



T. Rowe Price Retirement Plan Services, Inc.

CONTRIBUTION MANAGER USER'S GUIDE

CONTRIBUTION MANAGER OVERVIEW

Contribution Manager (CM) is a Web-based tool that allows clients to securely review and approve their contribution and loan repayment totals before funding.

Plan sponsors/payroll administrators can use Contribution Manager to send over corrected participant amounts, explanations of corrections, payroll date changes, and funding adjustments. Clients will also be able to review any corrected amounts or wire adjustments that T. Rowe Price (TRP) makes along with the associated explanation.

T. Rowe Price associates will use Contribution Manager to track adjusted participant amounts, wire adjustments, and funding adjustments.

Contribution Manager is located within the Plan Management tab of T. Rowe Price PlanView Portal.

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TECHNICAL SUPPORT

For help anytime while using the system:

T. Rowe Price Technical Support is available every business day from 8 a.m. to 10 p.m. ET.

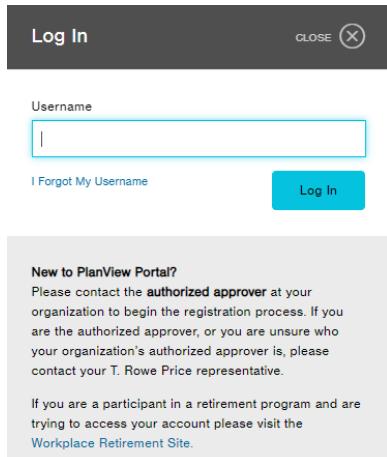
Call toll-free **1-800-639-8552**

1: ACCESSING THE SYSTEM

LOGGING IN

Follow the steps below to access Contribution Manager:

1. Open your Web browser
2. Type in the location: **rps.troweprice.com/planview**
3. The login screen displays, as below:



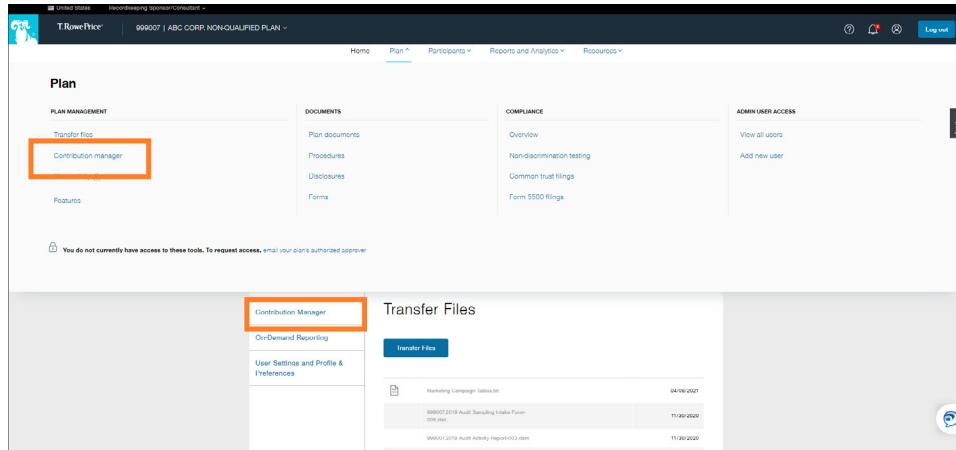
2: SUBMITTING THE FILE

The client or a third-party payroll provider will send the contribution and loan repayment file to T. Rowe Price using either the Client Access: File Exchange (CAFE) or Secured FTP.

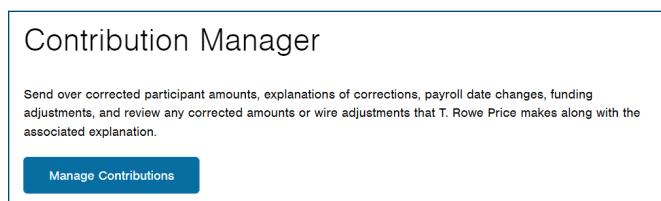


4. Type in your user name and password
5. Click the “Log In” button

SELECTING CONTRIBUTION MANAGER



Once you are authenticated by the security system, click “Plan”, then “Contribution Manager”



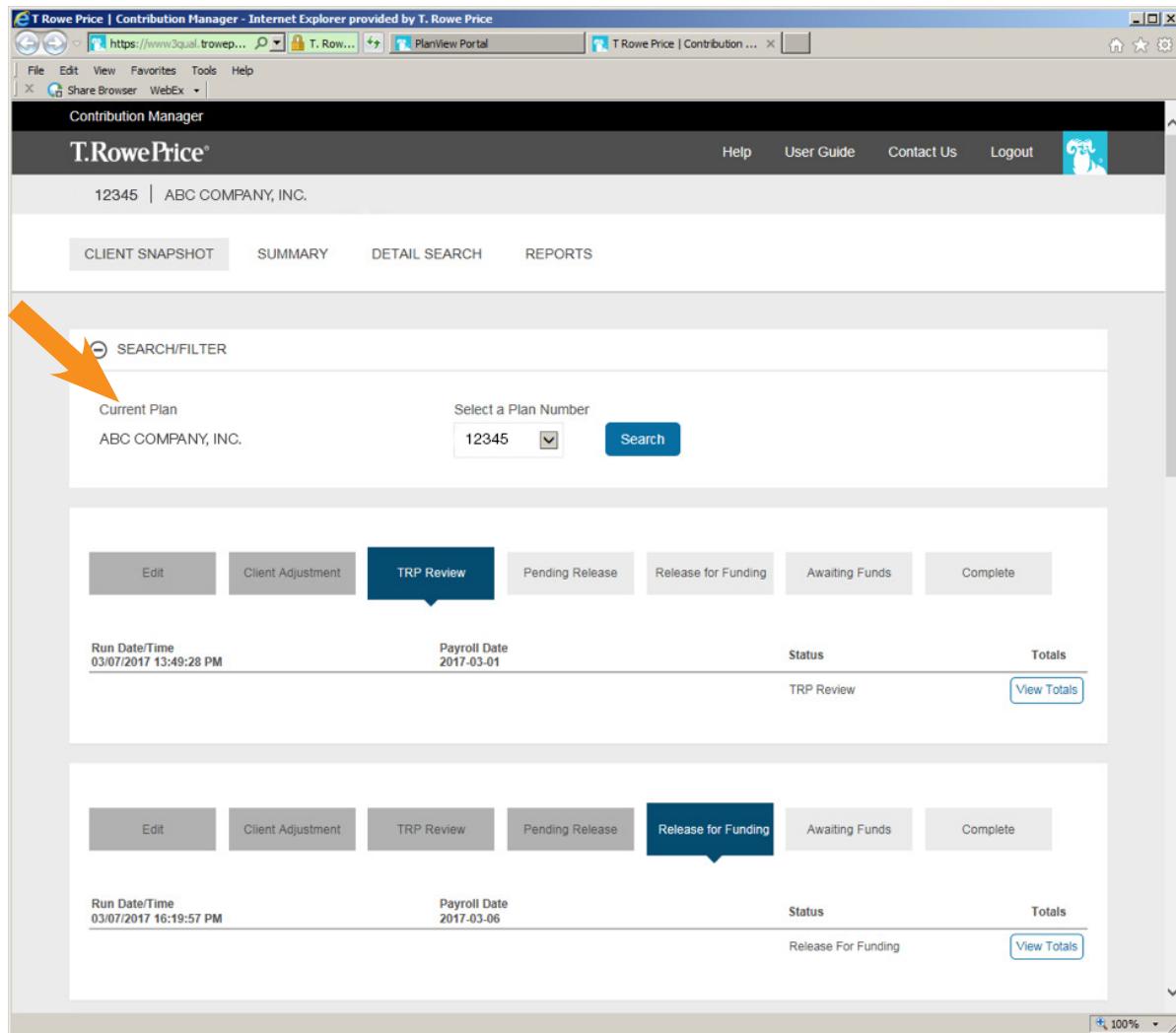
From the Quick Links on the left, select Contribution Manager, then click the Manage Contributions button.

3: NAVIGATING THROUGH CONTRIBUTION MANAGER

SNAPSHOT PAGE

When you log in to Contribution Manager, you will be directed to the Contribution Manager Snapshot page. This page will show the following information about the payroll file:

- A status bar that shows the current status of the file and how many steps are left in the process. If your payroll includes locations, the status bar will reflect the location that is farthest away from Complete status.
- The payroll date of the file.
- The date and time the file was loaded to the T. Rowe Price recordkeeping system.
- A moneybag icon that, when opened, will show the summary of the Funding Request by Type of Money.



The screenshot shows the Contribution Manager interface. At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, Share Browser, and WebEx. Below that is a header with 'Contribution Manager', the T. Rowe Price logo, and links for Help, User Guide, Contact Us, and Logout. The main content area shows two payroll files. Each file has a 'CLIENT SNAPSHOT' section with a 'SEARCH/FILTER' button. Below this, there's a 'Current Plan' section showing 'ABC COMPANY, INC.' and a dropdown menu with '12345' and a 'Search' button. Each file also has a 'Status' bar with several buttons: Edit, Client Adjustment, TRP Review (highlighted in blue), Pending Release, Release for Funding (highlighted in blue), Awaiting Funds, and Complete. Below the status bar, there's a table with columns for Run Date/Time, Payroll Date, Status, and Totals. The first file's table shows '03/07/2017 13:49:28 PM', '2017-03-01', 'TRP Review', and a 'View Totals' button. The second file's table shows '03/07/2017 16:19:57 PM', '2017-03-06', 'Release For Funding', and a 'View Totals' button. An orange arrow points to the 'SEARCH/FILTER' button of the first file's snapshot section.

