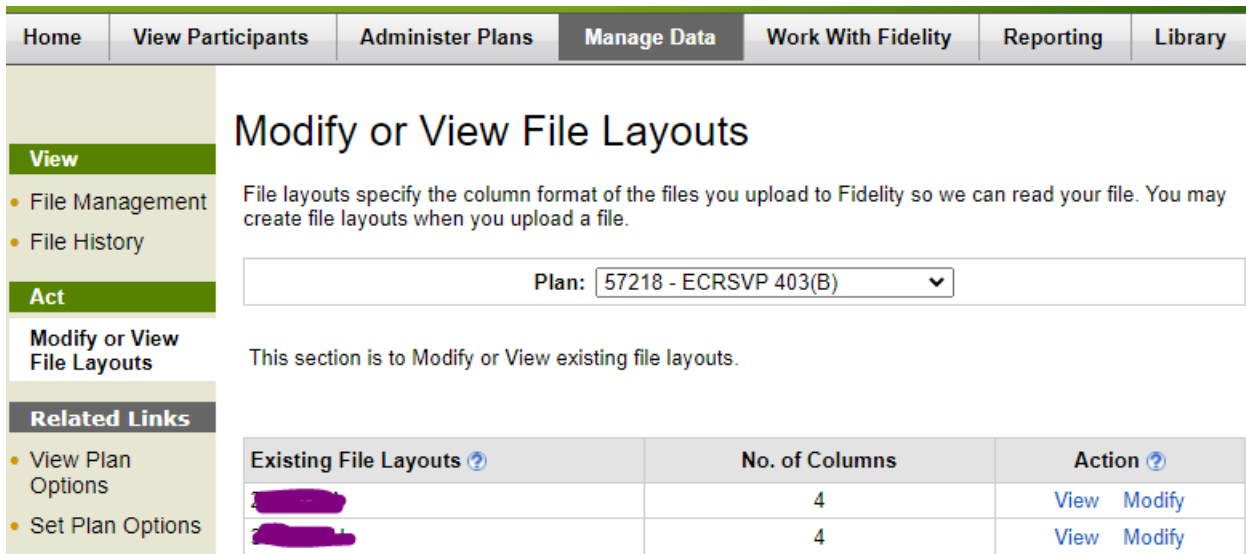


Steps for Adding a Roth Source

Log into the [Plan Sponsor Webstation](#) to make a contribution request.

- Navigate to the "Manage Data" Tab and select "View & Modify File Layouts".
- On the Modify or View File Layouts page, there will be a list of Existing File Layouts. Find the layout that is typically used for contributions and select "Modify".



The screenshot shows the 'Manage Data' tab selected in the top navigation bar. The left sidebar contains a 'View' section with 'File Management' and 'File History', and an 'Act' section with 'Modify or View File Layouts' (highlighted) and 'Related Links' including 'View Plan Options' and 'Set Plan Options'. The main content area is titled 'Modify or View File Layouts' and includes a description: 'File layouts specify the column format of the files you upload to Fidelity so we can read your file. You may create file layouts when you upload a file.' Below this is a dropdown menu for 'Plan:' set to '57218 - ECRSVP 403(B)'. A note states: 'This section is to Modify or View existing file layouts.' At the bottom, a table lists existing file layouts.

| Existing File Layouts ? | No. of Columns | Action ? |
|---|----------------|---|
| [REDACTED] | 4 | View Modify |
| [REDACTED] | 4 | View Modify |

- The next page is the Modify Layout Page. Here is where we can add a Roth source to the File Template for future contributions. The screen will look like this:

Modify Layout [Help](#)

Specify File Properties

Layout Name Contributions

[How are the layout names used?](#)

Date Field Format MM/DD/YYYY

Implied Decimal Points in Dollar Values No (e.g. \$20.00 appears as \$20.00) Yes (e.g. \$20.00 appears as \$2000)

[What are implied decimal points and why would I use them?](#)

Select Fields

Available Fields

This list contains all valid fields that may be sent in a file of this type.

Ignore Data Column

EMPLOYMENT
Hours
Hours Effective Date

LOAN INFO
Loan ID # 1
Loan Payment # 1
Loan Correction Method # 1

Add All>>

Add>

<Remove

<<Remove All

Selected Fields

Displays an ordered list of the fields you have selected for your file layout.

