



Wespath

BENEFITS | INVESTMENTS



CONTRIBUTION MANAGEMENT

Quick Tips

This resource is designed to help you use Contribution Management to remit contributions online for your employees.

Manage Contributions

Add an Enrolled Participant to the Contribution File

- Click the **“Manage Contributions”** tab
- Select the payroll date for the file to which you want to add a participant
- Click the **“Add Record”** button
- Enter the participant’s information, then click **“Submit”**

The screenshot shows the 'Manage Contributions' interface. At the top, there are tabs for 'Manage Contributions' and 'Manage Account'. Below the tabs, there are buttons for 'Add Record' and 'Schedule Payment'. A table titled 'Contribution Details' is displayed with the following data:

Name	SSN	Payroll Date	UMPIP Before-Tax	UMPIP Roth	UMPIP After-Tax	UMPIP Conditional	UMPIP Discretionary
Jerry J Jones	T xxx-xx-9999	7/13/2017	400.00			134.31	

Change a Participant’s Contribution Amount

- Click the **“Manage Contributions”** tab
- Select the payroll date for the file you need to update
- Find the participant’s name, then click **“Edit”** at the end of the row
- Enter the contribution changes, then click **“Submit”**

Schedule a Payment

- Click the **“Manage Contributions”** tab
- Select the payroll date for the file for which you want to schedule a payment
- Click the **“Schedule Payment”** button
- Verify the contribution summary and verify bank ACH information
- If you have multiple funding accounts, select **“Payment Account”** to choose an account
- Verify the date on which you will send the payment
- Check the box to confirm that the above details are correct
- Click **“Submit”**

You will receive a message indicating that you have successfully scheduled your payment. To check the status of the payment, click the **“Manage Contributions”** tab. Your selected file should have a **“Pending”** status.

The screenshot shows the 'Schedule Payment of Contributions' interface. It includes a 'Contribution Summary for 01/08/2020' table and a 'Payment Account' dropdown menu.

Contribution Summary for 01/08/2020	Amount
UMPIP Before-Tax	\$322.22
UMPIP Roth	\$0.00
UMPIP After-Tax	\$0.00
Total Contributions:	\$322.22
Less Payment:	(\$0.00)
Final Funding Amount:	\$322.22

Payment Account: SELECT AN ACCOUNT

Select a payment date to begin the funding process for this payroll period's contributions. The delivery to ACH is the date your employer accounts will be credited.

Send Payment On: 01/08/2020

The details above are correct, and I would like to begin the payment process.

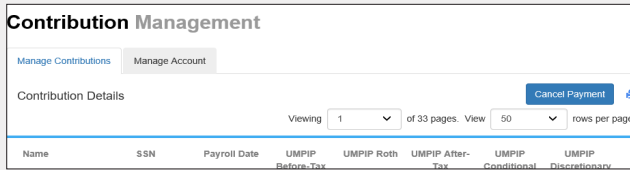
Buttons: Cancel, Submit

Cancel a Pending Payment*

- Click the **“Manage Contributions”** tab
- Select the payroll date for the file for which you want to cancel a pending payment (*Note: the file status should be **“pending”***)
- Click the **“Cancel Payment”** button
- Check the box to confirm you would like to cancel the payment
- Click **“Submit”**

Contribution Management—Quick Tips

You will receive a message indicating that you have successfully cancelled your payment. To check the status of the payment, click the **“Manage Contributions”** tab—your selected file should have a **“Schedule Payment”** status.



The screenshot shows the 'Contribution Management' interface. At the top, there are two tabs: 'Manage Contributions' (selected) and 'Manage Account'. Below the tabs is the 'Contribution Details' section, which includes a 'Cancel Payment' button and a pagination control showing 'Viewing 1 of 33 pages. View 50 rows per page.' Below this is a table with columns: Name, SSN, Payroll Date, UMPIP Before-Tax, UMPIP Roth, UMPIP After-Tax, UMPIP Conditional, and UMPIP Discretionary.

**Not available for organizations who elect the automatic funding option*

Upload a Payroll File

- Click the **“Manage Contributions”** tab
- Click the **“Upload Payroll File”** button
- Choose **“Select a file to upload”**
- Click **“Browse”** and select the file to upload
- Enter the payroll date
- Click **“Submit”**

Your file will be uploaded to **Contribution History**.