When you log in to view a payroll file for the first time, the status will be Client Adjustment and you will be presented with a question: "Do you need to add, remove, or modify participant amounts for this payroll file prior to funding?" Answering "No" will direct you to the Summary page for funding approval. Answering "Yes" will direct you to the Participant Detail page for any necessary adjustments.

SUMMARY PAGE

The Summary page will show information about the file, such as the payroll date of the file, the date and time the file was loaded to T. Rowe Price's recordkeeping system, the Contribution Manager status, the summary of all participants by Type of Money that were on the original file (Client Amount column), the summary of all participants by Type of Money that are loaded onto T. Rowe Price's recordkeeping system (TRP Amount column), any differences between what is on the file and what T. Rowe Price will be posting, necessary funding and wire adjustments, and the funding request by Type of Money.

In the Client Adjustment and Pending Release statuses, this screen allows you to update the payroll date* if it is not correct and send notes of instruction to T. Rowe Price regarding the file (e.g., use forfeitures to reduce the company match contribution). These statuses also allow you to approve the file for funding.

*Users set up with a limited number of location codes will not be able to update the payroll date.

Click the Participant Detail button (next to the Payroll Date) to view the participants on the file, make adjustments, and add notes of explanation, if applicable.

Payroll Date (Required): 2017-03-06

Client Adjustment

Approve	Process Status	Type of Money	Client Amount	TRP Amount	Difference	Funding Adjustment	Wire Adjustment	Funding Request
<input type="checkbox"/>	Client Adjustment	LOAN REPAYMENTS	\$100.00	\$100.00	\$0.00		\$0.00	\$100.00
<input type="checkbox"/>	Client Adjustment	PRE-TAX CONTRIBUTIONS	\$2,439.60	\$2,439.60	\$0.00		\$0.00	\$2,439.60
		TOTALS:	\$2,539.60	\$2,539.60	\$0.00	\$0.00	\$0.00	\$2,539.60

Save Submit Approval

PARTICIPANT DETAIL PAGE

The Participant Detail page (which is activated by clicking the Participant Detail button next to the Payroll Date on the Summary page or by clicking the Yes button on the Snapshot page) will list every participant by Type of Money that is on the original file and scheduled to post to the T. Rowe Price recordkeeping system. This page allows you to search for participants by name, Social Security number (SSN), or employee ID; filter by location codes and/or Type of Money; search for specific dollar values or ranges of money on the file; and search for corrections and notes provided by T. Rowe Price.

In the Client Adjustment and Pending Release statuses, this screen allows you to update specific participant information on the file and add a note to an individual participant or a group of participants at one time. You may also notify T. Rowe Price to add a participant to a specific payroll file by using the Add Contrib/Loan Record button. When you click this button, a new browser window will open and guide you through the necessary steps.

SEARCH

Last Name	First Name	SSN	Notes	Type of Note	
12345	ABC COMPANY, INC.	All	2017-03-06	2017-03-20-11.04.23.0	Client Adjustment
			All	View all Notes	--SELECT--
Type of Money	Dollar Amount Field	Criteria	Enter a Value		
All	--SELECT--	--SELECT--		Search	Reset

Plan Messages

If you have no adjustments to make to your file you should navigate to the Summary Page to Approve your file for funding. To find any negative amounts that came on your original file, filter the file by setting the Dollar Amount field to "Client Amount," the Criteria field to "Less than," and type a "0" into the Value field.

SEARCH RESULTS

Last Name	First Name	SSN	Type of Money	Client Amount	Corrected Participant Amount	TRP Amount	Difference	Wire Adjustment	Notes
+	PARTICIPANT	INGRID	PRE-TAX CONTRIBUTIONS	\$105.00		\$100.00	\$0.00		
+	PARTICIPANT	HALLE	PRE-TAX CONTRIBUTIONS	\$500.00		\$500.00	\$0.00		
+	PARTICIPANT	NICHOLAS	PRE-TAX CONTRIBUTIONS	\$102.50		\$102.50	\$0.00		
+	PARTICIPANT	ROBERT	PRE-TAX CONTRIBUTIONS	\$53.04		\$53.04	\$0.00		
+	PARTICIPANT	LEONARDO	PRE-TAX CONTRIBUTIONS	\$51.25		\$51.25	\$0.00		
+	PARTICIPANT	MICHAEL	PRE-TAX CONTRIBUTIONS	\$105.00		\$100.00	\$0.00		

Contribution Manager

T. Rowe Price®

12345 | ABC COMPANY, INC.

CLIENT SNAPSHOT SUMMARY DETAIL SEARCH REPORTS

Add Contribution/Loan Repayment

Plan Number: 12345

Plan Name: ABC COMPANY, INC.

Payroll Date: 2017-03-06

Run Date: 2017-03-20-11:04:23.0

SSN	Name	Type of Money	Corrected Amount	Delete
123456789	John Smith	PRE-TAX CONTRIBUTIONS	100.00	<input type="checkbox"/>

Save

This is the screen on which to add a participant to the file.

REPORT VIEW

The Report View screen provides access to four reports by the payroll date. The reports can be downloaded to a PDF file or an Excel file. T. Rowe Price will store 30 months of payroll activity in Contribution Manager. These reports are not available until one day after the file has been completed by T. Rowe Price.

Contribution Manager

T. Rowe Price®

12345 |

CLIENT SNAPSHOT SUMMARY DETAIL SEARCH **REPORTS**

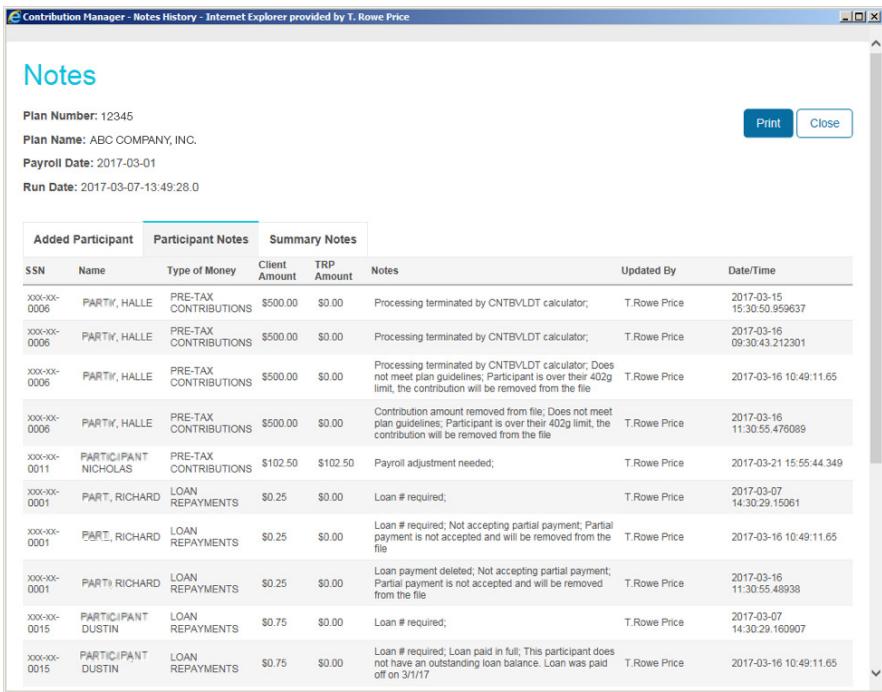
NOTE: Reports will not be available until one day after the payroll file has been Completed in Contribution Manager.

Plan Number: 906046 | Payroll Date: -Select- | Report Format: PDF

- Plan Summary Report
- Participant Detail Report
- Payroll Adjustment Report
- Historical Change Report

THE VIEW ALL NOTES SCREEN

This screen summarizes all notes added by any user for a specific payroll file. Notes may be added by the plan sponsor while in the Client Adjustment and Pending Release statuses.



The screenshot shows a window titled "Contribution Manager - Notes History - Internet Explorer provided by T. Rowe Price". The window has a "Print" and "Close" button at the top right. The main area is titled "Notes" and displays a table of notes. The table has columns: "Added Participant", "Participant Notes", and "Summary Notes". The "Summary Notes" column is expanded to show detailed notes for each participant. The notes describe various processing events, such as termination of contributions due to plan guidelines or participant limits, and payroll adjustments.

