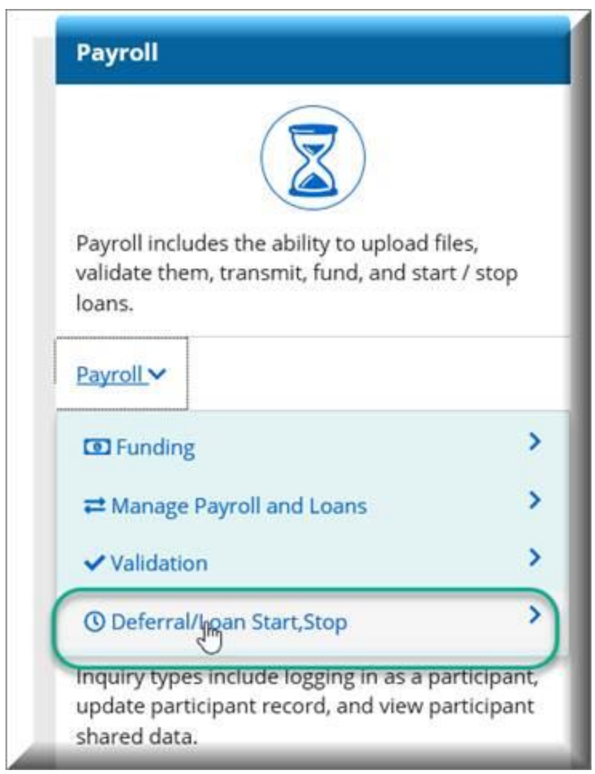
Submitting Contribution Files/Obtaining Changes/Reviewing Reports Using the Sponsor Center Website

This should be done every two weeks:

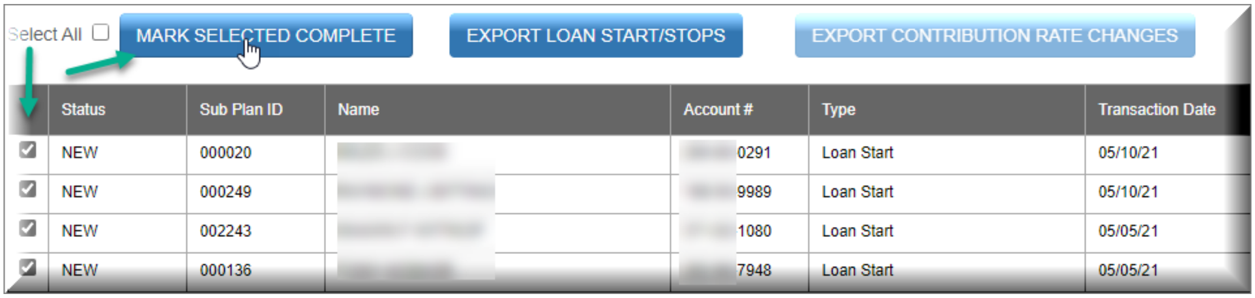
- **Capture Rate Changes**
- **Contribution File Submission**
- **Funding of Contributions**
- **Review of Action Required Reports**

Step #1 – Log on to the Sponsor Center site: http://sponsorcenter.prudential.com; enter your User ID and password

Step #2 – Check to see if there are any rate changes that may need to be updated in your payroll system for future pay cycles.

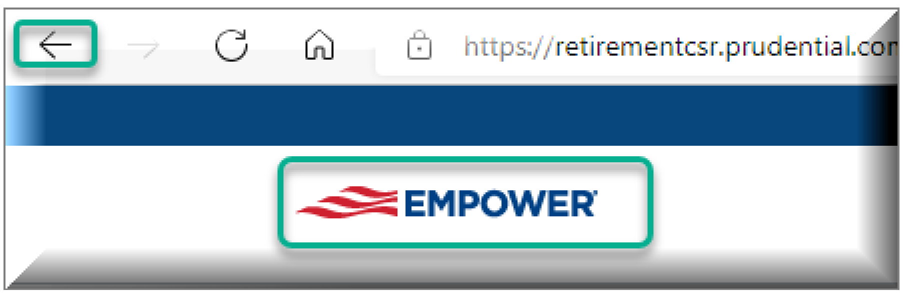


a) You may mark 'Complete' any Loan Start or Loan Stop changes – loan repayments are made directly from the employee to Prudential, so **no payroll deductions for loans are involved, and no further action is needed**.