SSN
01 - EMPLOYEE PRE-TAX

Move Up Move Down

[What does Ignore Data Column mean, and why would I select it?](#)

[What fields are required for submitting contribution or loan repayment correction amounts?](#)

[What are the data elements needed for hours files submissions?](#)

*Please note this is a sample template and the "Selected Fields" section may appear differently than your specific file.

- To add "Roth Deferral" or "Roth Catch-up" contribution we need to scroll through the "Available Fields" section down to CONTRIBUTION SOURCES.

Available Fields

This list contains all valid fields that may be sent in a file of this type.

CONTRIBUTION SOURCES

01 - EMPLOYEE PRE-TAX
01 - EMPLOYEE PRE-TAX Correction Meth
01 - EMPLOYEE PRE-TAX Posting Date
02 - EMPLOYEE AFTER-TAX Correction Me
02 - EMPLOYEE AFTER-TAX Posting Date
03 - AFTER-TAX ROLLOVER
03 - AFTER-TAX ROLLOVER Correction Me
03 - AFTER-TAX ROLLOVER Posting Date
04 - 403(B) ROLLOVER

- Once you have found CONTRIBUTION SOURCES continue to scroll until you find Roth Deferrals and Roth Catch-up.

Available Fields

This list contains all valid fields that may be sent in a file of this type.

- 14 - EMPLOYEE AFTER-TAX Posting Date
- 15 - ROTH DEFERRAL**
- 15 - ROTH DEFERRAL Correction Method
- 15 - ROTH DEFERRAL Posting Date
- 16 - ROTH CATCH-UP
- 16 - ROTH CATCH-UP Correction Method
- 16 - ROTH CATCH-UP Posting Date
- 17 - ROTH ROLLOVER
- 17 - ROTH ROLLOVER Correction Method
- 17 - ROTH ROLLOVER Posting Date

- Next, select on the source you wish to add to your layout then click "Add >"

Available Fields

This list contains all valid fields that may be sent in a file of this type.

- 14 - EMPLOYEE AFTER-TAX Posting Date
- 15 - ROTH DEFERRAL**
- 15 - ROTH DEFERRAL Correction Method
- 15 - ROTH DEFERRAL Posting Date
- 16 - ROTH CATCH-UP
- 16 - ROTH CATCH-UP Correction Method
- 16 - ROTH CATCH-UP Posting Date
- 17 - ROTH ROLLOVER
- 17 - ROTH ROLLOVER Correction Method
- 17 - ROTH ROLLOVER Posting Date

[What does Ignore Data Column mean, and why would I select it?](#)

Add All>>

Add>

<Remove

<<Remove All

Selected Fields

Displays an ordered list of the fields you have selected for your file layout.

- SSN
- 02 - EMPLOYEE AFTER-TAX
- 11 - 403B EMPLOYER BASE
- 12 - 403B EMPLOYER MATCH

Move Up

Move Down

- Once, you have moved the sources into the "Selected Fields" Section please click save.

Available Fields

This list contains all valid fields that may be sent in a file of this type.

Ignore Data Column

EMPLOYMENT

LOAN INFO

- Loan ID # 1
- Loan Payment # 1
- Loan Correction Method # 1
- Loan Posting Date # 1
- Loan ID # 2

[What does Ignore Data Column mean, and why would I select it?](#)

[What fields are required for submitting contribution or loan repayment correction amounts?](#)

[What are the data elements needed for hours files submissions?](#)

Add All>>

Add>

<Remove

<<Remove All

Selected Fields

Displays an ordered list of the fields you have selected for your file layout.

- SSN
- 02 - EMPLOYEE AFTER-TAX
- 11 - 403B EMPLOYER BASE
- 12 - 403B EMPLOYER MATCH
- 15 - ROTH DEFERRAL**

Move Up

Move Down

Cancel

Save

- Your File Template will now be updated to include the new source!

Once this process is complete, the last step will be to add the new source(s) as columns in the excel spread file that is uploaded with the contribution information. You are now ready to complete your contributions!

Steps for Entering Data Manually

Log into the [Plan Sponsor Webstation](#) to make a contribution request.

