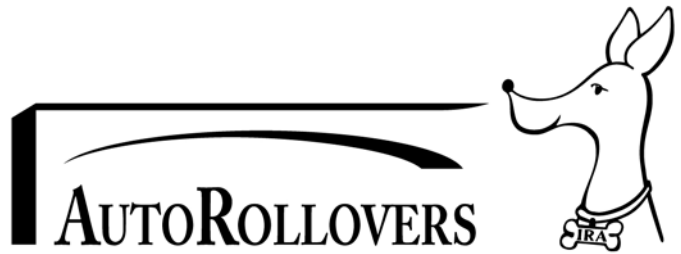
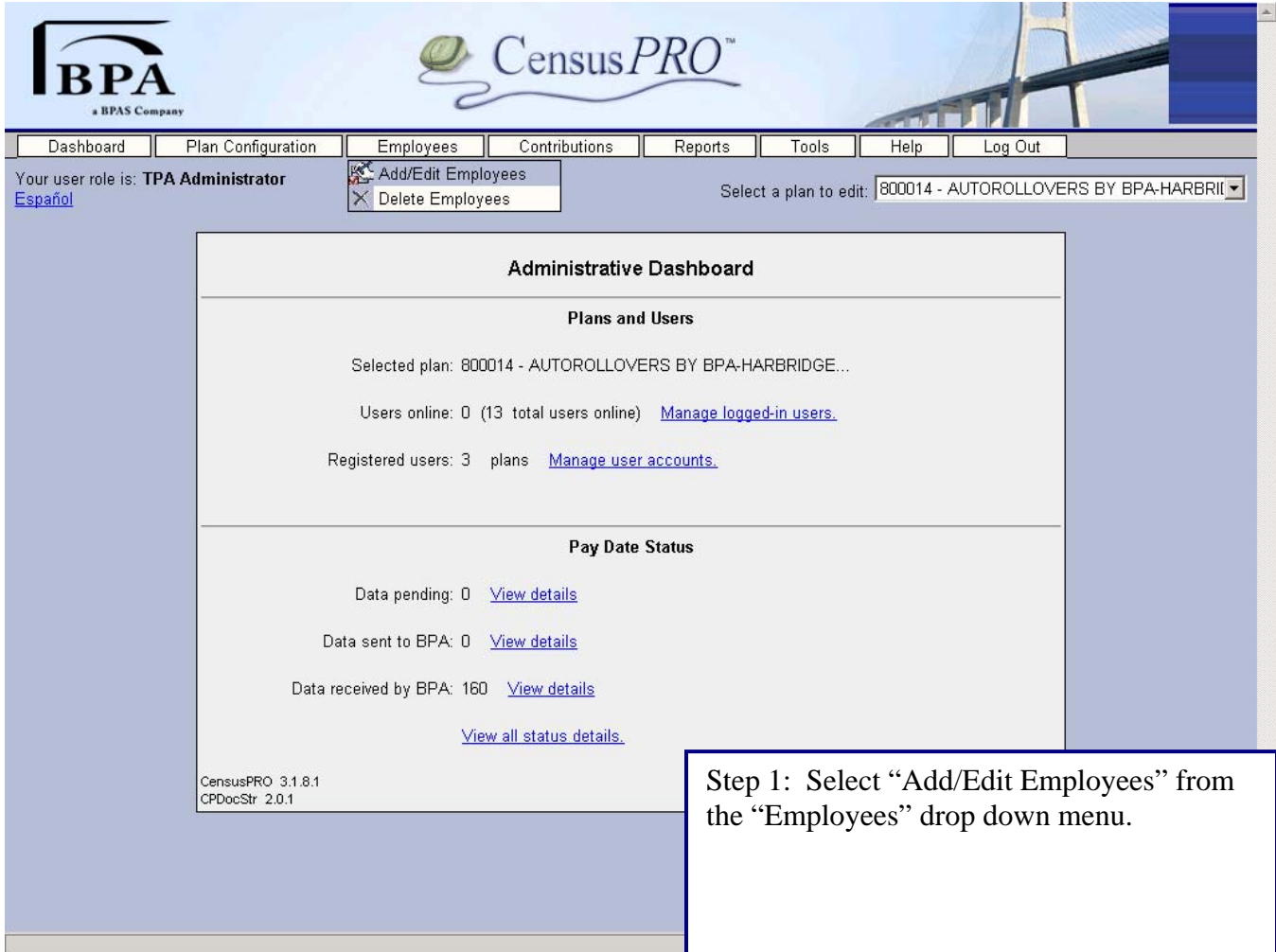


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CensusPro® - Adding Employees



BPA
a BPAS Company

CensusPRO™

Dashboard | Plan Configuration | **Employees** | Contributions | Reports | Tools | Help | Log Out

Your user role is: **TPA Administrator**
[Español](#)

Add/Edit Employees
 Delete Employees

Select a plan to edit: 800014 - AUTOROLLOVERS BY BPA-HARBRI...

Administrative Dashboard

Plans and Users

Selected plan: 800014 - AUTOROLLOVERS BY BPA-HARBRI...

Users online: 0 (13 total users online) [Manage logged-in users.](#)

Registered users: 3 plans [Manage user accounts.](#)

Pay Date Status

Data pending: 0 [View details](#)

Data sent to BPA: 0 [View details](#)

Data received by BPA: 160 [View details](#)

[View all status details.](#)

CensusPRO 3.1.8.1
CPDocStr 2.0.1

Step 1: Select “Add/Edit Employees” from the “Employees” drop down menu.

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Dashboard | Plan Configuration | **Employees** | Contributions | Reports | Tools | Help | Log Out

Your user role is: **TPA Administrator** [Español](#) Select a plan to edit: 800014 - AUTOROLLOVERS

Employee Information

Show all employees. Show only employees with invalid data.

Quick look-up by SSN
[Input Field] Search

SSN	Div/Sub	First Name	Last Name	Details
[Redacted]		[Redacted]	[Redacted]	Details
[Redacted]		[Redacted]	[Redacted]	Details
[Redacted]		[Redacted]	[Redacted]	Details
[Redacted]		[Redacted]	[Redacted]	Details
[Redacted]		[Redacted]	[Redacted]	Details

... 25 26 27 28 29 30 31 32 33 34

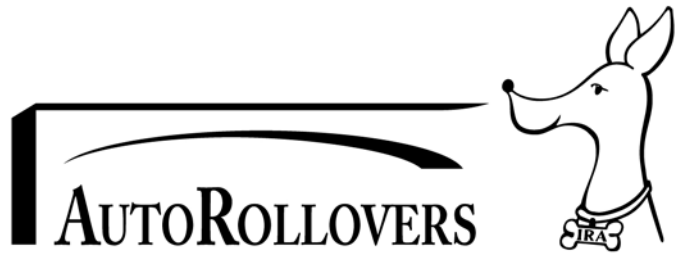
Red rows indicate employees whose information contains invalid data
Yellow rows indicate employees who have loans that contain invalid payment amounts

Import Add

Step 2: Select "Add".

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Employee Information
[Back to employee list.](#)

*Labels in bold indicate required fields

*SSN: 123-45-6789 Div/Sub: New
*First Name: JOHN *Last Name: DOE *Gender: Male
*Birth Date: 01/01/1970 (MM/DD/YYYY) *Co. Hire Date: 11/11/2010 (MM/DD/YYYY)
Co. Term Date: (MM/DD/YYYY) Co. Rehire Date: (MM/DD/YYYY)
*Address 1: 123 MAIN STREET
Address 2:
*City: ANYTOWN *State: NY *Zip Code: 12345 -
Reset Save Delete Cancel

Step 3: Enter all required participant information (denoted with an “*” and **bold**). You may use today’s date for Entry Date.

Also, Div/Sub may be used if you wish to be able to track participants by Plan or Administrator (contact us at autorollovers@bpas.com if you would like to use this feature).

Step 4: Once all participants have been added, proceed to **Reporting Rollovers**.

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CensusPro® - Reporting Rollover Amounts

The screenshot shows the CensusPro web application interface. At the top left is the BPA logo (a BPAS Company). The main header area contains the 'CensusPRO' logo and a navigation menu with tabs: Dashboard, Plan Configuration, Employees, Contributions, Reports, Tools, Help, and Log Out. Below the navigation, the user role is identified as 'TPA Administrator' with a link to 'Español'. A dropdown menu is open under the 'Contributions' tab, listing: Add Pay Date, Edit Contributions, Submit Pay Date, Reset Pay Date, and Delete Pay Date. To the right of the menu is a dropdown for 'Select a plan to edit:' with '8600' selected. Below the menu is a calendar for July 2009. The calendar shows dates from 28 to 8. A legend below the calendar indicates: Green square for 'Data pending', Red square for 'Data submitted', Blue square for 'Data received by BPA', and Yellow square for 'Currently selected date'. A text box on the right side of the screenshot contains the following instructions:

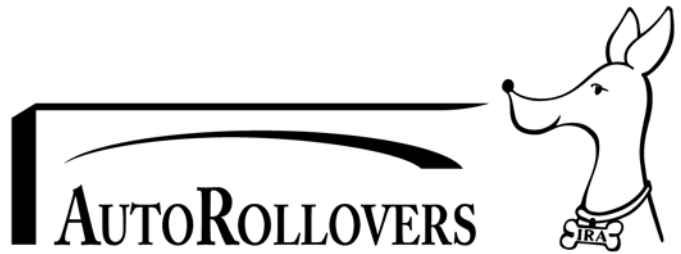
Step 1: Select "Add Paydate" from the "Contributions" drop down menu.

