BPA, a BPAS Company
Census*PRO*™ User Guide

September, 2011

We encourage you to ***review this User Guide thoroughly before calling the Census Department***. It is very likely that your question(s) will be answered here. If you need additional assistance or have any questions that the Guide cannot answer, please call us. Our normal business hours are 9:00 am through 5:00 pm ET Monday through Friday.

Census Department Team Members
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What is Census*PRO™*

- A proprietary system, owned by BPA
- A web-based census application
- Allows you to manage your participant contributions and loans for single or multiple divisions
- Allows you to update participant addresses as well as birth, hire, and termination dates

System Requirements

- *Microsoft Internet Explorer,* Version 6 or higher required
- *Mozilla FireFox* Version 1.5 or higher required
- *All Browsers* JavaScript must be enabled for the system to function correctly
- *All Browsers* To print Reports temporarily allow Pop-ups or add our website to your "Allowed" list
- CSS should be enabled for proper rendering of all screens

We strongly recommend Microsoft Internet Explorer Version 6.5 or higher

Security

Census*PRO™* has been built to be as secure as possible. While the security of a worldwide network cannot be guaranteed, Census*PRO™* uses one-way login and password encryption protection. Census*PRO™* is further secured behind a 128-bit encryption SSL connection.

By using the system you agree to assume all associated risks and responsibilities, and further agree to indemnify Benefit Plans Administrators, its affiliates and employees against any and all losses, costs or damages arising from your use of this service via the Internet. ***Never share a User Log In or Password.***

Additional Features and Upgrade Notification

From time to time we will communicate upgrades to the system or ***important information*** that we wish to share with you. Upon log in you will see a Message box with this important information. Once you click the 'Continue to the Dashboard' link at the bottom of the Message box you will be forwarded to the Dashboard and the current Message will no longer display.

Conventions used in CensusPRO™

Census*PRO™* has the ability to **import data**. The file types that are accepted include Comma Separated Value (.csv) or a Flat, Comma Delimited file (.txt). CSV is the most common form of file export, and can be made utilizing an Excel Spreadsheet. Check your payroll processing software's Help Guide to learn how to export your payroll data as a .csv or .txt file. See Step 1 for file examples of an ASCII file and .csv or .txt file.

Depending on the number of employees you have in your company, you may decide to manually enter your data directly into Census*PRO™*.

Employee information displayed in this User Guide

Keeping Employee information confidential is of key importance to BPA. The data used throughout this guide consists entirely of fictitious names, social security numbers and addresses.

Census*PRO™ Steps*

Step 1 Gather Payroll Information

Your "Welcome Packet" included file specifications specific to your plan document. There are two sets of specifications. One is for a comma delimited (a .csv) file, and the other is for a flat/text file. The file format your payroll company or payroll software uses will determine the file type used to import data into Census*PRO*™.

All files must include the following information, unless otherwise specified by your Plan Document:

Social Security Number	City	Date of Birth	YTD Salary
First Name	State	Date of Hire	Loan Repayment
Last Name	Zip Code	Date of Termination	*if Loans are allowed
Street Address	Division (if divisional security)	YTD Hours	Contributions

Prepare Payroll Data for CensusPRO™ Import

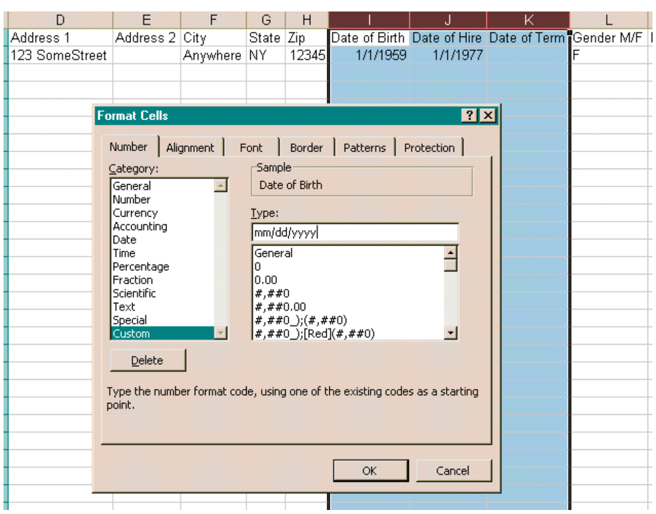
Verify the Payroll Data you will be working with in Census*PRO*™. There are some important items to consider when preparing your payroll data for import.

Contributions and Loan repayments are uploaded on a "per plan" and "pay date" basis. These only need to be reported as PERIODIC figures if you submit your census data every payroll.

When sorting an Excel or .csv file, make certain that you select all columns or the Worksheet. Not doing so will cause your columns to become unaligned and contributions allocated to incorrect participants

When utilizing a .csv file, if your plan allows more than one loan, combine those loan payments into one column. Example: John Doe has loan 1 pmt of $20.00 and loan 2 pmt of $30.00, add these and use $50 pmt in Loan Recon Column.

To avoid format errors with your .csv file, take a moment to review your payroll file for the following items:



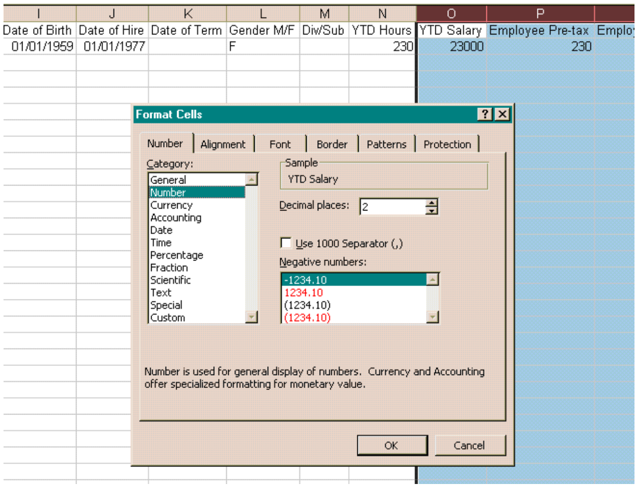
Dates

Dates must be entered with a slash ('/') separating the months, days, and years as in the following example:

Valid Date: 02/05/2007
Invalid Date: 252007

If you are an **Excel user**

- Highlight the date columns
- Right click and choose 'Format Cells'
- Choose Custom as the Category
- Choose mm/dd/yyyy as the Type
- Click OK



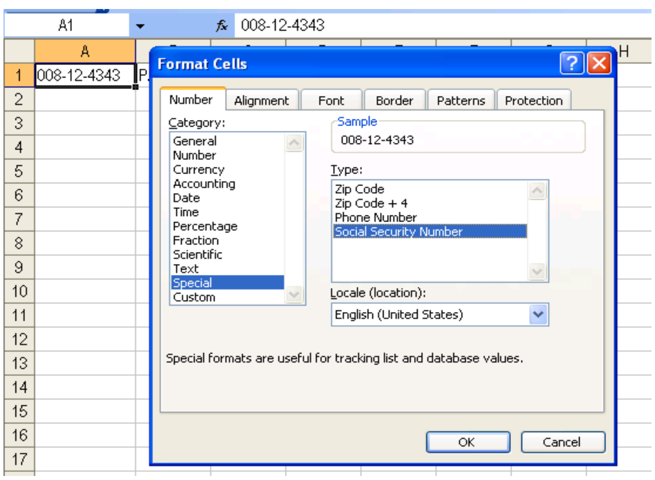
Dollar Values

Dollar values must be entered even if the value is 0, as in the following example:

Valid Dollar Amount: 0.00
Invalid Dollar Amount: a blank or null value

If you are an **Excel user**

- Highlight the dollar value columns
- Right click and choose 'Format Cells'
- Choose Number as the Category
- Set the decimal places to 2
- Do not use a separator
- Click OK



Social Security Numbers ("SSN")

Make certain that your file contains the leading zeros in the SSN. For example, the following SSN, **008-12-4343**, **must display the 2 leading zeros.**

You must make sure that the column containing the SSN has been formatted to include the leading zeros.

Valid SSN: 001237475
Invalid SSN: 1237475

If you are an **Excel user**

- Right click the SSN column
- Choose Format Cells
- Choose Special as the Category
- Choose Social Security Number as Type
- Click OK

Save your Payroll Data

Once your file is formatted and you have verified all information:

1. **Save your main file in Excel format.** This will be your edit copy.
2. Click Save As ->
   a. Name your file with a .csv extension, (ie. 082808.csv)
   b. In the drop down menu below your file name locate Comma Separated Value (csv) and click Save. **DO NOT REOPEN THIS FILE BEFORE UPLOAD AS THAT WILL REMOVE ALL FORMATTING**.
   c. ***If you need to edit the file do so in the Excel format and resave it as a .csv.*** *This will prevent you from having to reformat all the cells again.

Once your file is formatted and you have verified all information, save your main file in Excel format, and then save a copy as a .csv. Do not reopen the file before upload. Your .xls file will be your edit copy

Step 2 Logging In

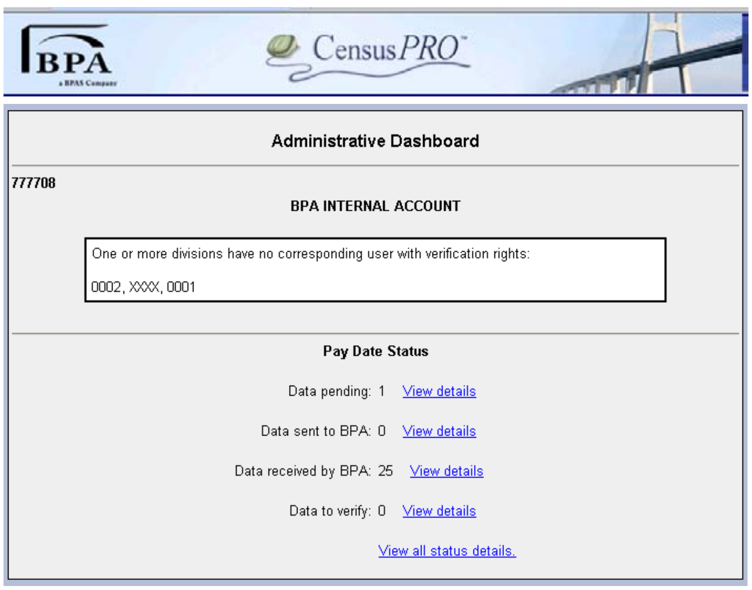
To log into Census*PRO*™ you must have a User ID and Password. ***If you do not have a User ID and Password***, contact the BPA Census Department at (315) 292-6970 and a Team Member will assist you. We strongly recommend that you change your assigned Password when you enter Census*PRO*™ for the first time. **Never share a User ID or Password with anyone.**

1. Go to www.bpas.com and select Employer Accounts, then Retirement Account from the menu. On the left you will find the link for Census*PRO*™. The Census*PRO*™ Log In screen will be displayed.
2. Enter the User ID and Password provided by BPA and click Log In.

If you forget your Password, click the [I forgot my password] link on the Login screen. You will be asked to answer your security question. The question/answer will act as a key to allow you to obtain a new Password. If you cannot remember your security answer, you must contact the BPA Census Team, who will create a new User ID and Password for you. ***BPA does not have the ability to reset an existing account Password.***

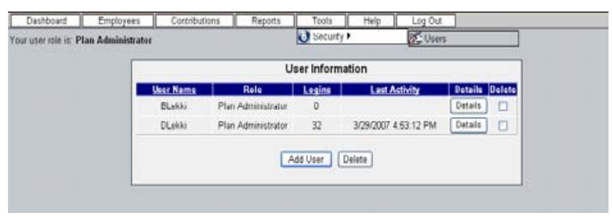
Administrative Dashboard

Upon log in, as a Plan Administrator only, the Census*PRO*™ ***Administrative Dashboard*** is the first screen that opens (*Data Entry Only users will not see the Administrative Dashboard*), and should also be the last screen you check before you log out. The Dashboard provides you with key information about your payroll files and users assigned to work with your files.



We ***strongly encourage*** you to immediately go to Tools, Security, Users and click the Details button by your name to ***change your Password***.

When creating a new Password please note the Password must be at least 8 characters and must contain at least one upper case and one lower case letter, one number and a symbol, ie: JDoe_2234.

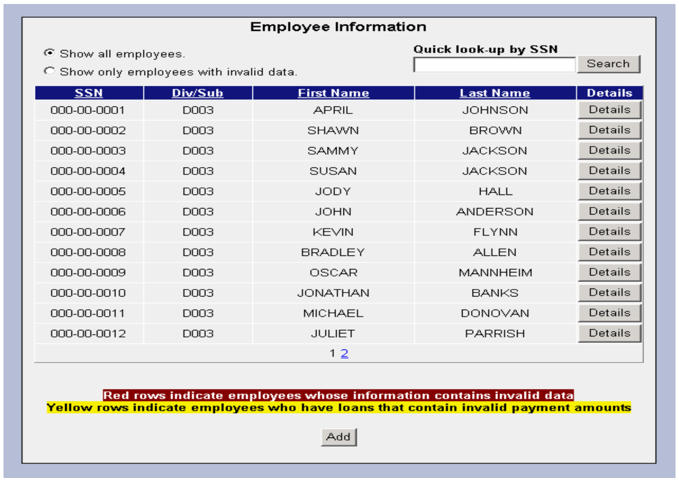


The Administrative Dashboard is the first screen you see when you log in as a Plan Administrator, and should also be the last screen you check before logging out

Step 3 Employee Maintenance

Add / Edit Employees

Click the Employees Menu Item and choose ***Add / Edit Employees*** from the submenu. ***If you're new to CensusPRO™ and your company's employees were pre-loaded***, a list of employees entered in the system will display on the screen. Choose the **"Show only employees with invalid data"** button to narrow the list to employees highlighted in **RED** that need immediate attention.



SSN	Div/Sub	First Name	Last Name	Details
000-00-0001	D003	APRIL	JOHNSON	Details
000-00-0002	D003	SHAWN	BROWN	Details
000-00-0003	D003	SAMMY	JACKSON	Details
000-00-0004	D003	SUSAN	JACKSON	Details
000-00-0005	D003	JODY	HALL	Details
000-00-0006	D003	JOHN	ANDERSON	Details
000-00-0007	D003	KEVIN	FLYNN	Details
000-00-0008	D003	BRADLEY	ALLEN	Details
000-00-0009	D003	OSCAR	MANNHEIM	Details
000-00-0010	D003	JONATHAN	BANKS	Details
000-00-0011	D003	MICHAEL	DONOVAN	Details
000-00-0012	D003	JULIET	PARRISH	Details

Employees' whose data appears in a **RED** row indicates that the Employee information contains invalid data.

YELLOW rows indicate employees who have loans that contain invalid payment amounts. Clicking the **Details** button to the right of the Employee's name allows you to enter the Employee Information data screen and Edit the Employee record.

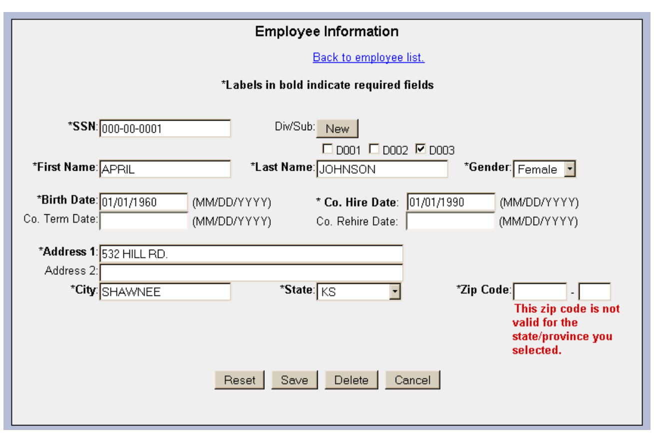
The **Quick look-up by SSN** field allows you to enter a SSN *(with or without hyphens)* to Search the Employee list for an employee.

Divisions

If the plan has different payroll divisions or pay groups, the divisions can be tracked in the **Div/Sub** field of Employee Maintenance. The Div/Sub code is an alphanumeric field (letters and numbers) and can be no longer than 4 characters. ***If you have opted to use the CensusPRO™ Divisional Security feature, the Div/Sub field becomes a required data element.***

To manually Edit an existing Employee, click the **Details** button to the right of the Employee's name and the Employee Information data screen will open. Follow the screen instructions to:

Reset	Reset the screen data to its original state prior to the last time you clicked save
Save	Save the current Employee changes and remain on this Employee
Cancel	Cancel any changes made and return to the Employee List



Required Fields are indicated by a **Bold** label and marked with an asterisk (*).

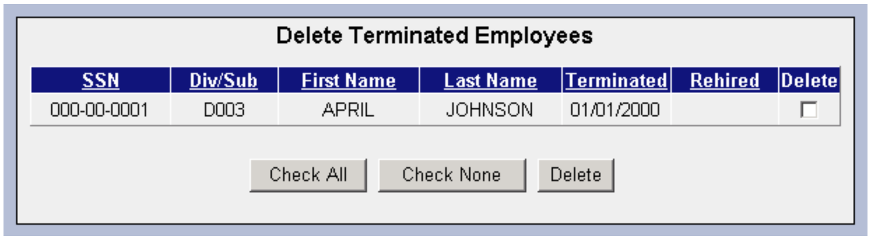
If a Required field is left blank, or data consistent with the field requirements are not met *(i.e. the zip code is left blank)* the field title will change to **RED** when you click the Save button and you will be returned to the Employee Information data screen to correct the error.

