



WEB REMITTANCE PROCESS

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

A screenshot of a web interface showing a 'Payroll' menu item highlighted in green. Below it, 'Data Validation Center' is highlighted with a red box. At the bottom, there is an 'Upload File' button.

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

A screenshot of the 'Process selection' screen. A dropdown menu is set to 'Payroll'. Under 'Process Method:', the radio button for 'Upload a file containing the payroll data' is selected. A 'NEXT' button is visible on the right.

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

A screenshot of a table with three columns: 'Division', 'Status', and 'Schedule'. The 'Status' column is highlighted with a red box. The row below has the values 'Default', 'Not Started', and 'TEST M'. A 'NEXT' button is to the right.

Division	Status	Schedule
Default	Not Started	TEST M

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.

A screenshot of the 'FILE UPLOAD' screen. 'Process format' is set to 'Default Format'. A file named 'Test File Upload.csv' is shown as uploaded. There is a 'SELECT FILE' button and a 'NEXT' button.

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.

A screenshot of a data preview table. The table has columns: 'New', 'Status', 'Social Security Num...', 'Name', and 'Name - First'. The first row shows 'No', 'Warning', '000005001', 'Test', and 'Member'. There is an 'OK' button at the bottom right.

New	Status	Social Security Num...	Name	Name - First
No	Warning	000005001	Test	Member

| 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.'

The screenshot shows a 'Data Validation Center' dialog box. It contains a table with two columns: 'Date of Hire - Original' and 'Date of Hire'. The first row shows '09/21/2008' under 'Date of Hire - Original'. Below the table is a confirmation message: 'Are you sure you want to save all changes?'. There are two buttons: 'CANCEL' and 'SAVE/CONTINUE'. To the right of the dialog is a 'Validate Records' button with a folder icon and a checkmark. Below that is a 'NEXT' button.

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.

Participants	New Participants	Total Payroll Deposit
5	0	1700
5	0	1700

Current Deferral \$	Current User Defined 9 \$
0	700
0	700

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

The screenshot shows a radio button labeled 'Process another file'. Below it is a 'COMPLETE' button.

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

The screenshot shows a 'Totals Verification' pop-up. It contains a checkbox with a checkmark and the text: 'I certify that I have reviewed the totals presented and that the results of the import are correct and approved for final import.' Below the checkbox are two buttons: 'CANCEL' and 'CONTINUE'.

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

The screenshot shows a 'Confirm / Import' notification. It contains a green checkmark and the text: 'Your request has been submitted for processing. Your request ID is 3345580, Date/Time is Mar 07, 2025 at 04:36:46 pm'.



The 403(b) retirement program is offered by the WEA TSA Trust. TSA and IRA program registered representatives are licensed through WEA Investment Services, Inc., member FINRA.

TSA 4630-280-0325 (W)