Select today's date and click "Add"

At the bottom left of the screenshot, the URL is: <https://censuspro.bpah.com/system/nonro/addppd.aspx>

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BPA
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Dashboard | Plan Configuration | Employees | Contributions | Reports | Tools | Help | Log Out

Your user role is: **TPA Administrator**
[Español](#) | Select a plan to edit: 8600

Edit Pay Date

[Back to calendar.](#)

Pay Date: 06/30/2009

All Employees Active Employees
 Employees With Errors Employees To Review
 Terminated Employees

Quick look-up by SSN: Search

SSN	Div/Sub	First Name	Last Name	Contributions	Reviewed	Edit
[REDACTED]		[REDACTED]	[REDACTED]	0.00	X	Edit
[REDACTED]		[REDACTED]	[REDACTED]	0.00	X	Edit
[REDACTED]		[REDACTED]	[REDACTED]	0.00	X	Edit

✓ Reviewed ○ Not reviewed X Prior year terminated employee (review not required)

Total of all contributions for this pay date: **\$0.00** [Review All](#)

Red rows indicate employees with invalid contribution data
Yellow rows indicate employees with invalid personal information

[Import Period](#) [Send to BPA](#)

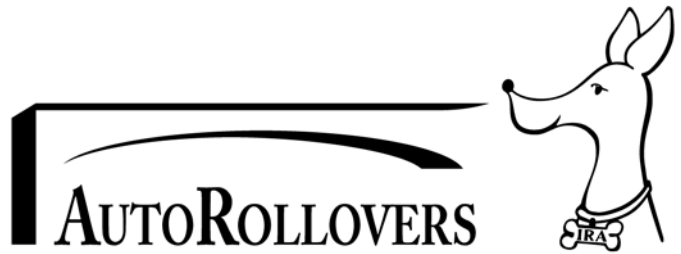
Done

Step 2: Locate the participant that needs to be reported and select “Edit”.

Tip: Be sure to mark “All Employees”.

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Edit Pay Date

[Back to employee list.](#) [Back to calendar.](#)

Contribution details for:

YTD HOURS: YTD SALARY:

EMPLOYEE ROLLOVER:

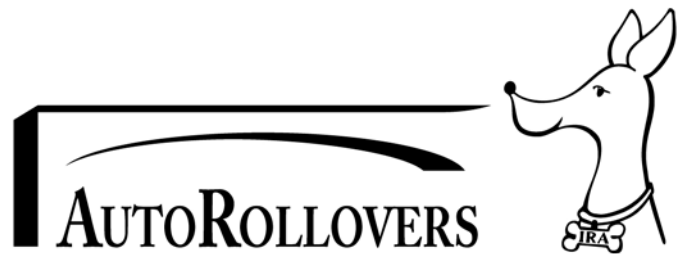
editppd.aspx

Step 3: Enter the Rollover Amount and click “Save”. Repeat steps 2 & 3 for each participant that needs to be reported.

Tip: Use the **Back to employee list** link to find the next participant to report.

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BPA a BPAS Company

CensusPRO™

Dashboard | Plan Configuration | Employees | Contributions | Reports | Tools | Help | Log Out

Your user role is: **TPA Administrator**

Select a plan to edit: 8600

Edit Pay Date

[Back to calendar.](#)

Pay Date: 06/30/2009

All Employees Active Employees
 Employees With Errors Employees To Review
 Terminated Employees

Quick look-up by SSN: Search

SSN	Div/Sub	First Name	Last Name	Contributions	Reviewed	Edit
[REDACTED]		[REDACTED]	[REDACTED]	0.00	✓	Edit
[REDACTED]		[REDACTED]	[REDACTED]	0.00	✓	Edit
[REDACTED]		[REDACTED]	[REDACTED]	0.00	✓	Edit

✓ Reviewed ○ Not reviewed ✗ Prior year terminated employee (review not required)

Total of all contributions for this pay date: **\$0.00**

Red rows indicate employees with invalid contribution data
Yellow rows indicate employees with invalid personal information

Step 4: Once all participants have been reported, select “Review All”. Confirm the total amount being reported, then click “Send to BPA”. You should receive on-screen confirmation that your data was successfully sent.

Please send any feedback regarding these instructions to:
autorollovers@bpas.com

PLEASE NOTE:

ACH Transfers will not be accepted and will be returned to the source.