

### CensusPro® - File Uploads

The screenshot shows the CensusPro web application interface. At the top, there is a navigation bar with tabs for Dashboard, Plan Configuration, Employees, Contributions, Reports, Tools, Help, and Log Out. Below the navigation bar, the user's role is identified as 'TPA Administrator' and the plan being viewed is '800014 AUTOROLLOVERS'. A dropdown menu is open under the 'Contributions' tab, listing options: Add Pay Date, Edit Contributions, Submit Pay Date, Reset Pay Date, and Delete Pay Date. The 'Add Pay Date' option is selected. The main content area displays a calendar for October 2017. The calendar shows dates from 1 to 31. The date 31 is highlighted in yellow, indicating it is the currently selected date. Below the calendar, there is a legend with colored squares: green for 'Data pending', red for 'Data submitted', blue for 'Data received by BPA', and yellow for 'Currently selected date'. The text 'Selected date: October 31, 2017' is displayed below the legend. At the bottom of the calendar area, there are 'Add' and 'Cancel' buttons. The URL 'https://censuspro.bpah.com/system/nonro/addppd.aspx' is visible at the bottom left of the page.

**Step 1:** Select "Add Pay Date" from the "Contributions" drop down menu.

Select today's date and click "Add"



a BPAS Service

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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** AUTOROLLOVERS       Active  Terminated  All

[Español](#)

### Edit Pay Date

[Back to calendar.](#)

Pay Date: 10/31/2017

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	<span style="color: red;">○</span>	<input type="button" value="Edit"/>
██████████		██████████	██████████	0.00	<span style="color: red;">○</span>	<input type="button" value="Edit"/>
██████████		██████████	██████████	0.00	<span style="color: red;">○</span>	<input type="button" value="Edit"/>

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

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

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

Red rows indicate employees with i

Yellow rows indicate employees with i

**Step 2: Select "Import Period"**

**Import Contribution File**

\*File type: Comma-separated values

\*Upload file: Choose File No file chosen

Upload Reset Map

**Open**

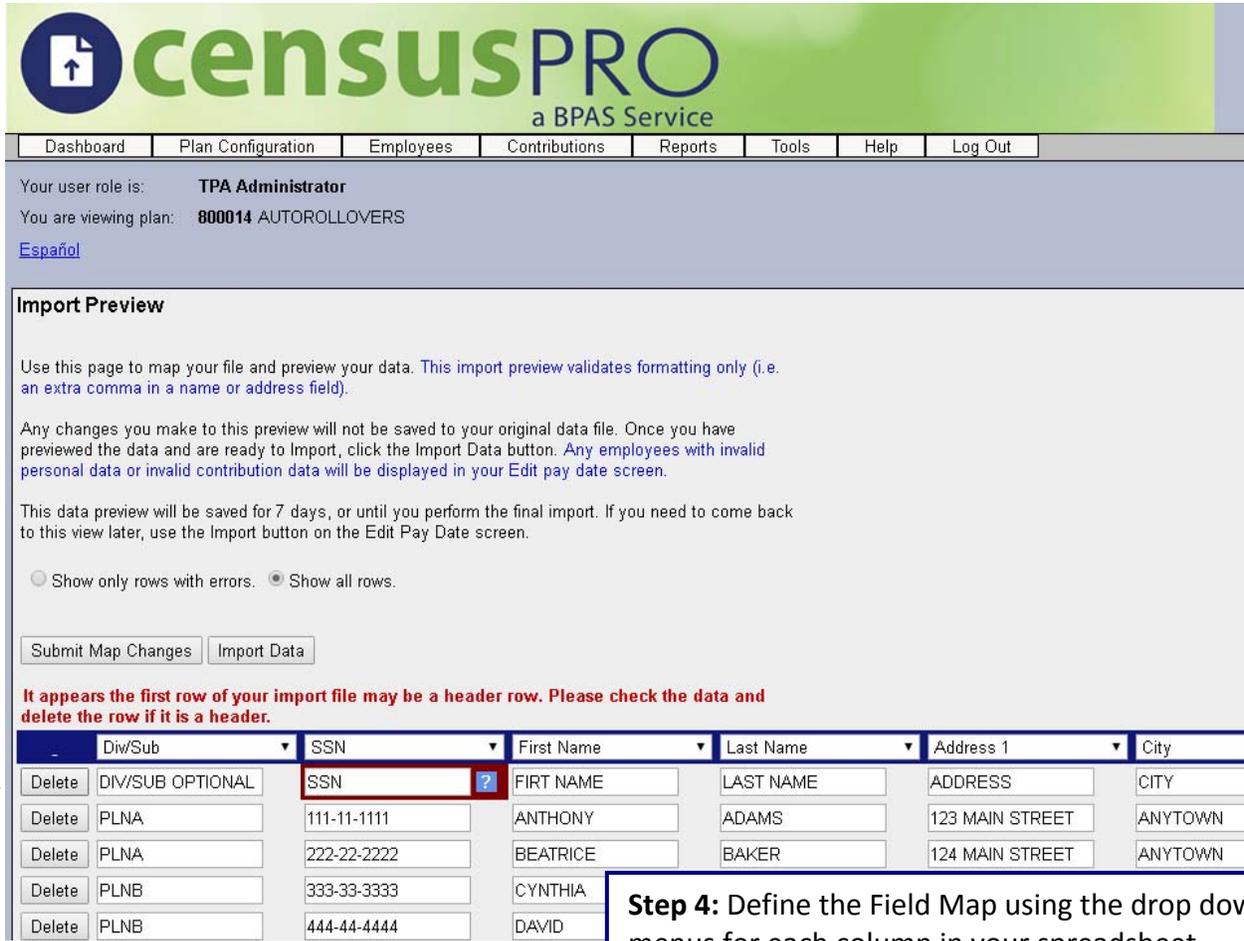
File name: All Files

Open Cancel

**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. Choose Open, Select Upload.

**Import Preview**

Please wait while your Preview data is imported.



**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.

**It appears the first row of your import file may be a header row. Please check the data and delete the row if it is a header.**

	Div/Sub	SSN	First Name	Last Name	Address 1	City
Delete	DIV/SUB OPTIONAL	SSN	FIRT NAME	LAST NAME	ADDRESS	CITY
Delete	PLNA	111-11-1111	ANTHONY	ADAMS	123 MAIN STREET	ANYTOWN
Delete	PLNA	222-22-2222	BEATRICE	BAKER	124 MAIN STREET	ANYTOWN
Delete	PLNB	333-33-3333	CYNTHIA			
Delete	PLNB	444-44-4444	DAVID			

**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.

*\*If your file contained the header row, that row will need to be deleted.*

**Step 6:** Select "Import Data".



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

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You are viewing plan: **800014 AUTOROLLOVERS**       Active  Terminated  All

[Español](#)

### Edit Pay Date

[Back to calendar.](#)

Pay Date: 10/31/2017

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
XXXXXXXX		XXXXXXXX	XXXXXXXX	0.00	○	Edit
XXXXXXXX		XXXXXXXX	XXXXXXXX	0.00	○	Edit
XXXXXXXX		XXXXXXXX	XXXXXXXX	0.00	○	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 co  
Yellow rows indicate employees with invalid pe

**Step 7:** Click the “Review All” button.

**Step 8:** Click “Send to BPA”.  
You should receive on-screen confirmation that your data was successfully sent.

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