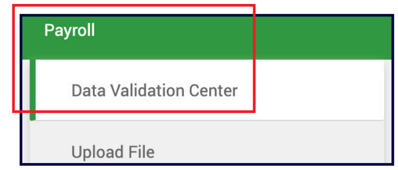
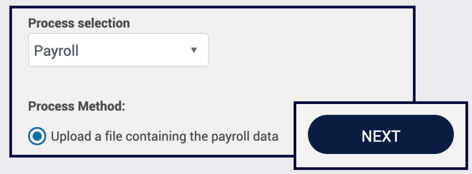
WEB REMITTANCE PROCESS

STEP 1: From your home page, navigate to the Payroll option and select 'Data Validation Center.'

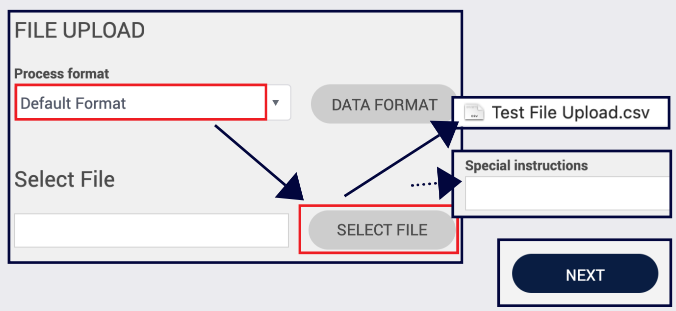


STEP 2: Under the Payroll Selection Process, choose 'Upload a file containing payroll data' and click 'Next.'

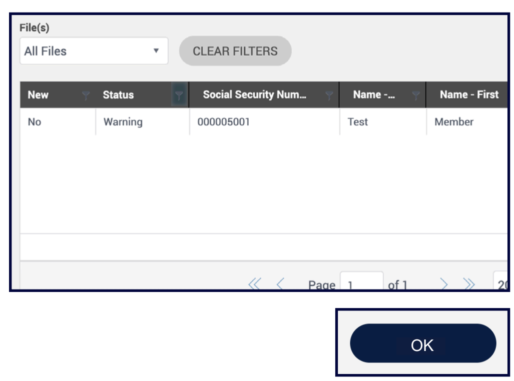


STEP 3: Select the payroll date for the file you wish to upload and click 'Next.' (For example: March 31st.)

STEP 4: Choose a process format and open the file from your computer. Ensure the file contains a header and preview it, if needed. *(Optional) Add any special instructions for the payroll process.* Click 'Next' to proceed.

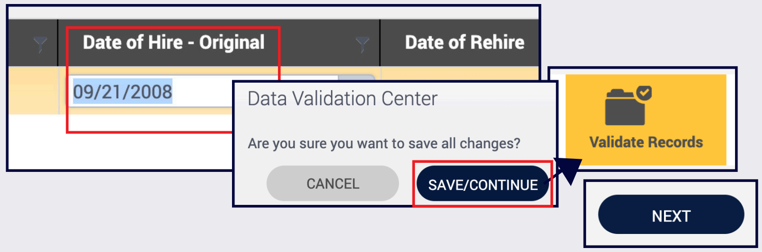


STEP 5: After the data validates, review the preview displaying all individuals included in the file and their relevant data fields. Click 'OK' to continue.

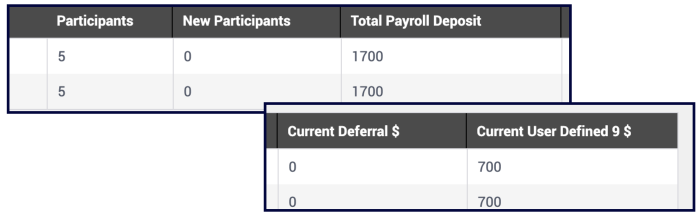


| *continued*

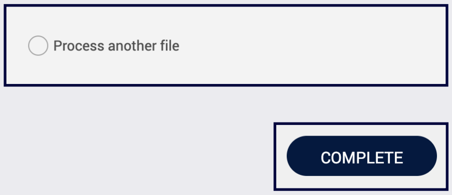
STEP 6: Review any errors that appear and correct any discrepancies (e.g., mismatched date of birth). Save changes and validate the records again. Once all errors are resolved and no more issues appear, click 'Next.'



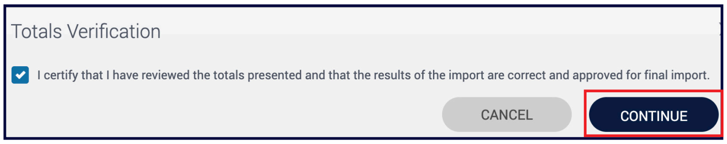
STEP 7: On the final page, verify the total amounts of the payroll file, including the number of individuals listed, any new additions, total deposit amount, pretax amounts, Roth amounts, and employer contributions.



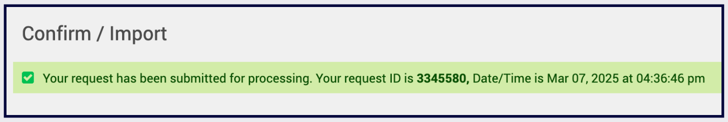
STEP 8: If you have additional files to upload, choose 'Process Another File,' or click 'Complete' to finish.



STEP 9: A pop-up will appear asking you to certify that you've reviewed and approved the totals for final processing. Click 'Continue.'



STEP 10: You'll receive a completion notification, which includes a Request ID. Save this ID for future troubleshooting purposes.



WEA Member Benefits®