- Navigate to the "Manage Data" Tab and select "Create or Send a File". On the next page add the File Name and select to "Enter data manually"

Create a New PSW File [Help](#)

Send data files to Fidelity. To begin, select the type of file you would like to send.

[Help me submit this file](#)

Select File Details

File Type DC: Contributions

[What type of file should I select?](#)

Plan 57187 - EPISCOPL LAY EE 403B

Division XXXXXXXXXX

[Why should I specify a division?](#)

File Name

Test



[How is this file name different from the name of the file I am uploading?](#)

Plan Year End Date 12/31/2024

[What is the Plan Year End Date used for?](#)

Data Submission method Use an existing file on my computer (recommended)
 Enter data manually

[Which method is right for me?](#)

[Return to File Management](#)

[Save & Continue](#)

- Next choose your search criteria, for this example I chose "One Participant"

Manually Enter Contribution Data

To enter contribution data manually for one or more participants, you begin by retrieving their data.

If you manually enter participant data, [learn how to save time by uploading a file from your computer.](#)

| | |
|---|--------------------------------|
| Plan: 57187 EPISCOPL LAY EE 403B | Division: 485-323-29 |
| File Name: Test | Tracking Number: 01080P |

You would like to enter data for:

- One Participant
 Multiple Participants

Enter the search criteria. [?](#)

Search by: **Search for:**

Show:

[Return to File Management](#)

- Once you have selected the Participant you wish to create the contribution, you will now have a list of sources to choose from.
- Roth Deferral and Roth Catch-up will now be listed at the bottom. Enter in the desired dollar amount for the contribution, then click "Enter Changes and View Confirmation."

| Contribution Information | | | | |
|--------------------------|-----------------------------------|------------------------------------|--------------------------------------|---------------------------------|
| Source: | Amount: | Correction Y/N?: ? | Correction Method: ? | Posting Date: ? |
| 01-EMPLOYEE PRE-TAX | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 02-EMPLOYEE AFTER-TAX | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 03-AFTER-TAX ROLLOVER | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 04-403(B) ROLLOVER | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 05-401(A) ROLLOVER | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 06-457 ROLLOVER | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 07-IRA ROLLOVER | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 08-EE PRE-TAX CATCH-UP | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 09-EMPLOYER 1 | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 10-EMPLOYEE PRE-TAX | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 11-403B EMPLOYER BASE | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 12-403B EMPLOYER MATCH | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 13-QNEC | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 14-EMPLOYEE AFTER-TAX | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 15-ROTH DEFERRAL | \$ <input type="text" value="1"/> | <input type="checkbox"/> | | |
| 16-ROTH CATCH-UP | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 17-ROTH ROLLOVER | \$ <input type="text"/> | <input type="checkbox"/> | | |
| 18-ROTH DOLLAR DEFERRAL | \$ <input type="text"/> | <input type="checkbox"/> | | |

- Next review the confirmation for accuracy, then click "Continue & Submit to check for errors."

| Contribution Information | | |
|--------------------------|-----------------------|---------------|
| Source: | Current Contribution: | Posting Date: |
| 01-EMPLOYEE PRE-TAX | \$ | |
| 02-EMPLOYEE AFTER-TAX | \$ | |
| 03-AFTER-TAX ROLLOVER | \$ | |
| 04-403(B) ROLLOVER | \$ | |
| 05-401(A) ROLLOVER | \$ | |
| 06-457 ROLLOVER | \$ | |
| 07-IRA ROLLOVER | \$ | |
| 08-EE PRE-TAX CATCH-UP | \$ | |
| 09-EMPLOYER 1 | \$ | |
| 10-EMPLOYEE PRE-TAX | \$ | |
| 11-403B EMPLOYER BASE | \$ | |
| 12-403B EMPLOYER MATCH | \$ | |
| 13-QNEC | \$ | |
| 14-EMPLOYEE AFTER-TAX | \$ | |
| 15-ROTH DEFERRAL | \$ 1 | |
| 16-ROTH CATCH-UP | \$ | |
| 17-ROTH ROLLOVER | \$ | |
| 18-ROTH DOLLAR DEFERRAL | \$ | |

Continue & submit to check for errors

- This will submit the contribution request and check for errors, once completed if there are no errors the file will be ready for funding.
- You will the apply funding to complete your contributions.

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