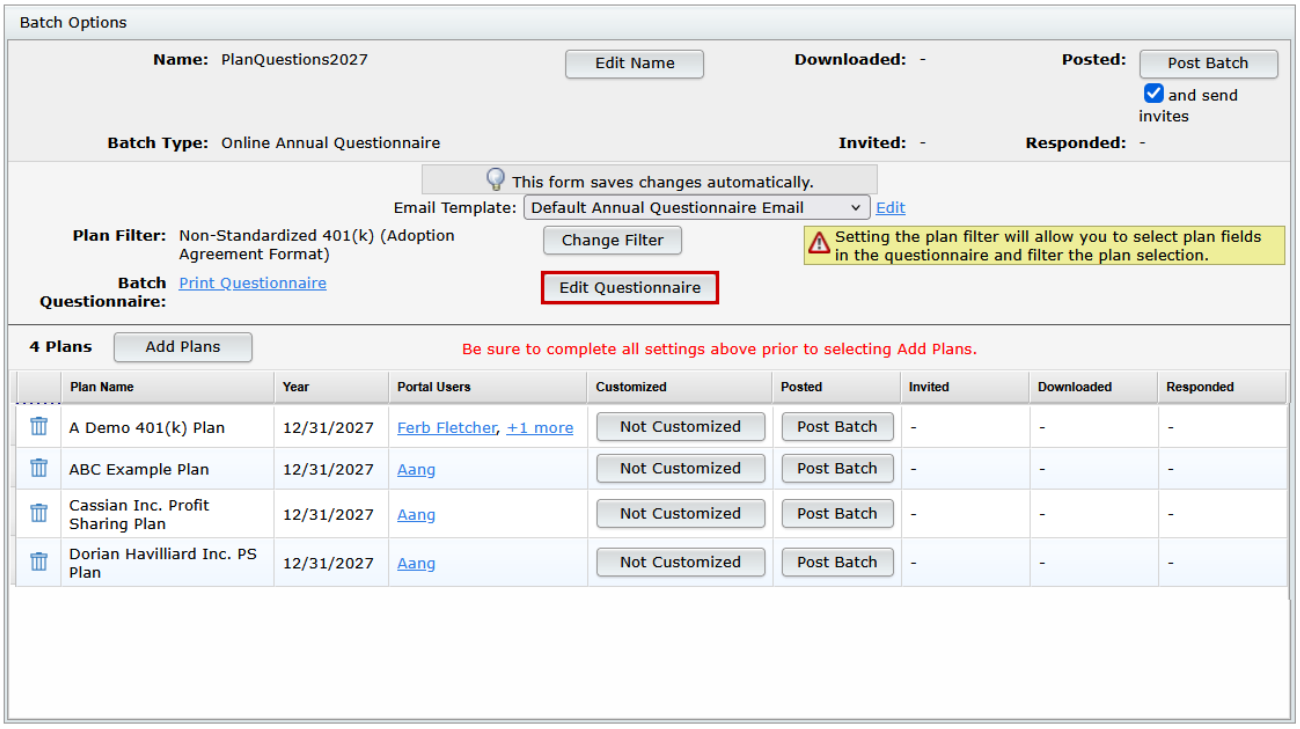


5. Select **Add Plans**: The available plans will now be filtered based on the selected criteria.

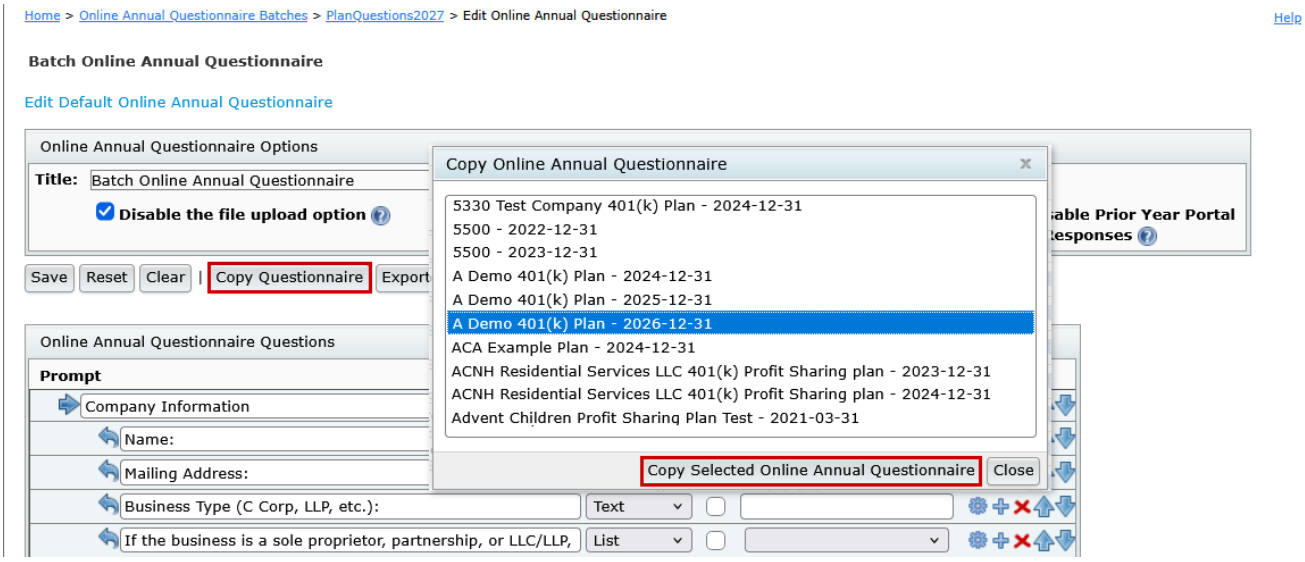
Copy the Plan-Level Questionnaire

Once the plans have been added:

1. Select **Edit Questionnaire** from the batch.



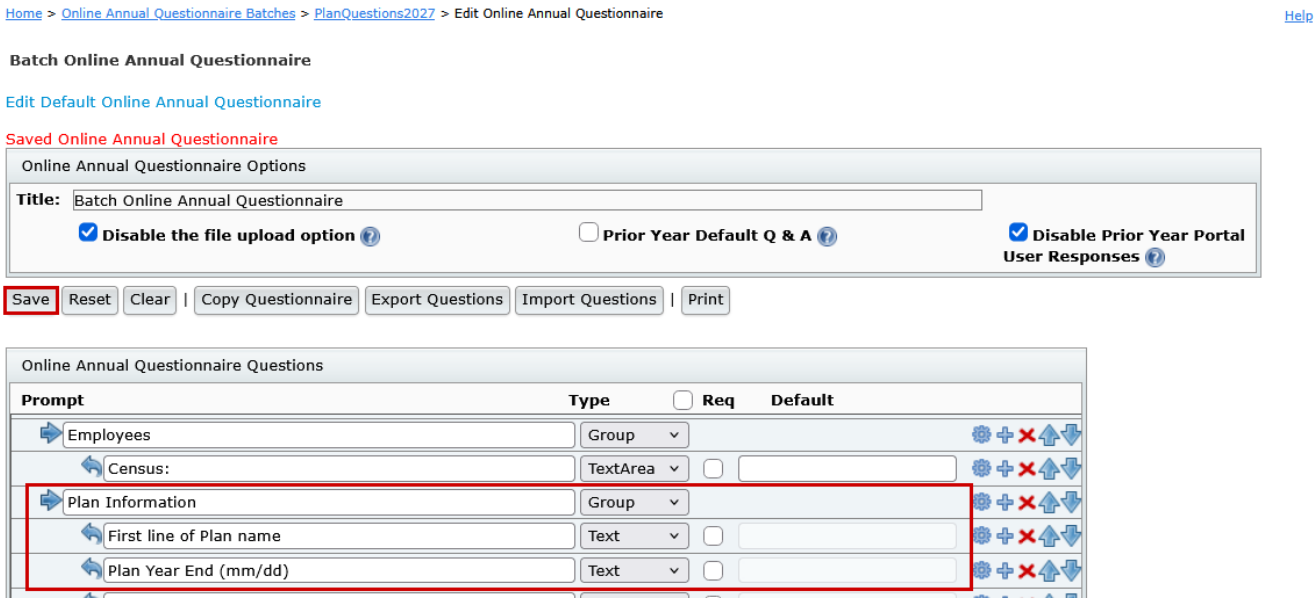
2. From the **Batch Online Edit Questionnaire** window, select **Copy Questionnaire.**
3. Locate and select the customized questionnaire created at the plan level.