To manually Add an Employee, click the **Add** button at the bottom of the Employee Maintenance screen. A blank Employee Information data screen will open. Required fields are indicated by a **Bold** label and marked with an asterisk (*).

Delete Terminated Employees

A user who is identified as an 'Administrator' of the company's payroll data has permission to delete Terminated Employees from the system. ***A Terminated Employee cannot be deleted from the system until 5 years have passed since that Employee's termination date.*** To see a listing of Employees with termination dates, go to the **Reports** menu and choose '*Terminated Employees'.* **NOTE:** Terminated employees need to remain in your file for the remaining calendar year of the termination date.

1. Click on the Delete Terminated Employees submenu item. A list of Employees whose Termination Dates are more than 5 years from the current date will display on the screen. Select Terminated Employees to Delete:



Delete Terminated Employees

SSN	Div/Sub	First Name	Last Name	Terminated	Rehired	Delete
000-00-0001	D003	APRIL	JOHNSON	01/01/2000		☐

Check All | Check None | Delete

Select All Terminated Employees by clicking the **Check All** button.

To select individual Employees, click the **Delete box** to the right of the Employees record.

2. Once you have selected the Terminated Employee(s) to be deleted on that page, click the Delete button at the bottom right of the screen to permanently delete the Terminated Employee(s). You will be prompted to confirm that you want to delete the selected Terminated Employee(s).

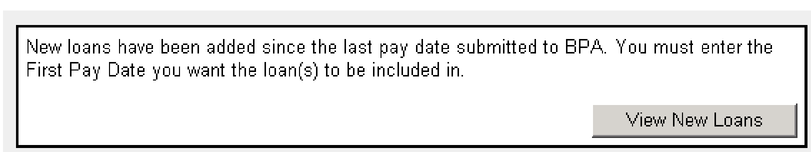
Step 4 Employee Loan Maintenance

To ensure that we receive full loan repayments (we do not accept partial loan payments) BPA built a loan repayment utility into Census*PRO*™.

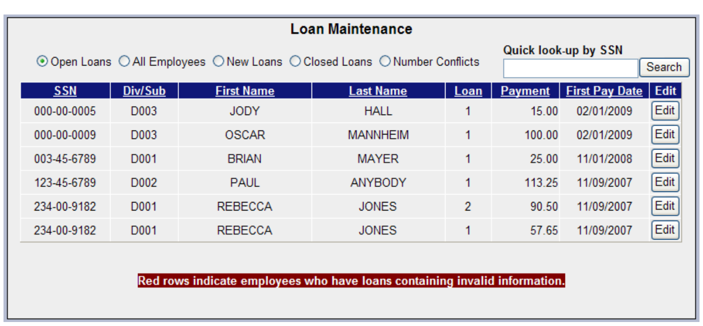
Add / Edit Loans

Census*PRO*™ uses the BPA record keeping system to assist you in maintaining participant loans. A nightly file is run to check the system for new loans issued to Employees in the plan. If new loans are detected, or a loan payoff made, a file with the record details will be exported from the record keeping system and loaded into the Census*PRO*™ database.

The next time you log into Census*PRO*™ you will see a message display to alert you to the fact that new loan records have been added since the last time a pay date was submitted to BPA. ***You must enter the First Pay Date the loan payment will be included in.*** The "New loan records" message will continue to appear each time you log in until a First Pay Date has been entered.



At this time you can choose to select the "View New Loans" button in the message on your dashboard or click the Employees Menu option and then choose ***Employee Loans*** from the submenu.



Loan Maintenance

Open Loans | All Employees | New Loans | Closed Loans | Number Conflicts

Quick look-up by SSN | Search

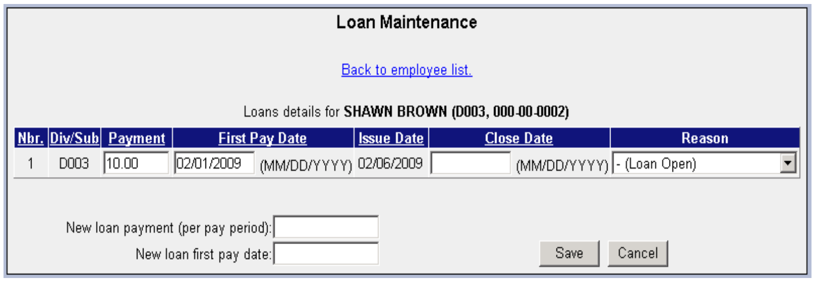
SSN	Div/Sub	First Name	Last Name	Loan	Payment	First Pay Date	Edit
000-00-0005	D003	JODY	HALL	1	15.00	02/01/2009	Edit
000-00-0009	D003	OSCAR	MANNHEIM	1	100.00	02/01/2009	Edit
003-45-6789	D001	BRIAN	MAYER	1	25.00	11/01/2008	Edit
123-45-6789	D002	PAUL	ANYBODY	1	113.25	11/09/2007	Edit
234-00-9182	D001	REBECCA	JONES	2	90.50	11/09/2007	Edit
234-00-9182	D001	REBECCA	JONES	1	57.65	11/09/2007	Edit

Red rows indicate employees who have loans containing invalid information.

Note the filter option buttons directly below the Loan Maintenance title bar to allow you to filter your data.

Look-Up: Look up an Employee quickly by using the "Quick Look-Up by SSN" feature in the top right of the screen.

To **change the First Pay Date of a loan payment**, click the **Edit** button to the right of the employee record. *(If the Employee has multiple loan records, simply choose any one of the Employee's loan records).* The Loan Maintenance screen will open with a list of loan(s) for the selected Employee. Enter the new **First Pay Date** for a loan and click the **Save** button. You can also change the payment amount for a loan from this screen.


Loan Maintenance

Back to employee list.

Loans details for **SHAWN BROWN (D003, 000-00-0002)**

Nbr.	Div/Sub	Payment	First Pay Date	Issue Date	Close Date	Reason
1	D003	10.00	02/01/2009 (MM/DD/YYYY)	02/06/2009	(MM/DD/YYYY)	- (Loan Open)

New loan payment (per pay period):
New loan first pay date:
Save Cancel

Note that changes made here will affect all future contribution pay dates.

The system also allows you to manually **add a new loan payment** for Employee(s). Click the option to view ***All Employees*** to see a list of all Employees in the Census*PRO™* database. See the information above in the section referenced **"Change the First Pay Date for processing of a loan payment".**

The loan payment amount will NOT display in future contribution pay dates until you have entered a First Pay Date

If you add a new loan or update an existing loan with a date in a Pending Pay Date file, the system will alert you with a message box that gives you the option to add that loan payment to the Pending Pay Date(s).


Employee Information

The employee was successfully added to the plan. There are currently one or more open pay dates as follows:

October 18, 2007

Do you want to add the new employee to these pay dates?

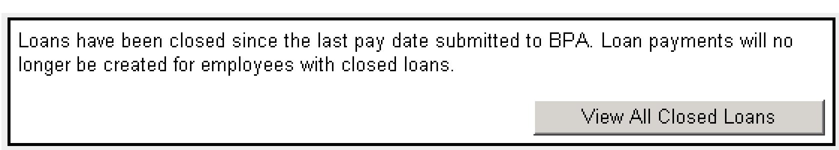
Yes No

The Pending Pay Date message will alert you that you have added or updated a loan and indicated a 'First Pay Date' within a Pending Pay Date. This is the **only** opportunity to add this loan without starting the pay date all over.

Closed Loans

Census*PRO™* uses the BPA record keeping system to assist you in maintaining loans that are closed as well. A file with the record details of the closed loan will be exported from our record keeping system and loaded into the Census*PRO™* database. After this action happens the subsequent time you log into Census*PRO™* a message will be displayed to alert you that loan records have been **closed** since the last time a pay date was submitted to BPA.

Click the **'View All Closed Loans'** button in the message to see all closed loans in the plan. **NOTE:** The most recently closed loans will be at the top of the screen and highlighted to help guide you to the most recent activity so you can ensure that no additional loan payments are payroll deducted.


Loans have been closed since the last pay date submitted to BPA. Loan payments will no longer be created for employees with closed loans.

View All Closed Loans

Once a loan has been closed it will no longer display when entering contribution data.