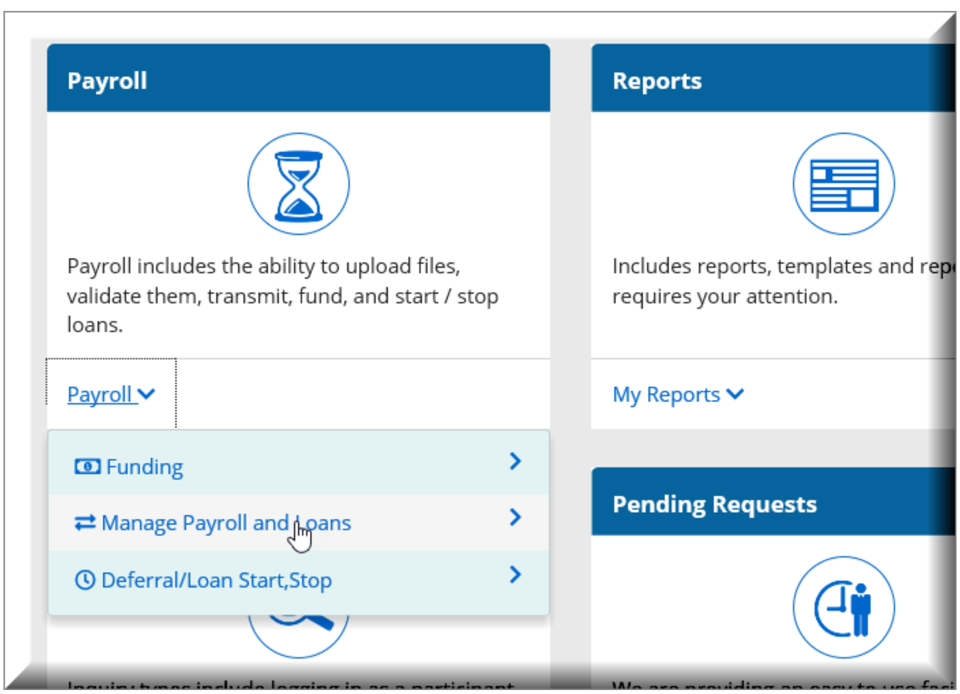


b) Any increases or decreases to contribution rates should be updated in your payroll system so that future paychecks will be deducted appropriately; mark 'Complete' once the update has been made.

c) Click on the back arrow or Empower logo to get back to the Payroll Tile.

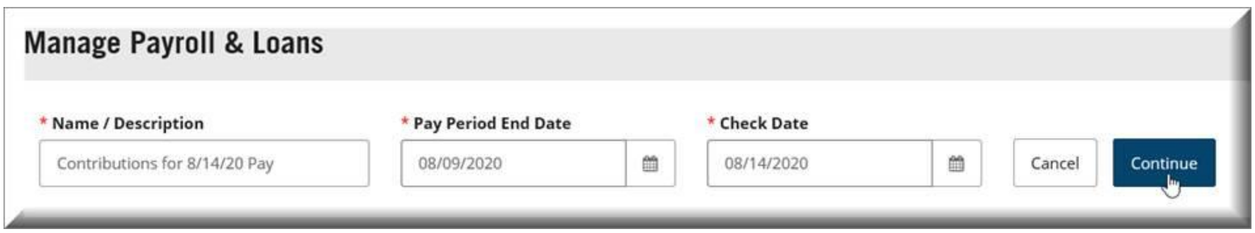


Step #3 – <u>Create the file</u>. Go to the Payroll Tile, click on the word Payroll, and then select 'Manage Payroll and Loans' from the drop-down menu.

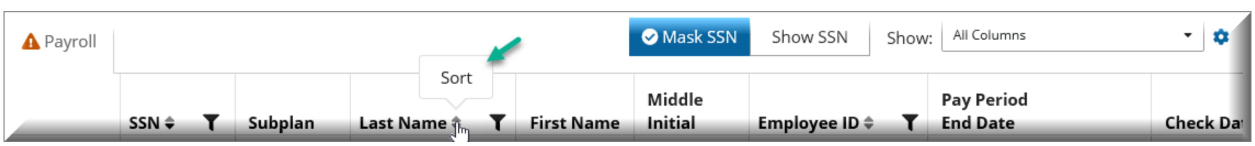


Step #4 – Select the 'Previous' method (if this is not available, select the 'PruData' method to bring in all active participants).

Step #5 – Enter a <u>description</u> (such as "PP #5"), the <u>pay period ending date</u>, and the <u>check date</u>. Once you hit 'continue' the file should populate with all active employees.



Step #6 – You can choose to show full SSNs if needed; additionally, you can click on the arrows next to the Last Name if you prefer the listing to be sorted alphabetically.