4. Confirm that the questionnaire updates with the customized questions.

Fields populated by a Company Question or Plan Question will appear **grayed out** on the batch questionnaire. These

fields will populate using information associated with each individual plan.

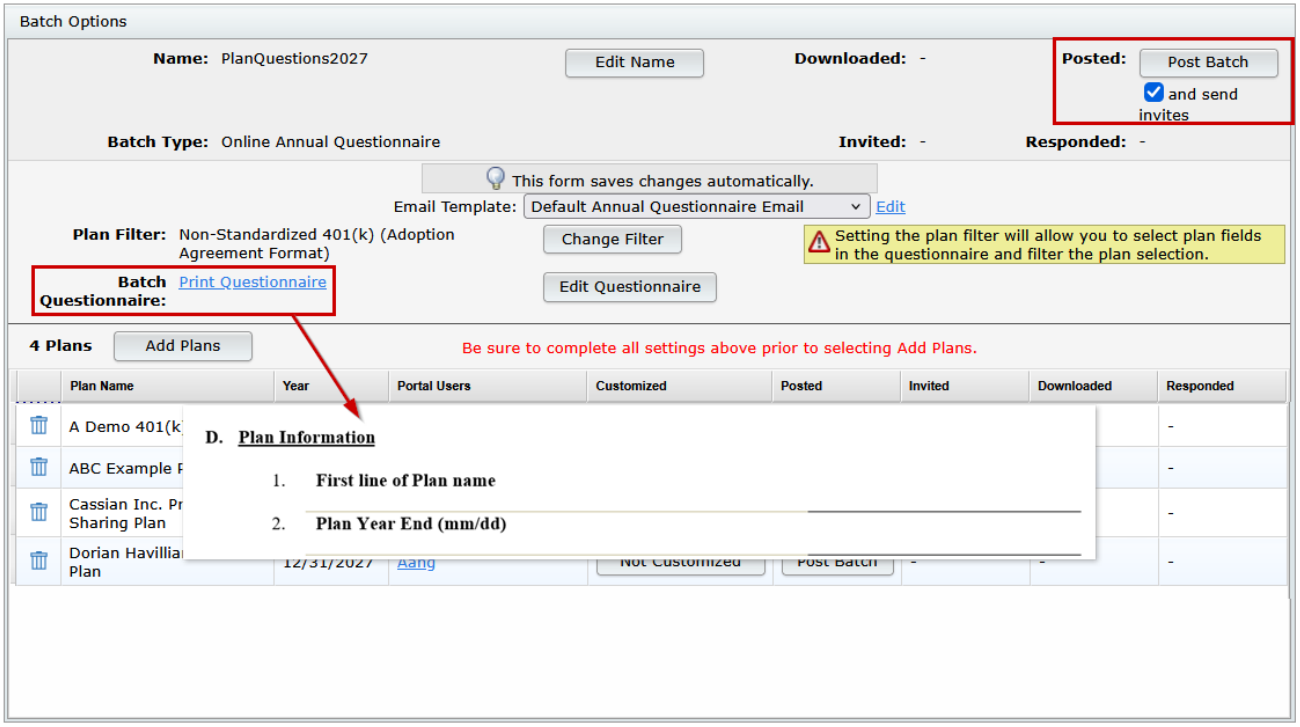


5. Select **Save**.

Verify the Questionnaire Return to top

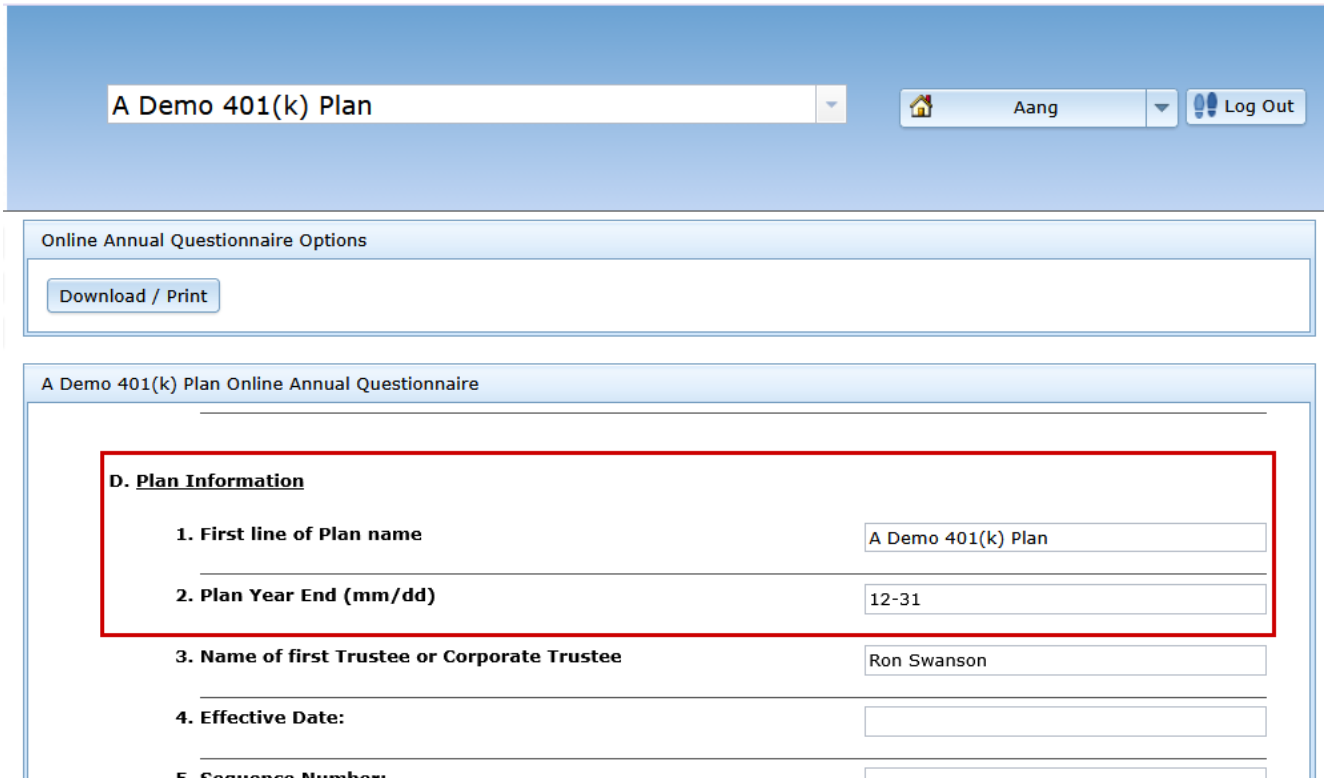
Before posting the batch, you can verify that the customized questionnaire has been applied correctly.

1. Return to the batch.
2. Select **Print Questionnaire**.
3. Confirm that the applicable questions appear on the questionnaire.
4. Once the questionnaire has been verified, return to the batch to **Post and Invite** the Portal users.



NOTE: Responses associated with Plan Questions will appear blank on the **Batch Questionnaire Template**. The values are populated for the individual plan when the questionnaire is viewed by the Portal user.

If the corresponding information is completed on the plan's document checklist, the Portal user's OAQ will display the populated Plan Name, Plan Year End, or other Plan Question information.



Troubleshooting Return to top

If the customized questionnaire does not update with the expected Plan Questions:

1. Return to the main batch screen.
2. Select **Change Filter**.
3. Reselect the applicable document checklist and plan year.
4. Return to **Edit Questionnaire** and confirm the customized questions are present.

NOTE: After changes are made within **Edit Questionnaire**, the batch filter may revert to **None**. If this occurs, reapply the applicable checklist filter.