To manually **Close a Loan,** choose the loan record from the Open Loans list and enter the date the loan was paid off. Click the **Save button** to update the record. You will be prompted to confirm that you want to close loans with close dates. *This action cannot be undone*.

The Closed Loan(s) will be removed from the Open Loan Maintenance list and will no longer display in the Edit Pay Date screen.

Step 5 Process Pay Date

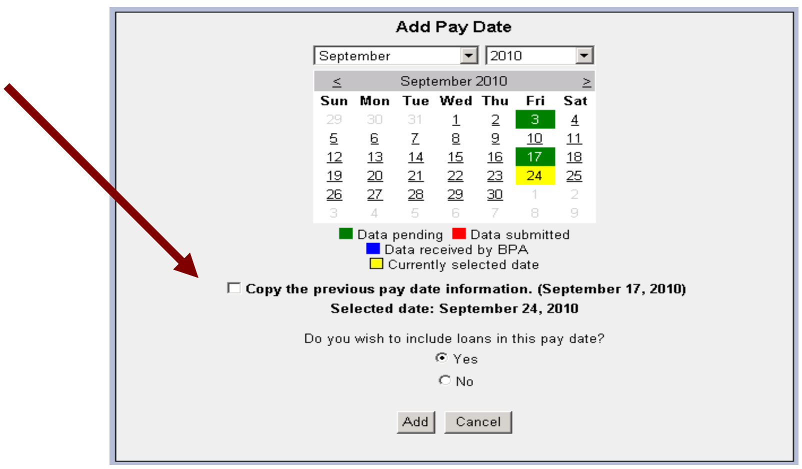
You have the option to **manually input** your payroll data or to use the **file import feature** within Census*PRO*™. It is up to you to decide which method is most efficient for your data needs.

> ***All hours and compensation must be reported on a calendar year-to-date basis***
> ***All contribution and loan fields should be reported for the current payroll (census) period***

Add Pay Date

Select **Add Pay Date** from the **Contributions** menu. Choose the payroll pay date you are reporting for from the calendar provided. A Yellow box will highlight the pay date selected.

If previous pay date information is in the system you will have the option to ***"Copy the previous pay date information".*** Checking the box will pre-fill the contribution, YTD hours and YTD salary amounts for each Employee based on the prior pay date's submission. *(Manual Data Entry Users: You may want to select this option if the contribution amounts are always the same.)* Click the **Add** Button.

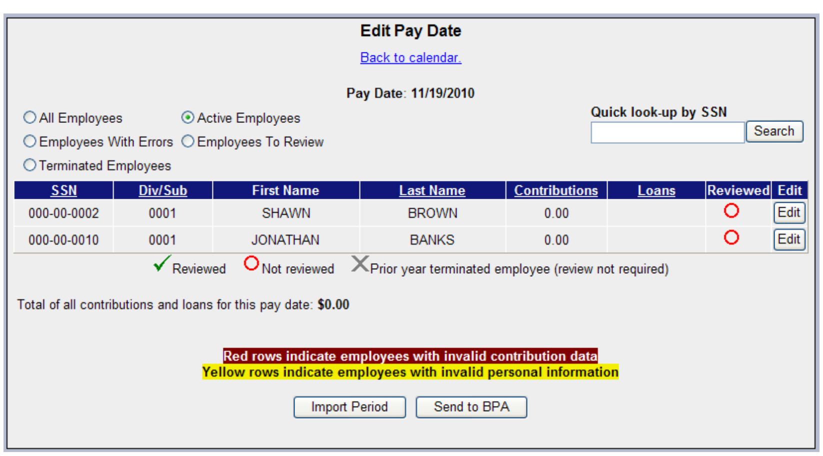


The Yellow box highlighting the pay date will change to Green once you click "Add". See ***Pay Date Status Codes on Page 3*** for a description of Pay Date status.

You will be prompted to determine whether you want to include loan payments in the Pay Date.

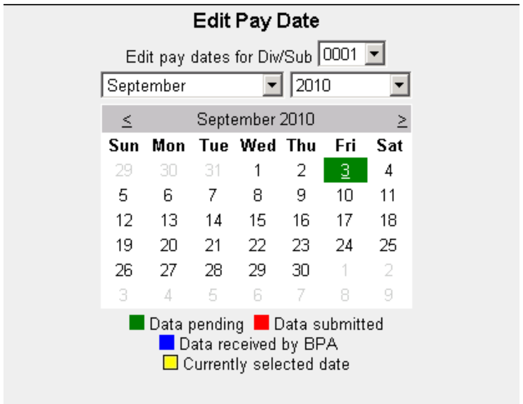
Census*PRO*™ uses a color key to assist you in tracking the status of payroll file submissions. Once the Pay Date is added the selected date will be highlighted in **Green**, indicating that the pay date is 'Pending'.

You will be presented with the **Edit Pay Date** screen. This page defaults to list the current Active Employees in the system, with the running total of Contributions and Loans, if applicable, for each Employee. The "Total of all contributions and loans for the pay date" is displayed at the bottom of the screen and recalculated each time you update an Employee's record.



Note the Pay Date you are working with is documented at the top of each screen.

Divisional Security Feature
If you have chosen to use Divisional Security, please note that you will only see Employees in the division for which you are working in. If you have not already done so, and are interested in learning more about using this feature, please contact the Census Department at BPA to discuss this feature and how it could work for your plan.

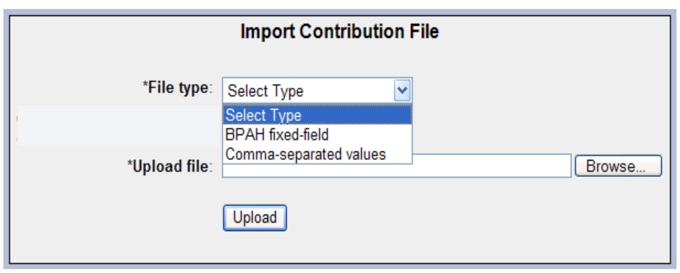


When working with Divisional Security, you will work with only one division at a time. You will see an additional field at the top of the calendar to choose the Division you will work with.

The following instructions apply to both traditional and divisional users.

Import Feature
The import will allow you to "Preview" your data and fix a wide range of formatting errors prior to importing your data. After adding the Pay Date, if you are importing a file, click the **Import Period** button at the bottom of the **Edit Pay Date** screen.

If this is the first time you have imported a file you will see the following screen where you will be asked to select your file type from the drop down window. *(If your file type changes you can change the format here, be aware that doing this will also automatically delete any previously mapped data.)* Once you have uploaded the file you will be directed to the Import Preview Screen.

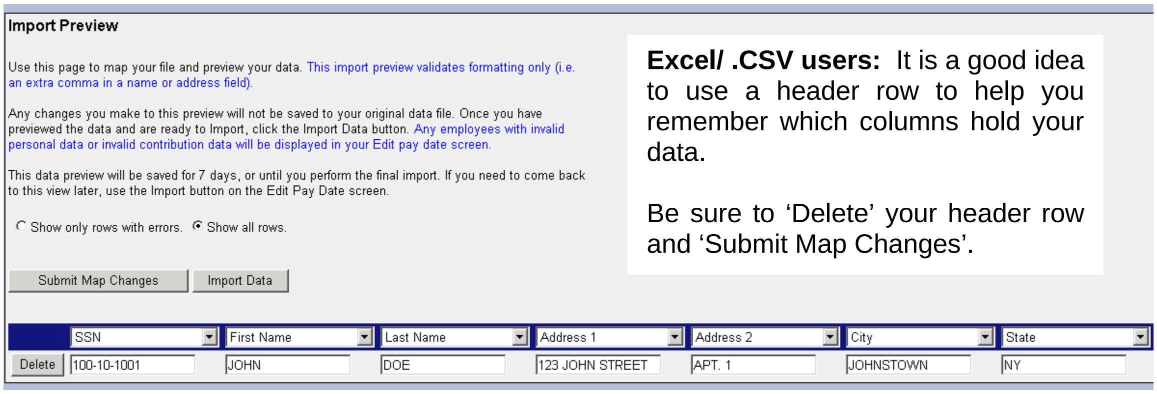


Select the file type you will load from the Import Contribution File screen.

Import Preview Screens
The Import Preview Screen has 2 views, changed by selecting 'Show only rows with errors' or 'Show all rows'. You will see either rows with errors or a message that the file has no errors.

The screen below shows you what a .csv file import might look like.

If your file type changes you can change the format through the Import Contribution File page. Be aware that doing this will also automatically delete any previously mapped data



Excel/ .CSV users: It is a good idea to use a header row to help you remember which columns hold your data.

Be sure to 'Delete' your header row and 'Submit Map Changes'.

What does mapping mean?

