COMPLIANCE PORTAL
PLAN ADMINISTRATOR GUIDE

RPG CONSULTANTS

SAVING FOR THE FUTURE
WITH YOUR COMPANY SPONSORED RETIREMENT PLAN

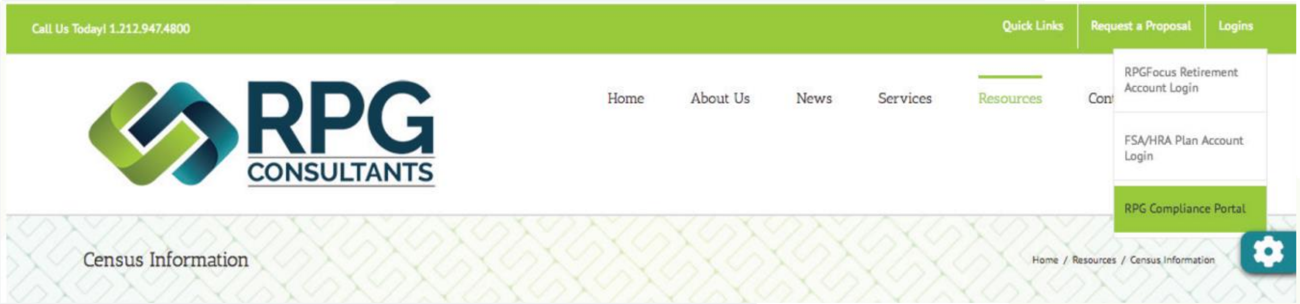
TABLE OF CONTENTS

ACCESSING THE PORTAL

HOW DO I ACCESS THE PORTAL?

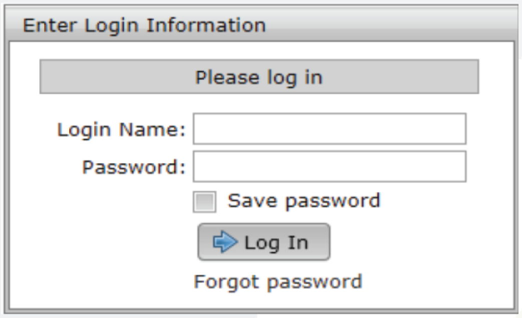
Go to https://portal.rpgconsultants.com

You can also access the portal through the RPG Consultants homepage by clicking logins -> RPG Compliance Portal (upper-right corner)



HOW DO I LOG INTO THE PORTAL?

You will need your login username and password to log in. This will be provided to you by RPG Consultants.



If you check 'Save Password', your password will be stored in your browser for the next time you log in. The browser will not store this password securely, so this option is not recommended on public or shared computers.

HOW DO I RESET MY PASSWORD?

If you have logged in once before and have forgotten your password, you can reset your password by clicking the 'Forgot Password' link at the bottom of the login form.

You will then be prompted to enter your account info and answer the security questions you setup.

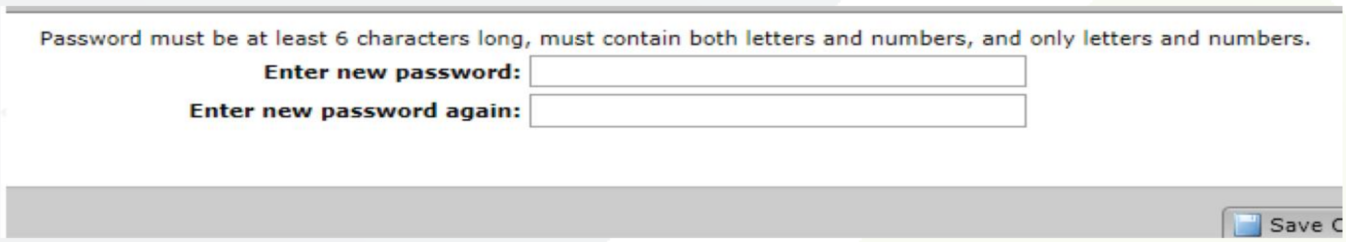
If you have not setup your security questions or have forgotten your answers, you will need to contact your plan administrator to reset your password.

ACCESSING THE PORTAL

HOW DO I CHANGE MY PASSWORD?

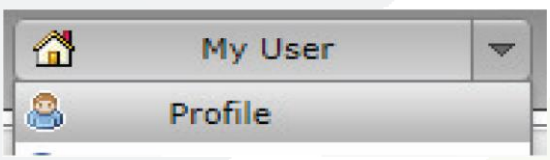
1. To change password, go to the profile page by clicking the down arrow next to the username button and clicking 'Profile' in the popup menu.