Notes							
Added Participant		Participant Notes		Summary Notes			
SSN	Name	Type of Money	Client Amount	TRP Amount	Notes	Updated By	Date/Time
XXX-XX-0006	PARTY, HALLE	PRE-TAX CONTRIBUTIONS	\$500.00	\$0.00	Processing terminated by CNTBV/LDT calculator;	T. Rowe Price	2017-03-15 15:30:50.959637
XXX-XX-0006	PARTY, HALLE	PRE-TAX CONTRIBUTIONS	\$500.00	\$0.00	Processing terminated by CNTBV/LDT calculator;	T. Rowe Price	2017-03-16 09:30:43.212301
XXX-XX-0006	PARTY, HALLE	PRE-TAX CONTRIBUTIONS	\$500.00	\$0.00	Processing terminated by CNTBV/LDT calculator; Does not meet plan guidelines; Participant is over their 402g limit, the contribution will be removed from the file	T. Rowe Price	2017-03-16 10:49:11.65
XXX-XX-0006	PARTY, HALLE	PRE-TAX CONTRIBUTIONS	\$500.00	\$0.00	Contribution amount removed from file; Does not meet plan guidelines; Participant is over their 402g limit, the contribution will be removed from the file	T. Rowe Price	2017-03-16 11:30:55.476089
XXX-XX-0011	PARTICIPANT NICHOLAS	PRE-TAX CONTRIBUTIONS	\$102.50	\$102.50	Payroll adjustment needed;	T. Rowe Price	2017-03-16 15:55:44.349
XXX-XX-0001	PART, RICHARD	LOAN REPAYMENTS	\$0.25	\$0.00	Loan # required;	T. Rowe Price	2017-03-07 14:30:29.15061
XXX-XX-0001	PART, RICHARD	LOAN REPAYMENTS	\$0.25	\$0.00	Loan # required; Not accepting partial payment; Partial payment is not accepted and will be removed from the file	T. Rowe Price	2017-03-16 10:49:11.65
XXX-XX-0001	PARTY RICHARD	LOAN REPAYMENTS	\$0.25	\$0.00	Loan payment deleted; Not accepting partial payment; Partial payment is not accepted and will be removed from the file	T. Rowe Price	2017-03-16 11:30:55.48938
XXX-XX-0015	PARTICIPANT DUSTIN	LOAN REPAYMENTS	\$0.75	\$0.00	Loan # required;	T. Rowe Price	2017-03-07 14:30:29.160907
XXX-XX-0015	PARTICIPANT DUSTIN	LOAN REPAYMENTS	\$0.75	\$0.00	Loan # required; Loan paid in full; This participant does not have an outstanding loan balance. Loan was paid off on 3/1/17	T. Rowe Price	2017-03-16 10:49:11.65

OVERVIEW: MOVING FILES THROUGH CONTRIBUTION MANAGER

In any status, you can access summary and detailed information about the active payroll file by using the navigation bar. The default page when you log in will be the Snapshot page.

You can use the Summary page to submit a payroll file directly to the Released for Funding status. You can use the Participant Detail page to return the payroll file to T. Rowe Price for review. This would be done when there are adjustments to be made to the file.

Things to know when working in Contribution Manager:

- The Funding Adjustment column on the Summary screen is primarily used to subtract money from the funding request (e.g., using forfeiture funds to reduce the company match). Values should be entered as negative numbers.
- The Wire Adjustment column on the Participant Detail screen is used to add money to the funding request.
- Contribution Manager uses either the Client Amount column or the Corrected Participant Amount column and the TRP Amount column to calculate the differences. Therefore, the Corrected Participant Amount column must be blank if you do not have an adjustment to make. If any number is entered into the Corrected Participant Amount (including zero, which means to delete a participant's card), then the Difference column will calculate using the Corrected Participant Amount column and TRP Amount column.
- After adding data to the Corrected Participant Amount column, the Participant Detail screen updates immediately, whereas the Summary screen only updates after T. Rowe Price has prepared the file for posting.
- For clients who have a location-specific view of Contribution Manager, when files are loaded to the recordkeeping system, there may be some locations without any errors and locations with errors. The locations without errors will move to the Client Adjustment status, while the other locations remain in the Edit status until all errors are resolved or transferred to the external user for direction.
- Notes should always be entered when entries are made in any of these columns. Please review the [Adding Notes](#) section:
 - Corrected Participant Amount column
 - Wire Adjustment column
 - Funding Adjustment column
 - When directing T. Rowe Price to resolve errors on the payroll file
- When searching for a participant by Social Security number, enter the number without dashes. Please note that the full nine-digit Social Security number will not display in the body of the Participant Detail screen.

4: EDIT STATUS

(T. Rowe Price Action—Client has view-only access)

When a contribution and loan file is initially loaded onto T. Rowe Price's recordkeeping system and there are errors on the file, the Contribution Manager status will start in the **Edit status**.*

For every participant (by type of money) who requires a correction to his or her record, an entry will display in the Corrected Participant Amount column to reflect the adjustment that was made in the recordkeeping system (e.g., if a loan repayment is received and T. Rowe Price is unable to post the loan repayment card, the card will be deleted from the file and a zero will display in the Corrected Participant Amount column). Every entry in Contribution Manager will have a note of explanation as to why a change was made to a participant's record.

