1. Click **Upload File** on the Homepage under Process Payroll.



1. Select the site for which you’re submitting contributions, then select the file type. Click **Continue.**



1. On the Contribution File Submission page, verify that the contribution date matches the payroll check date.
2. Enter the totals for each contribution type being submitted. Include total compensation and total hours based on your plan setup.
* These totals should match your payroll reports.



1. Click **Browse** to attach your contribution file.
2. Click **Submit.**
3. You’ll receive the following message:

