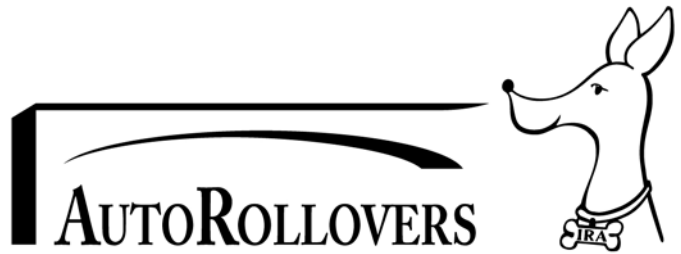


**AUTOROLLOVERS**

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Toll Free: 1.866.401.5272 | Direct: 315.292.6900 | Fax: 315.292.6483  
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**CensusPro® - File Uploads**

**BPA**  
a BPAS Company

**CensusPRO™**

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

Your user role is: **TPA Administrator**  
You are viewing plan: **800014**  
AUTOROLLOVERS

[Español](#)

Select a plan to edit: 800014 - AUTOROLLOVERS ...  
 Active  Terminated  All

- + Add Pay Date
- Edit Contributions
- Submit Pay Date
- Reset Pay Date
- X Delete Pay Date

**Administrative Dashboard**

**Plans and Users**

Selected plan: 800014 - AUTOROLLOVERS ...

Users online: (12 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: 249 [View details](#)

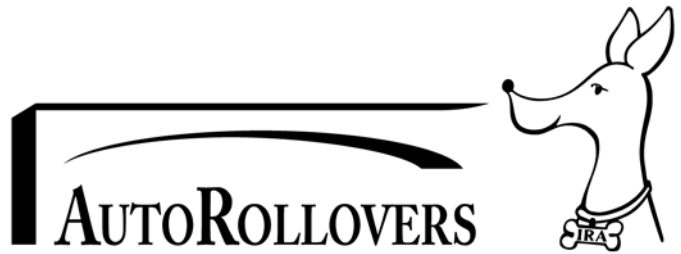
[View all status details.](#)

CensusPRO Website 3.5.1.1 Report Streaming Service 3.0.0.0 Core Library 3.2.1.1  
File Transfer Service 1.0.3.0 QL Import Program 1.3.0.1 GP Import Service 1.0.1.1

Step 1: Select “Add Paydate” from the “Contributions” drop down menu.  
Select today’s date and click “Add”

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

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AUTOROLLOVERS

Select a plan to edit: 800014 - AUTOROLLOVERS ...  
 Active  Terminated  All

[Español](#)

**Add Pay Date**

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

■ Data pending ■ Data submitted  
■ Data received by BPA  
■ Currently selected date

**Selected date: December 1, 2010**

Add Cancel

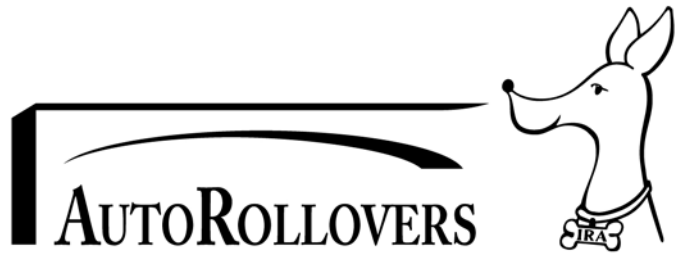
addppd.aspx

**Step 1: Select today's date (if today's date has already been used, you may select any date). Click the "Add" button on the bottom.**

**Step 1: Select today's date (if today's date has already been used, you may select any date). Click the "Add" button on the bottom.**

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

Your user role is: **TPA Administrator** | Select a plan to edit: 800014 - AUTOROLLOVERS ...  
You are viewing plan: **800014** |  Active  Terminated  All  
AUTOROLLOVERS

[Español](#)

### Edit Pay Date

[Back to calendar.](#)

Pay Date: 12/01/2010

All Employees  Active Employees  Employees With Errors  Employees To Review

Quick look-up by SSN:

SSN	Div/Sub	First Name	Last Name	Contributions	Reviewed	Edit
████████				0.00	<input type="radio"/>	<input type="button" value="Edit"/>
████████				0.00	<input type="radio"/>	<input type="button" value="Edit"/>

1 2 3 4 5 6 7 8 9 10 ...

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 2: Select "Import Period".