Any errors that require the client's direction will be flagged and will need to be resolved when the payroll file moves to the **Client Adjustment** status.

Based on the setup options for your plan, when a contribution and loan file is initially loaded to T. Rowe Price's recordkeeping system and there are no errors on the file, the Contribution Manager status may start in **Client Adjustment** and will bypass the **Edit** status.

***Please Note:** For clients who have a location-specific view of Contribution Manager: When files are loaded to the recordkeeping system, there may be some locations without any errors and locations with errors. The locations without errors will move to the Client Adjustment status while the other locations remain in the Edit status until all errors are resolved or transferred to the external user for direction.

5: CLIENT ADJUSTMENT STATUS

(Client Action—T. Rowe Price has view-only access)

Client Adjustment is one of the two statuses where the client can enter Corrected Participant Amounts, notes, and payroll date changes.

■ **Please note:** Payroll date changes cannot be made if the user only has access to some of the plan's locations.

The file moves to the Client Adjustment status when T. Rowe Price has completed the initial review/corrections on the file, the file was clean upon arrival, or it was manually moved to the Client Adjustment status with any issues that need client direction. (The movement of the file is based on the setup options for your plan.) At this point, an email is generated to users who have access to Contribution Manager. (Review page 21 to see a sample of the email.)

For location-specific plans, there are three scenarios on how emails are generated:

1. If users have access to one or more location codes but not all of them, they will receive one email for each location code they have access to.
2. If all of the users at the client have access to all of the location codes, they will receive one email for each location code on the file.
3. If some of the users have access to one or more location codes but not all of them, and some of the users have access to all of the location codes, then only the external users with access to some of the location codes will receive emails. These users will receive one email for every location code they have access to.
 - The users who have access to all of the location codes will only get an email for a location code if no one else at their company has access to that location.

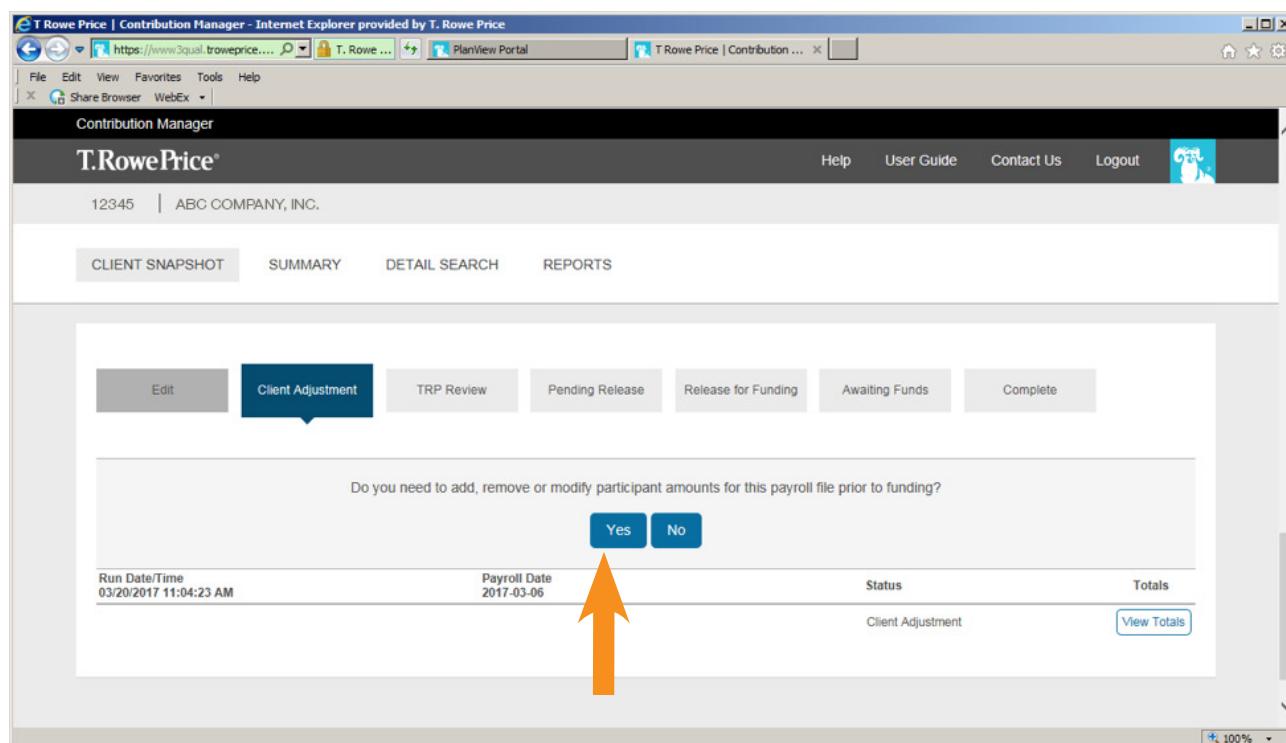
Please note: Even if differences exist on the Summary and Participant Detail screens of Contribution Manager, the file will still go to the Client Adjustment status.