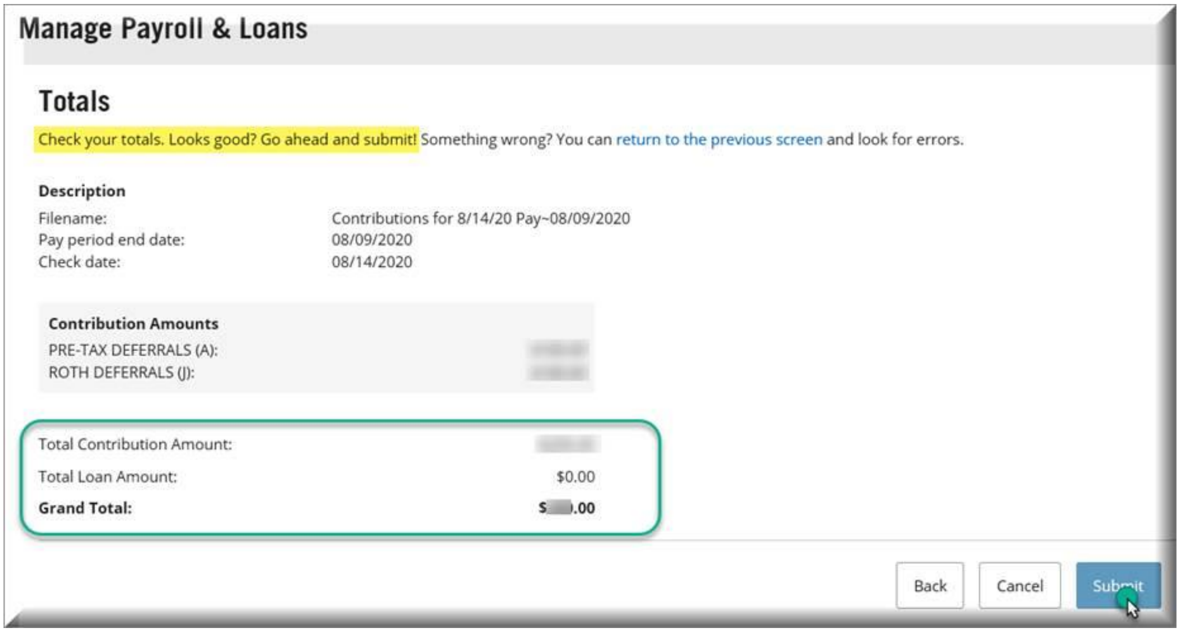


Step #7 – Scroll to the right to the fields you need to update (such as Pre-Tax Deferrals (A) Contribution Amount and/or Roth Deferrals (J) Contribution Amount) for all contributing employees.

You may use this file to update addresses and employment statuses as well.

When completed, click on the 'Continue' button.

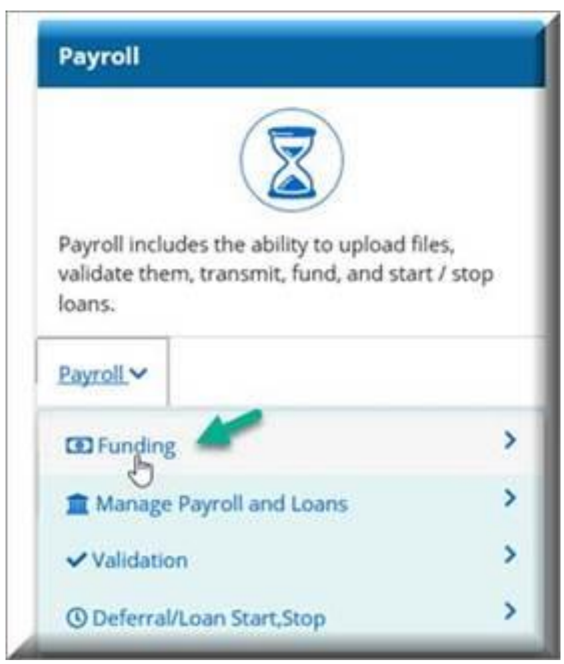
Step #8 – Check the totals on the file compared to your roster/report. If everything balances, click on the 'Submit' button to complete the process.



If successfully transmitted, you should receive confirmation via a secured e-mail with a Funding Summary Report.

Step #9 – Fund the contributions either automatically via ACH debit, sending a wire transfer, or mailing a check. Include the voucher # from the above report if using either of the last two methods. *Do not send rosters* with payments.

Step #10 – Within the next business day or two, confirm the contributions have posted by checking the Receipt of Funds Confirmations.



Step #11 – Review Action Required reports to monitor limits, ensure correct data such as addresses are updated, and so on.