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**Import Contribution File**

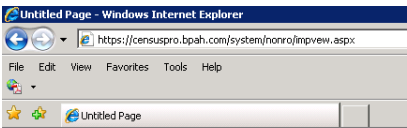
\*File type: Comma-separated values

\*Upload file: N:\AutoRollovers\TPA\_Help\AutoRollover\_U Browse...

Upload

N:\AutoRollovers\TPA\_Help\AutoRollover\_Uploads

Name	Size	Type	Date Modified	Attributes
UPLOAD.csv	1 KB	Microsoft Office Exc...	11/10/2010 10:09 AM	AC



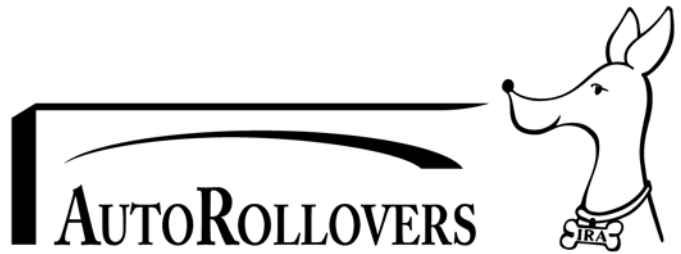
**Please wait while your Preview data is imported.**

Import Preview

**Step 3:** Browse to your comma separated value file (.csv) containing columns for; SSN, name, address, DOB, traditional and/or roth rollover amounts, and today's date. Select Upload.

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### Import Preview

Use this page to map your file and preview your data. This import preview validates formatting only (i.e. an extra comma in a name or address field).

Any changes you make to this preview will not be saved to your original data file. Once you have previewed the data and are ready to Import, click the Import Data button. Any employees with invalid personal data or invalid contribution data will be displayed in your Edit pay date screen.

This data preview will be saved for 7 days, or until you perform the final import. If you need to come back to this view later, use the Import button on the Edit Pay Date screen.

Show only rows with errors.  Show all rows.

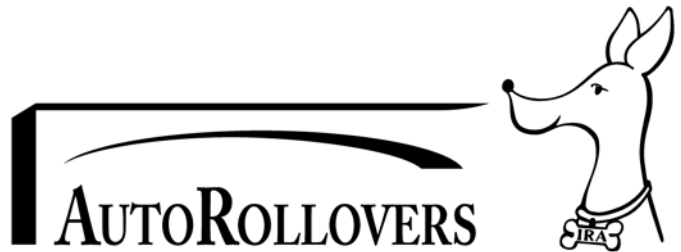
Ignore  
SSN  
First Name  
Last Name  
Address 1  
Address 2  
**City**  
State  
Zip Code  
Plus 4  
Gender  
Birth Date  
Hire Date  
Termination Date  
Rehire Date  
Div/Sub  
Loan Recon.  
YTD HOURS  
YTD SALARY  
YTD TEST SALARY  
EMPLOYEE ROLLOVER

	SSN	First Name	Last Name	Address 1	City	State
Delete	111-11-1111	ANTHONY	ADAMS	123 MAIN STREET	ANYTOWN	NY
Delete	222-22-2222	BEATRICE	BAKER	124 MAIN STREET	ANYTOWN	NY
Delete	333-33-3333	CYNTHIA	CLARK	125 MAIN STREET	ANYTOWN	NY
Delete	444-44-4444	DAVID	DANIELS	126 MAIN STREET	ANYTOWN	NY
Delete	555-55-5555	EDWARD	EPPSTEIN	127 MAIN STREET	ANYTOWN	NY

- Step 4: Define the Field Map using the drop down menus for each column in your spreadsheet.
- Step 5: Select “Submit Map Changes” – this will save your field map for the next time you import a file.
- Step 6: Select “Import Data”.

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**Edit Pay Date**  
[Back to calendar.](#)

Your data was imported successfully, and no records contained errors. Total contributions were \$3,829.14

Pay Date: 12/01/2010

All Employees  Active Employees  
 Employees With Errors  Employees To Review

Quick look-up by SSN

SSN	Div/Sub	First Name	Last Name	Contributions	Reviewed	Edit
██████████				0.00	✓	<input type="button" value="Edit"/>
██████████				0.00	✓	<input type="button" value="Edit"/>
██████████				0.00	✓	<input type="button" value="Edit"/>
██████████				0.00	✓	<input type="button" value="Edit"/>

1 2 3 4 5 6 7 8 9 10 ...

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

Total of all contributions for this pay date: \$3,829.14

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

Step 7: Click the “Review All” button.

Step 8: Click the “Send to BPA” button.

Please send any feedback regarding these instructions to:  
[autorollovers@bpas.com](mailto:autorollovers@bpas.com).