CLIENT PROCEDURES AND ACTIONS

- Upon receipt of the email notification, log in to Contribution Manager. The first page you are directed to is the Snapshot page.

Please note: You can check your file status at any time; you don't have to wait for the email to be delivered.

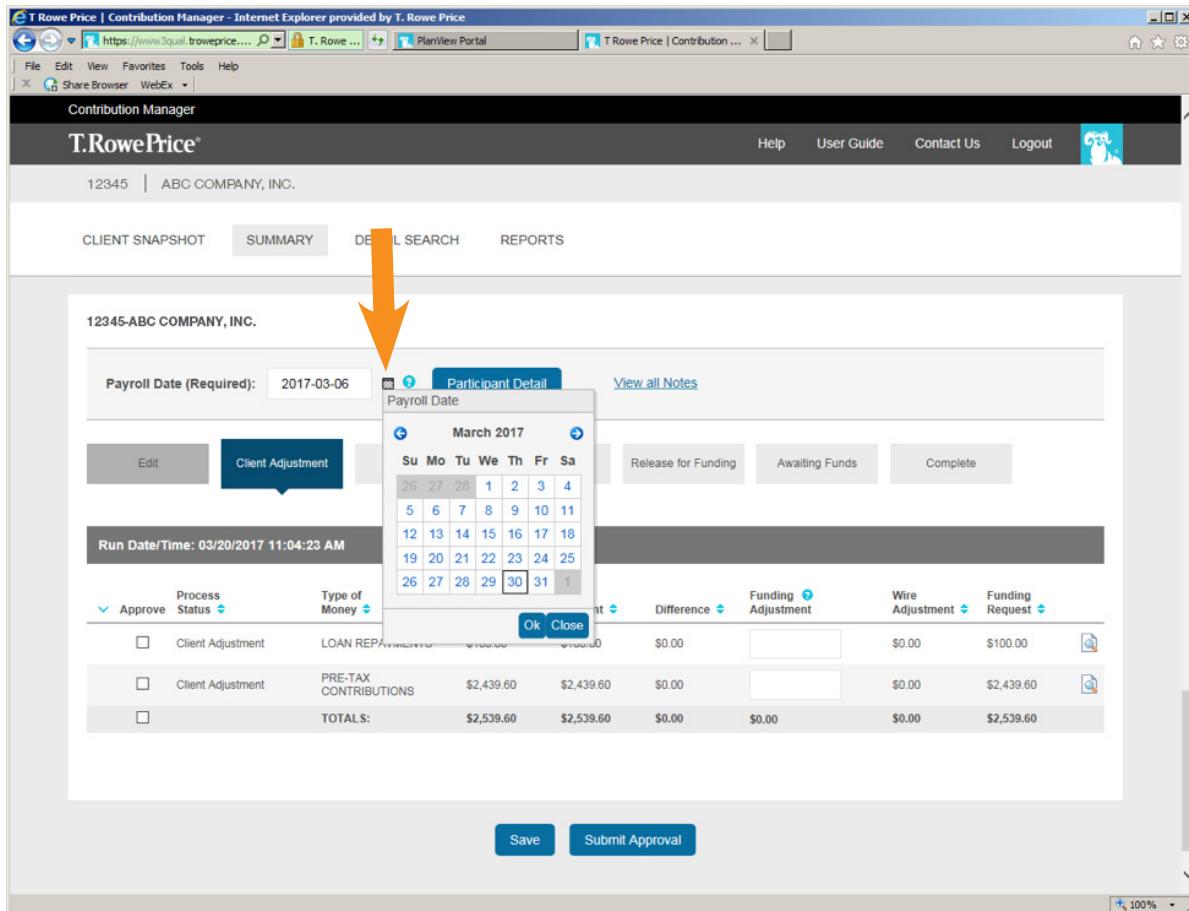
- If there are no errors/issues to address on the file, the system will ask if there are any changes/adjustments that you need to make to the file.
 - If you answer no, the system will route you to the Summary page to allow for a quick approval of the file.
 - If you answer yes, the system will route you to the Detail page to allow you to make any updates/applicable notes to the file.