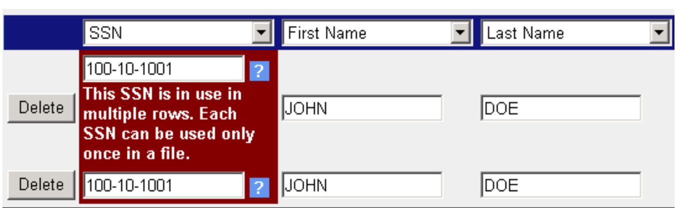
Mapping your file means identifying the columns that match the corresponding *CensusPRO™* required fields. To 'map' fields, click the down arrow on the 'drop down list'. If this is the first time you have mapped your data, you will see 'Ignore' in the drop down list. Selecting 'Ignore' means that the column will be skipped on import. A flat text import only allows the money source columns to be mapped. The other fields are hard coded per the provided specifications. ***All contribution sources within the Plan must be mapped even if value = 0.00.***

If you make changes to an existing data map, you must click the Submit Map Changes button for the data map changes to be updated and saved

Handling errors during your import

If you encounter an error, move your mouse over the question mark icon to expand the cell and see a detailed message about what is wrong with the particular piece of data.

If an error condition exists you will receive an error message and the import will not take place.



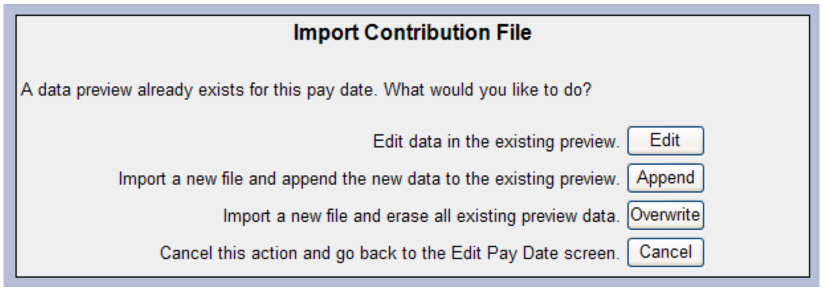
Examples of errors you may encounter:

- A SSN column has to be mapped
- Duplicate SSN in file *(see example left)*
- Invalid SSN format
- Invalid date format

If the data file contains an error during the Preview that cannot be resolved immediately, you can log out to further research the issue, then return to import the data at a later time. Preview data will be retained for 7 days from the date uploaded. If you exit Census*PRO™* and return to data that has been previewed, but not yet imported, you will see the screen below when choosing 'Import' from the Edit Pay Date screen.

As directed on the screen, you can edit the existing data, upload a new file to overwrite the existing data, or append the existing file. If you choose 'Edit', you will be moved back to the Import Preview screen without having to upload another file.

'Appending data' means that you will add records to the existing file. Uploading of additional files in either "Append" or "Overwrite" mode will prolong the retention period to 7 additional days from the new upload. However, simply editing data in the preview grid will NOT extend the expiration date.

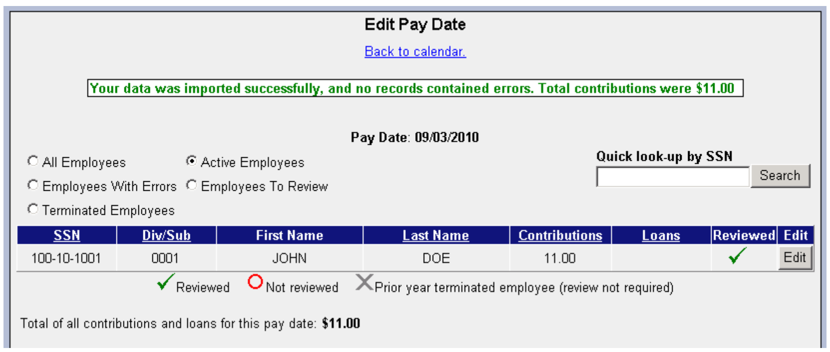


Append Caution:

Use Append when uploading 2 different groups of Employees.

Use Overwrite if you wish to start over with a new file.

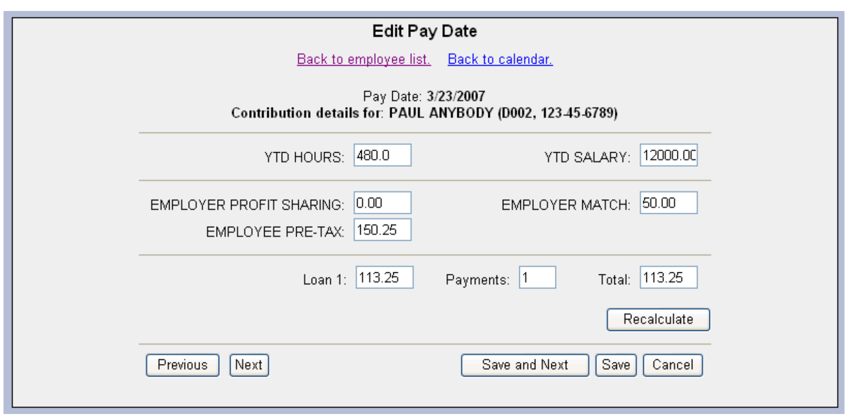
Once all errors are corrected, click 'Import Data' in the Import Preview screen to bring the data into the Edit Pay Date for a final data validation. Once the data has been loaded into the system, you will receive a message in **green**, indicating that the import was successful, and a message in **red** if there are additional errors (i.e. the Plan requires YTD Hours but the import validation reveals the mapped YTD Hours equal 0).



Note the additional information in the **green** successful import message ONLY indicates the total contribution dollars imported.

Manual Data Entry

When entering payroll data manually, be sure to update YTD Hours and YTD Salary for all Employees, even those who do not have a contribution for the period.



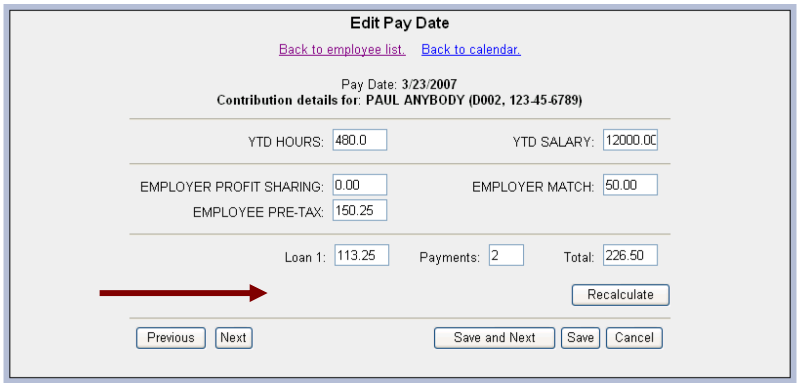
All fields in the Edit Pay Date form are required fields and must be entered.

0.0 is not a valid entry for YTD Hours or YTD Salary.

To edit an Employee's contribution record, click the **Edit** button to the right of the Employee's name and the Edit Pay Date screen will open for that Employee. Follow the screen instructions to:

Previous	Go to the Employee immediately before the current Employee ***(by SSN)***
Next	Advance to the next Employee in the list ***(by SSN)***
Save and Next	Save the current Employee changes and advance to the next Employee ***(by SSN)***
Save	Save the current employee changes and remain on this Employee
Cancel	Cancel any changes made and return to the Employee List

Updating loan payment amounts. If the Plan allows Employee loans, you will see each loan in the lower portion of the Edit Pay Date screen. You can either manually modify the Loan Payment amount, or use the built-in calculator to easily update the number of loan payments being made.



To adjust the number of loan payments:

- Enter number of Payments
- Click **Recalculate**

The application will perform the calculation and display the updated Total payment in the Total field. Entering 0 as the number of payments will return a 0.00 Loan Payment Total.

Review Data for accuracy

Clicking on an underlined column header will sort the data in the grid by that column. This will allow you to sort the Census*PRO*™ screens in the same order as your payroll data and greatly increase the speed and efficiency of data entry. Note the **Reviewed** column to the right of the screen. This checkbox serves as a bookmark to allow you to easily return to the person lasted reviewed when updating or inputting payroll information manually.

CensusPRO™ will not allow submission of a pay date file that contains invalid or missing data. If there are any records marked with a RED circle, indicating they have not been Reviewed, or a record is highlighted in RED, indicating there is invalid data contained in the record, the system will prevent the submission of the Pay Date file to BPA.

If you did not check the box to *"Copy the previous pay date information"* the Edit Pay Date screen will open with the list of Employees currently in the system and **the contribution information will be 0.00 for each Employee in the list.**

Any records marked as **'Not Reviewed'** will prevent the pay date from being submitted to BPA. This ensures data integrity of all required fields.

Reviewed Column Key:

✓ Record **Reviewed**. *If data has been imported, all Records are marked reviewed

O Record **Not Reviewed**

X Employee Terminated prior to the current calendar year. Review not required

Step 6 Verify Pay Date Information

The Census*PRO*™ application has several reports to assist you maintaining a record of your payroll contribution files. Access reports by choosing the report you want to view from the **Reports Menu** item. Each Report will open a window that allows you to choose a Pay Date, if applicable, and Sort order for the Report. Reports are rendered as Adobe Acrobat .pdf files.

Print the Contribution Detail and Pay Date Summary Reports. Verify Payroll Totals and Pay Date against the Data gathered in Step 1. Once you have reconciled the data you are ready to move on to Step 6 - Submit Pay Date Census.

Prior to printing a report, you must enable or allow pop ups

Contribution Detail Report

Contribution Detail Report

Pay Date: 3/23/2007

Ordered by Last Name | Plan ID: 777708

SSN	Name	YTD Hours	YTD Salary	YTD Other	Total	Loans	EMPLOYE PRE-TAX	EMPLOYE MATCH	EMPLOYE PROFIT SHARING			
003-45-6789	MAYER, BRIAN	440	2,640.22		28.40	.00	26.15	2.25				
123-45-6789	ANYBODY, PAUL	480	12,000.00		200.25	113.25	150.25	50.00				
223-45-6789	PARTICIPANT, MATTHEW	480	7,250.00		84.52	.00	72.52	12.00				
234-00-9182	JONES, REBECCA	480	9,600.00		176.35	158.15	152.23	24.12				
454-01-1234	PERSON, JENNIFER	480	7,200.00		87.00	.00	74.50	12.50				
		2,360	38,690.22		847.92	271.40	475.65	100.87	.00	.00	.00	.00

Choose a Pay Date
Select division (if divisional)
Sort Filters available:

- SSN
- Div/Sub
- Last Name

Pay Date Summary Report

Pay Date Summary

Pay Date: 10/17/2008 through 10/31/2008

(Ordered by Pay Date)

Plan ID	Pay Date	Div/Sub	TOTAL	Loans	EMPLOY PRE-TAX	EMPLOYE MATCH								
777708	10/17/2008	D001	273.25	113.25	125.00	35.00								
777708	10/17/2008	D001	559.85	158.15	314.50	87.20								
777708	10/17/2008	D002	396.25	113.25	225.00	58.00								
		Sub-Total for Pay Date:	1,229.35	384.65	664.50	180.20	.00	.00	.00	.00	.00	.00	.00	.00
777708	10/24/2008	D001	273.25	113.25	125.00	35.00								
777708	10/24/2008	D001	559.85	158.15	314.50	87.20								
777708	10/24/2008	D002	338.25	113.25	150.00	75.00								
		Sub-Total for Pay Date:	1,171.35	384.65	589.50	197.20	.00	.00	.00	.00	.00	.00	.00	.00
777708	10/31/2008	D001	503.18	158.15	305.03	40.00								
		Sub-Total for Pay Date:	503.18	158.15	305.03	40.00	.00	.00	.00	.00	.00	.00	.00	.00
			2,903.88	927.45	1,559.03	417.40	.00	.00	.00	.00	.00	.00	.00	.00

Choose a Starting and Ending Pay Date

Sort Filters available:

- Div/Sub
- Pay Date
- Detail by SSN
- Detail by Last Name

Additional Reports. BPA has provided several additional reports to assist you in reconciling pay date data entered in Census*PRO*™ against your payroll records.

Loan Payments Report

Loan Payments Report

Pay Date: 03/23/2007

Ordered by SSN | Plan ID: 777708

SSN	Name	Loan 1	Loan 2	Loan 3	Loan 4	Loan 5	Loan 6	Loan 7	Loan 8	Loan 9	Loan 10	Total
123-45-6789	ANYBODY, PAUL	113.25										113.25
234-00-9182	JONES, REBECCA	57.65	100.50									158.15
Total Loan Payments for Pay Date 3/23/2007												271.40

Select a Pay Date
Select division (if divisional)
Sort Filters available:

- SSN
- Last Name

Loan Reconciliation Report

Loan Reconciliation Report

Pay Date: 2008-10-17 Order By Difference

SSN	Last Name	First Name	Div/Sub	Ctb Period Loan Amt	Loan Recon Amt	Difference
123-45-6789	ANYBODY	PAUL	D002	113.25	N/A	113.25
Totals				113.25	0.00	113.25

Choose Pay Date
Select division (if divisional)
Filters available:

- All Employees
- Employees w/ Discrepancies
- Employees w/ Loans

Sorting available:

- SSN
- Div/Sub
- Last Name
- Difference (greatest to least)

Employee Listing Report

Employee Listing Reports

Ordered by SSN

Plan ID: 777708

SSN	Name	Gender	DivSub	Birth Date	Hire Date	Term Date
003-45-6789	MAYER, BRIAN	M	D001	09/10/1961	01/02/2001	
123-43-5454	SMITH, CYNTHIA	F		04/13/1957	12/22/1998	10/1/2000
123-45-6789	ANYBODY, PAUL	M	D002	06/01/1948	11/01/1976	
123-75-2369	DOMINO, SHARON	M		01/01/1900	01/01/1900	
223-45-6789	PARTICIPANT, MATTHEW	M	D001	05/08/1969	02/27/1985	
234-00-9182	JONES, REBECCA	F	D001	08/28/1979	07/11/2006	
454-01-1234	PERSON, JENNIFER	F	D001	01/01/1959	07/08/1992	

Sort Filters available:

- SSN
- Div/Sub
- Last Name

Terminated Employee Listing

Terminated Employee Listing Report

Ordered by SSN

Plan ID: 777708

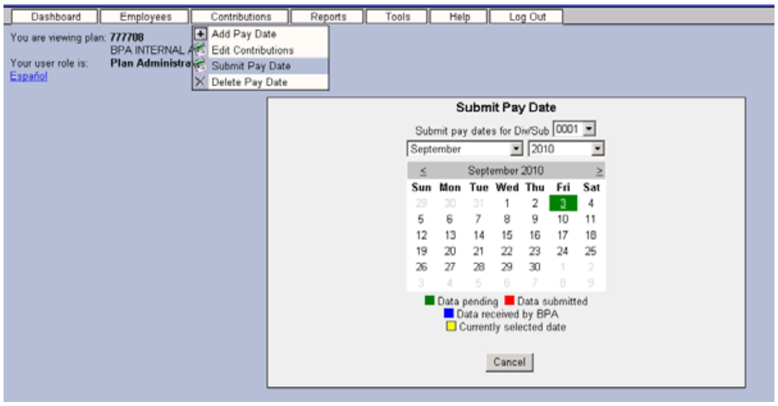
SSN	Name	DivSub	Birth Date	Hire Date	Term Date
123-43-5454	SMITH, CYNTHIA		04/13/1957	12/22/1998	10/01/2000

Sort Filters available:

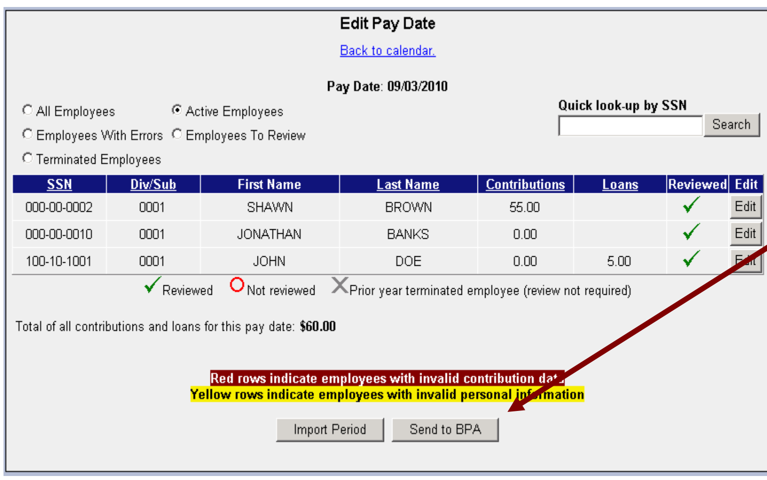
- SSN
- Last Name

Step 7 Submit Pay Date Census

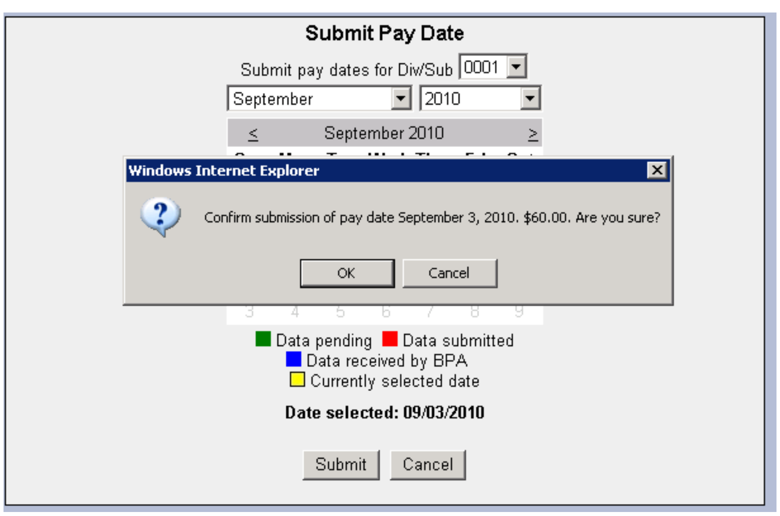
Once you have completed your file import / data entry and confirmed the pay date totals, submit the data file to BPA. Data files are swept to our servers hourly each day from 7AM to 6PM ET. There are 2 ways to access the **Submit Pay Date** screen.