2. Next, enter a new password in the 'Set Password' box and click 'Save Changes' button in that box to save.

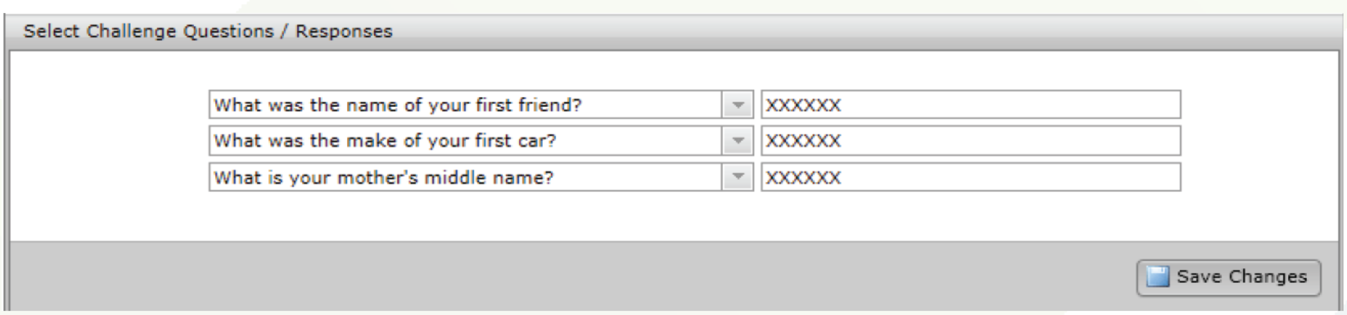


HOW DO I CHANGE MY CHALLENGE QUESTIONS?

1. To change password, go to the profile page by clicking the down arrow next to the username button and clicking 'Profile' in the popup menu.



2. Next, select or enter your challenge questions and enter your responses in the 'Select Challenge Questions / Responses' box. You can type your own challenge questions into this box, but you must choose three unique, challenging questions with answers. Click the 'Save Changes' button in that box to save your changes.

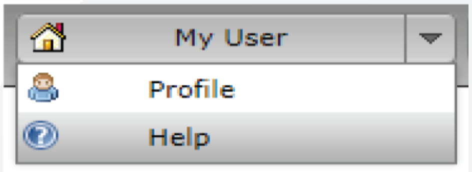


compliance@rpgconsultants.com
212.947.4800 ext 203

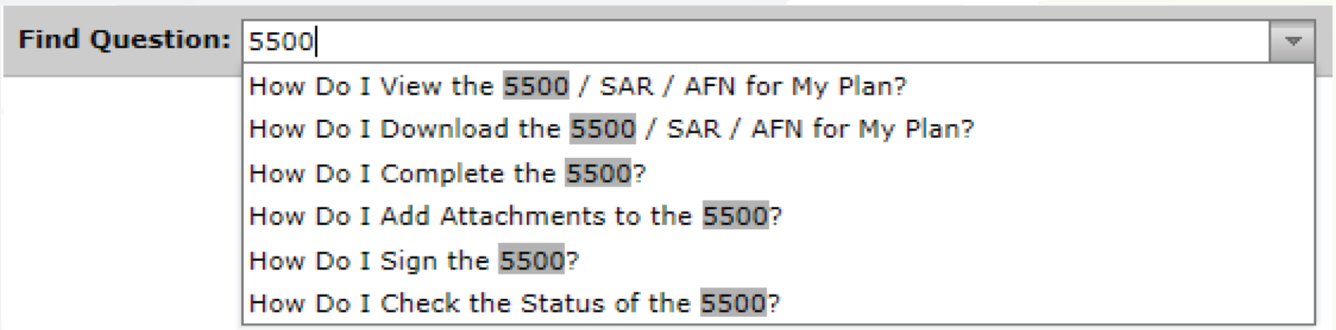
ACCESSING THE PORTAL

HOW DO I FIND HELP ON THE PORTAL?

1. You can get to the help page after logging in by clicking the down arrow next to the username button and clicking 'Help' in the popup menu.



2. In the help window, you can search for the answer to your question by typing it into the dropdown box at the top of the page. This will list all questions with the word or phrase you typed.



3. Click on the question you are looking for to be taken to that question in the list.

4. You can also see a printable version of this list by clicking the 'Print' button in the upper right corner.

compliance@rpgconsultants.com
212.947.4800 ext 203

NAVIGATING THE PORTAL

ANNUAL QUESTIONNAIRE

If you are submitting year-end information, please complete the 'Annual Questionnaire' online. Click the 'Online Annual Questionnaire' button in the left menu or under the to-do list. For any other special projects, the questionnaire is NOT required.