Cancel a File

- Click the **“Manage Contributions”** tab
- Find the file you would like to cancel, and click **“Cancel File”** at the end of the row
- Click **“OK”** on the pop-up message to confirm that you intend to delete the file

Your file will no longer be in **Contribution History**.

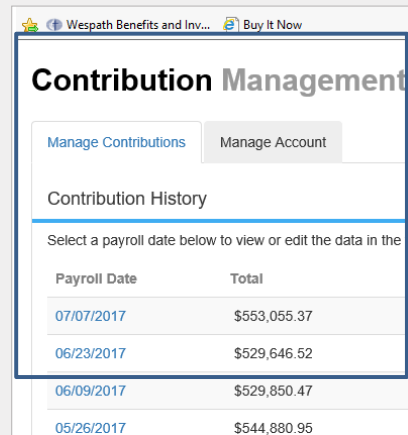
Manage Account

Update Payment Information

- Click the **“Manage Account”** tab
- Click **“Add New Account”** or **“Edit”**
- Enter the requested information in the fields (e.g., bank name and account number)
- Click **“Continue”**
- Verify the entered information is correct
- Check the box to confirm that the bank information is correct
- Click **“Submit”**

You will receive a message indicating that you have successfully updated your organization’s payment information.

You may also delete bank accounts from this page if you have more than one account on file and the account you are deleting is not being used for a pending or automatic payment.



The screenshot shows the 'Contribution Management' interface with the 'Contribution History' tab selected. It displays a table with columns 'Payroll Date' and 'Total'. The table contains four rows of data.

Payroll Date	Total
07/07/2017	\$553,055.37
06/23/2017	\$529,646.52
06/09/2017	\$529,850.47
05/26/2017	\$544,880.95

Manage Account

Update Contribution Options

The screenshot shows a web interface with two tabs: 'Manage Contributions' and 'Manage Account'. The 'Update Contribution Options' section is active. It contains a 'File Generation' section with a checkbox for 'Our organization chooses to create our own future contribution files...' and a note below it. Below that is a 'Funding Options' section with a radio button for 'Automatic funding...' and a dropdown menu for 'Select an account'. At the bottom right are 'Cancel' and 'Submit' buttons.

Create Your Own Contribution Files*

- Click the **“Manage Account”** tab
- Click **“Update Contribution Options”**
- Under **File Generation**, check the box that says **“Our organization chooses to create our own future contribution files”**
- Click **“Submit”**

You will receive a message indicating that you have successfully updated your organization’s contribution options.

**Not available for organizations whose contribution files are automatically generated by a payroll provider*

Funding Options

- Click the **“Manage Account”** tab
- Click **“Update Contribution Options”**
- Under **Funding Options**, select the radial button next to **“Automatic Funding”** or **“Manually scheduled funding”**
 - For **“Automatic Funding”** verify or select account
- Click **“Submit”**

You will receive a message indicating that you successfully updated your organization’s contribution options.

Edit a Contribution Amount on Pending Automatic Payment Bill

1. Follow the directions under **“Funding Options”** on this page to change from **“Automatic Funding”** to **“Manually Scheduled Funding”**
2. Follow the directions on page 2 to **“Cancel a Pending Payment”** for the payment date
3. The status should now read **“Schedule Payment”** on the Manage Contributions tab
4. Click the payroll date, find the participant name and click **“Edit”** at the end of that row
5. Enter the contribution changes and click **“Submit”**
6. Click **“Schedule Payment”** button
7. Verify the Contribution Summary and verify bank ACH information
8. If you have multiple funding accounts, select **“Payment Account”** to choose an account
9. Verify the date on which you will send the payment
10. Check the box to confirm the payment details are correct, and click **“Submit”**
11. The status should now read **“Pending”** on the Manage Contributions tab
12. Follow the directions under **“Funding Options”** again to revert to **“Automatic Funding”** from **“Manually scheduled funding”**

Contribution Management—Quick Tips

View the account used for a pending or paid payment

- Click the “**Manage Contributions**” tab
- Select the payroll date for the file you want to view
- View “**Payment Account**” in the Contribution Summary section under contribution details

Contribution Summary	
UMPIP Before-Tax:	\$222.22
UMPIP Roth:	\$0.00
UMPIP After-Tax:	\$0.00
Total Contributions:	\$222.22
Less Forfeiture:	(\$0.00)
Final Funding Amount:	\$222.22
Payment Account:	
Funding Account	