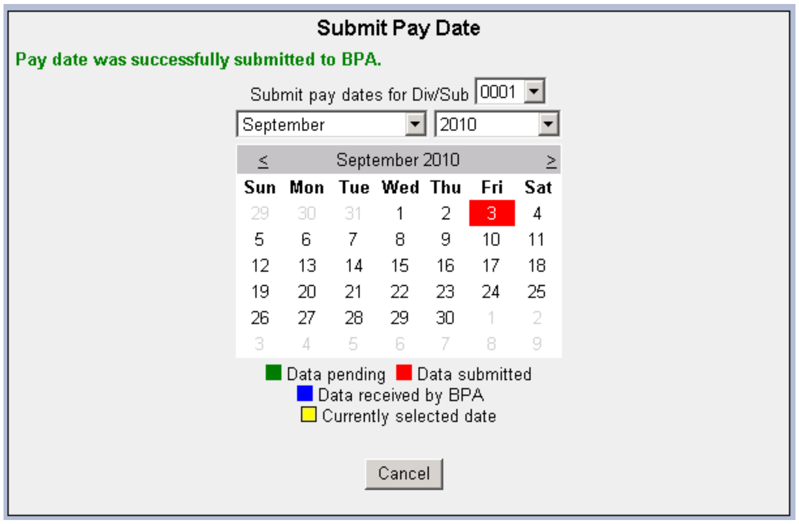
1. ***Choose*** the "Submit Pay Date" menu item from the Contributions menu list.



2. ***Click*** the "Send to BPA button" on the Edit Pay Date screen for the Pay Date you are working with.



Upon clicking Submit, a confirmation box will display, noting the date and total contributions about to be submitted.



Once the OK button has been checked, the calendar date and status will be updated from

DATA PENDING.

to

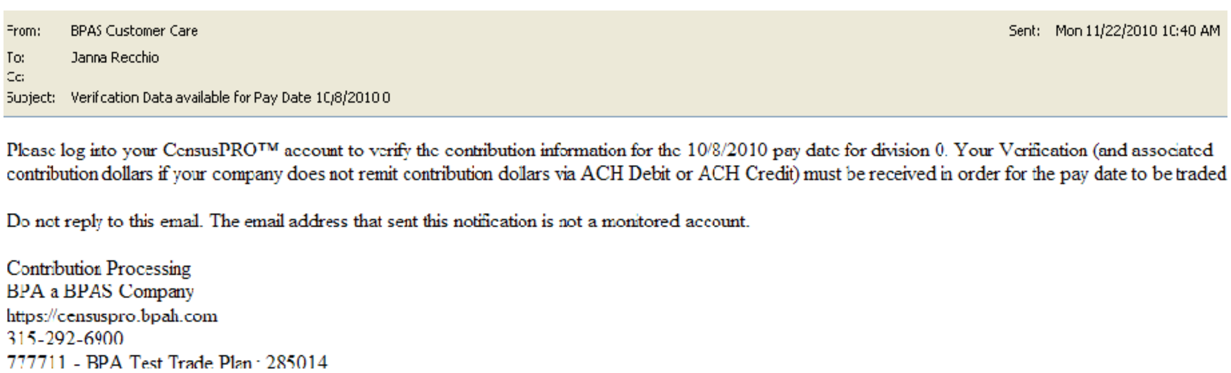
DATA SUBMITTED.

Step 8 CensusPRO™ Electronic Verification Process

Once your data entry is complete and you have clicked 'Send to BPA' the data is swept to BPA servers where the pay date data is processed. Once data is validated by our Record Keeping System, an e-mail is sent to all Verification contacts to notify them that data is ready for approval.

The Plan Administrator User is always a User with authority to verify census and contribution data. Each Client should have at least 2 CensusPRO™ Users who have security to Accept/Reject Verification Files

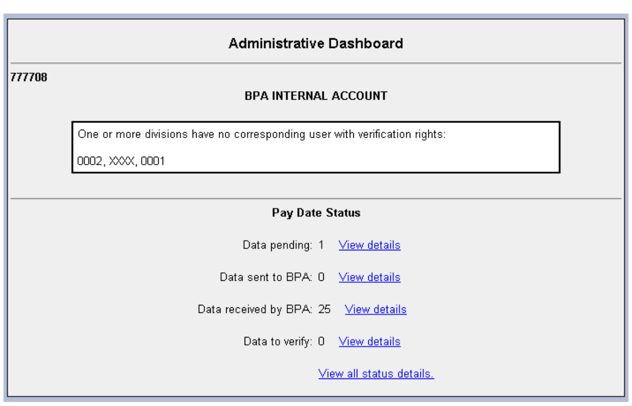
The screen shot below is an example of the Verification E-Mail Alert. ***The E-Mail Alert is sent out every 3 days until the Verification Data is either Accepted or Rejected.***


From: BPAS Customer Care
Sent: Mon 11/22/2010 10:40 AM
To: Janna Recchio
Cc:
Subject: Verification Data available for Pay Date 10/8/2010 0

Please log into your CensusPRO™ account to verify the contribution information for the 10/8/2010 pay date for division 0. Your Verification (and associated contribution dollars if your company does not remit contribution dollars via ACH Debit or ACH Credit) must be received in order for the pay date to be traded

Do not reply to this email. The email address that sent this notification is not a monitored account.

Contribution Processing
BPA a BPAS Company
https://censuspro.bpah.com
315-292-6900
777711 - BPA Test Trade Plan - 285014



The Verification User logs into Census*PRO*™ and Clicks **View all status details** to view the Pay Date Status grid.

Pay Date Status Summary

Pay Date Status Summary

Search for status: ○ Pending ○ Submitted ○ Received ○ Data Update ○ To Verify ○ Data Verified ○ Traded ⦿ All

Div/Sub	Pay Date	Status	File Submitted	File Received	File Processed	Data Verified	Verification Document	ACH Debit Amount	Contribution Traded	Task
0001	11/19/2010	Pending								
0001	11/05/2010	Pending								
0001	10/01/2010	Pending								
0001	09/03/2010	To Verify	09/28/2010	09/28/2010	11/29/2010		View			284440
	05/21/2010	Received	05/28/2010	05/29/2010						262471
	05/01/2010	Received	05/01/2010	05/01/2010						257346
	02/13/2009	Received	03/18/2009	03/18/2009						186883
D001	11/07/2008	Ver Accepted	11/11/2008	11/11/2008	12/21/2008	11/20/2008	View			166234
D001	10/31/2008	Received	10/20/2008	10/21/2008						162776
D001	10/24/2008	Ver Accepted	10/10/2008	10/11/2008	10/14/2008	02/13/2009	View			161406
D002	10/24/2008	Ver Accepted	10/22/2008	10/23/2008	11/11/2008	05/28/2010	View			163343
D002	10/17/2008	Ver Accepted	10/22/2008	10/23/2008	10/23/2008	11/11/2008	View			163336

1 2 3

Choose the Pay Date record

- Highlighted in **green**
- Status = 'To Verify'
- Click the **'View'** button to display the Verification Data

Client Verification Approval

Plan Number: 777708
Div/Sub: 0001
Pay Date: 09/03/2010

Please verify the period information by checking the appropriate box below. Trades required for this period cannot be completed until the data is verified.

Source	Amount
Adjustments	$0.00
EMPLOYEE PRE-TAX	$55.00
EMPLOYER MATCH	$0.00
LESS: Forfeitures	$0.00
Loans	$5.00
Pre-Funding	$0.00
Total	**$60.00**

Accept Reject Cancel

Approve Data: Click 'Accept'

The text in the bottom half of the page confirms that your contribution dollars will be made available.

Please Note: If BPA has made any adjustments to your data during our Edit Scrub it will be documented below the Verification Data Grid.

Plan Number: 777708
Div/Sub: 0001
Pay Date: 09/03/2010

Please verify the period information by checking the appropriate box below. Trades required for this period cannot be completed until the data is verified.

Source	Amount
Adjustments	$0.00
EMPLOYEE PRE-TAX	$55.00
EMPLOYER MATCH	$0.00
LESS: Forfeitures	$0.00
Loans	$5.00
Pre-Funding	$0.00
Total	**$60.00**

I have reviewed the current period information listed above and verify that all figures are correct for the pay date **09/03/2010**.

I certify that the funds necessary to cover the trade are either:

a) **Currently available** for ACH transfer in the account we have designated with BPA. I further authorize BPA to debit our account per the ACH Authorization Agreement to cover current period contributions. Due to different procedures at various banks, the actual transfer of funds related to this ACH may not be reflected in your bank account for 1 to 5 business days **after** the actual contribution trade date. Plan sponsors should not confuse the date reflected in their bank account with the date that contributions are traded; **or**
b) have already been wired or deposited to CBNA.

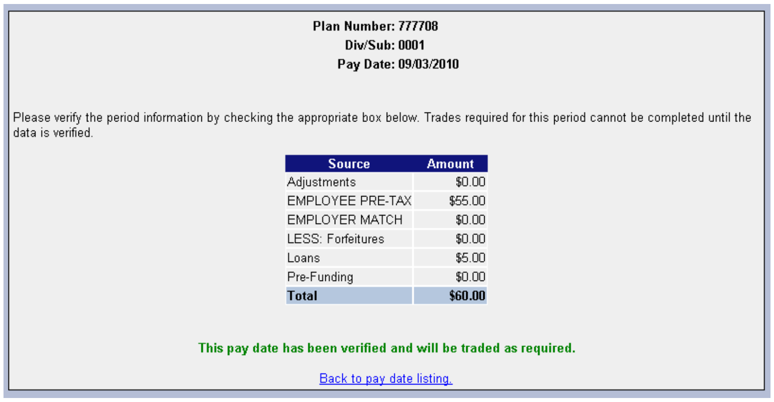
By clicking "Accept" I authorize BPA to make the necessary trades on behalf of the Plan. My Acceptance will be deemed my electronic signature. I understand that verification data files received after 3:30 pm ET will be handled as a next day trade.

Accept Cancel

Please Note important information regarding your final Acceptance:

Final confirmation includes notification that clicking 'Accept' again constitutes the User's electronic signature.

Confirmation of Verification Posted


Plan Number: 777708
Div/Sub: 0001
Pay Date: 09/03/2010

Please verify the period information by checking the appropriate box below. Trades required for this period cannot be completed until the data is verified.

Source	Amount
Adjustments	$0.00
EMPLOYEE PRE-TAX	$55.00
EMPLOYER MATCH	$0.00
LESS: Forfeitures	$0.00
Loans	$5.00
Pre-Funding	$0.00
Total	$60.00

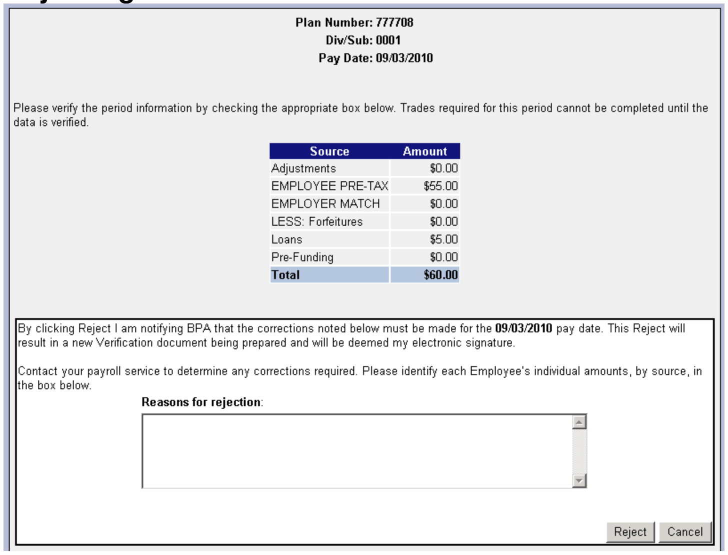
This pay date has been verified and will be traded as required.

Back to pay date listing.

The screen is updated to indicate that the pay date has successfully been verified and will be traded as indicated.

When you return to Pay Date Status Summary on the Administrative Dashboard the Pay Date will be updated with a status of 'Verified'.

Rejecting a Verification Data file


Plan Number: 777708
Div/Sub: 0001
Pay Date: 09/03/2010

Please verify the period information by checking the appropriate box below. Trades required for this period cannot be completed until the data is verified.

Source	Amount
Adjustments	$0.00
EMPLOYEE PRE-TAX	$55.00
EMPLOYER MATCH	$0.00
LESS: Forfeitures	$0.00
Loans	$5.00
Pre-Funding	$0.00
Total	$60.00

By clicking Reject I am notifying BPA that the corrections noted below must be made for the **09/03/2010** pay date. This Reject will result in a new Verification document being prepared and will be deemed my electronic signature.

Contact your payroll service to determine any corrections required. Please identify each Employee's individual amounts, by source, in the box below.

Reasons for rejection:

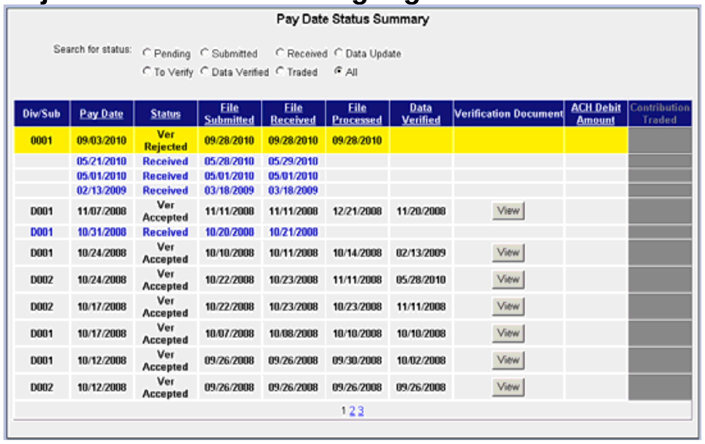
Reject Cancel

Reject Data:

After reviewing the Verification Data, if the User finds an error, click the 'Reject' button. The User will be required to enter a reason for the reject.

Confirmation that the pay date file has been rejected will be returned to the screen and the Pay Date Status Summary updated accordingly.

Rejected Data files are highlighted in Yellow


Pay Date Status Summary

Search for status: Pending Submitted Received Data Update To Verify Data Verified Traded All

Div/Sub	Pay Date	Status	File Submitted	File Received	File Processed	Data Verified	Verification Document	ACH Debit Amount	Contribution Traded
0001	09/03/2010	Ver Rejected	09/28/2010	09/28/2010	09/28/2010				
	05/21/2010	Received	05/28/2010	05/29/2010					
	05/01/2010	Received	05/01/2010	05/01/2010					
	02/13/2009	Received	03/18/2009	03/18/2009					
D001	11/07/2008	Ver Accepted	11/11/2008	11/11/2008	12/21/2008	11/20/2008	View		
D001	10/31/2008	Received	10/20/2008	10/21/2008					
D001	10/24/2008	Ver Accepted	10/10/2008	10/11/2008	10/14/2008	02/13/2009	View		
D002	10/24/2008	Ver Accepted	10/22/2008	10/23/2008	11/11/2008	05/28/2010	View		
D002	10/17/2008	Ver Accepted	10/22/2008	10/23/2008	10/23/2008	11/11/2008	View		
D001	10/17/2008	Ver Accepted	10/07/2008	10/08/2008	10/10/2008	10/10/2008	View		
D001	10/12/2008	Ver Accepted	09/26/2008	09/26/2008	09/30/2008	10/02/2008	View		
D002	10/12/2008	Ver Accepted	09/26/2008	09/26/2008	09/26/2008	09/26/2008	View		

1 2 3

Rejected Data file records are **highlighted in yellow** to indicate that modifications are necessary and a new Verification Data file must be submitted for review.

The Notes associated with the Rejected Verification data file are sent back to BPA and a team member will pick up the Task to research and correct the issue.

Once the Verification Data is re-submitted, the Census*PRO*™ Verification User will receive an e-mail that the Verification Data is available and the Verification process begins again.