CENSUS WORKSHEET

You have the option to EITHER download a census file as a .csv to update and then upload again OR you can update a live census file within the portal. **You do not need to do both.**

Option 1: TO UPDATE LIVE CENSUS WORKSHEET – You will see a list of all employees that were included in the census last year. Their DOHs will have been cleared – and that is OK. **You are ONLY to do the following:**

1. **For any employees who earned wages in the referenced year:**
   a. Enter hours, salary, deferral and other pertinent information
   b. Add dates of termination (DOT)
   c. You do NOT need to add a date of hire (DOH) UNLESS this is someone that was previously terminated and rehired in the current year
2. **For any new hires in the current year,** add all applicable information INCLUDING DOB AND DOH
3. **If an employee on the list did not work for your firm in the referenced year,** please remove them from the listing
4. **If a former employee is not on this list but was previously reported to us and is rehired in the referenced year,** enter the date including the DOB. The DOH should be the rehire date

Option 2: TO DOWNLOAD CENSUS FILE AS .CSV – You will see a list of all employees that were included in the census last year. Their DOHs will have been cleared – and that is OK. **You are ONLY to do the following:**

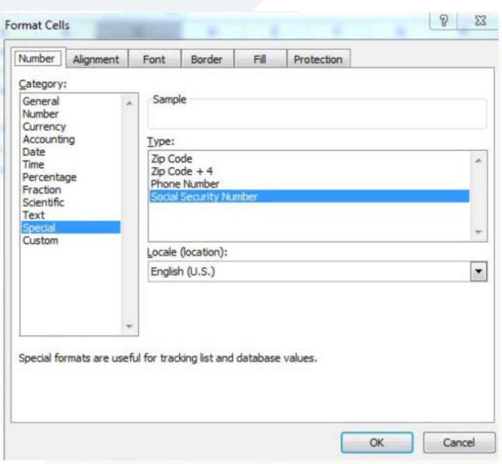
1. **For any employees who earned wages in the referenced year:**
   - **a.** Enter hours, salary, deferral and other pertinent information
   - **b.** Add dates of termination (DOT)
   - **c.** You do NOT need to add a date of hire (DOH) UNLESS this is someone that was previously terminated and rehired in the current year

2. **For any new hires in the current year,** add all applicable information INCLUDING DOB AND DOH

3. **If an employee on the list did not work for your firm in the referenced year,** please remove them from the listing

4. **If a former employee is not on this list but was previously reported to us and is rehired in the referenced year,** enter the date including the DOB. The DOH should be the rehire date

5. **Social security number formatting:** It is crucial that you have the social security number column formatted correctly prior to uploading it to ensure that the numbers are not inadvertently changed if there are lead zeros. To avoid any upload/processing errors, you MUST format the 'Social Security Number' column of the census worksheet to be 'Special' → 'Social Security Number' as shown in the screenshot below



SAVING THE FILE

This file must remain in the same format for uploading to our systems. Please DO NOT remove any rows above (and including) the header row. Add new employees as additional rows under the last employee. Please do not add/remove any columns. And please keep the file extension as .csv (DO NOT change to .xls)

NAVIGATING THE PORTAL

CENSUS COLUMN DEFINITIONS

Column	Description
SSN	Social Security Number (use the Format Cells option in Excel to set this column as Special -> Social Security Number)
Last	Last Name
First	First Name
% Owner	Employee's Ownership Percentage
Relationship Status	Principle or Relationship to Owner/Principle (i.e Spouse, Child, Parent, Grandchild)
Officer	Is Employee an Officer (Yes/No?) Officer=Administrative Executive (i.e Pres, VP, Secretary, CEO, COO, etc)
DOB	Date of Birth
DOH	Date of Hire (ONLY for New Employees – Leave Blank for Existing Employees)
DOT	Date of Termination
Hours	Hours of Service in this Plan Year
Class	Employee Class (Use Self-Employed if you are an Owner of a Sole-Prop or a Partner in Partnership)
Compensation	For All Entity Types - Gross W-2 Wages (Including Pre-tax Deductions). For Owners of: Sole Proprietorships - Net Income from Schedule C. Partnerships - Net Income from K-1. Corporations - W-2 Wages Only (Do Not Include K-1 for Owners of S-Corps).
Deferrals	Total Amount of Employee's 401(k) Contributions (Including Catch-up, if Applicable)
Roth	Roth Contribution
Match	Matching Contribution (ONLY if Deposited During the Year)
SH Match	Safe-Harbor Matching Contribution (ONLY if Deposited During the Year)
SH Non-Elective	Safe-Harbor Non-Elective Contribution (ONLY if Deposited During the Year)
Profit Sharing	Profit Sharing Contribution (ONLY if Deposited During the Year)

compliance@rpgconsultants.com
212.947.4800 ext 203