- If there are errors/issues that need to be addressed, you will receive a message on the Snapshot page that will inform you of the number of errors/issues on the file along with a link to the Detail page, so you can review and provide direction on these issues (see pop-up below). **Note: The Detail page will be automatically filtered to show only the participants who have errors/issues and all of their sources of money.**

Below is a list of different areas to check for accuracy and/or needed updates:

- Review the payroll date on the Summary page for accuracy. To change the payroll date, click on the calendar icon next to the payroll date, choose a new date on the calendar, and click the OK button.



- You may also add notes to the Summary page that give instructions to T. Rowe Price on items such as:

- Using forfeiture money to reduce the contribution
- Using negative reserves to reduce the contribution

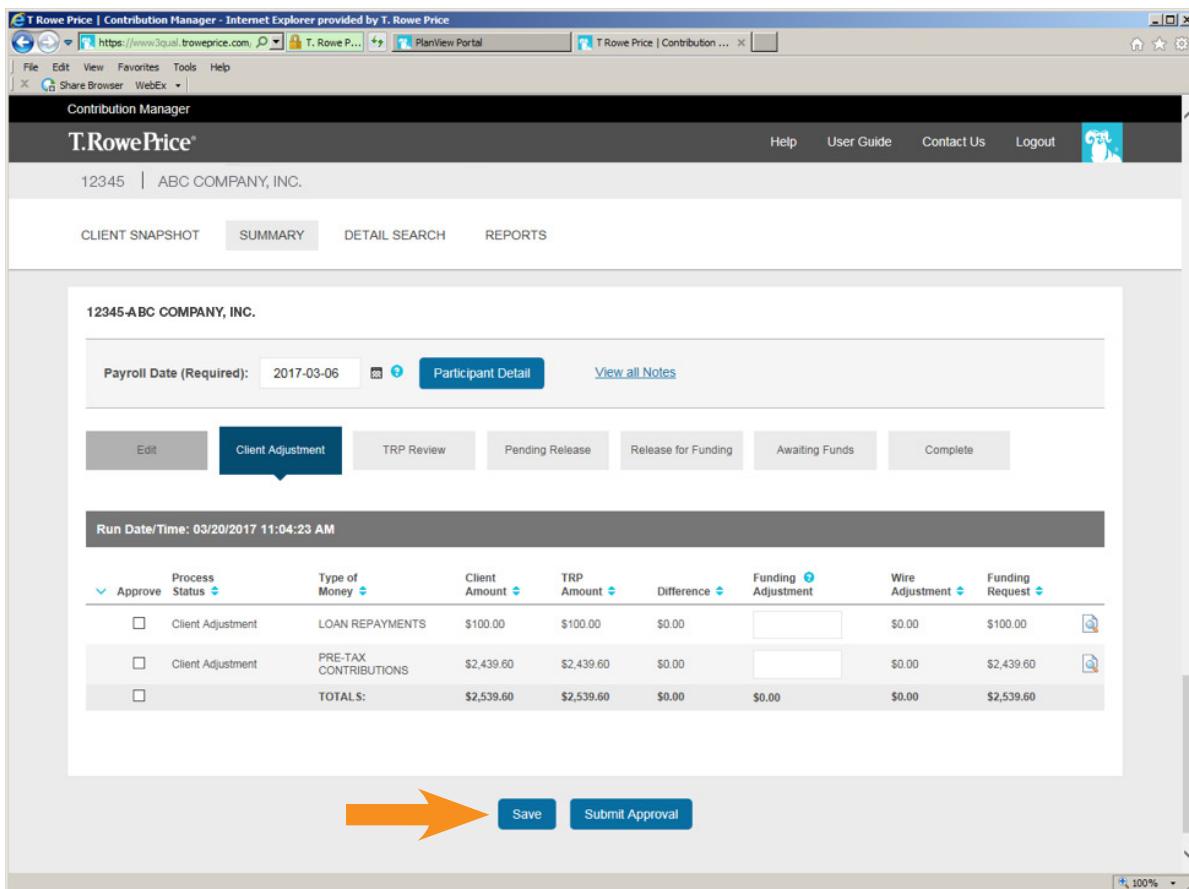
To add notes to the Summary page, click on the magnifying glass in the far-right column. Once the note has been entered, click on the magnifying glass again to close the note.

Approve	Process Status	Type of Money	Client Amount	TRP Amount	Difference	Funding Adjustment	Wire Adjustment	Funding Request
<input type="checkbox"/>	Client Adjustment	LOAN REPAYMENTS	\$100.00	\$100.00	\$0.00		\$0.00	\$100.00

Notes:
Enter extra instructions here.

Close

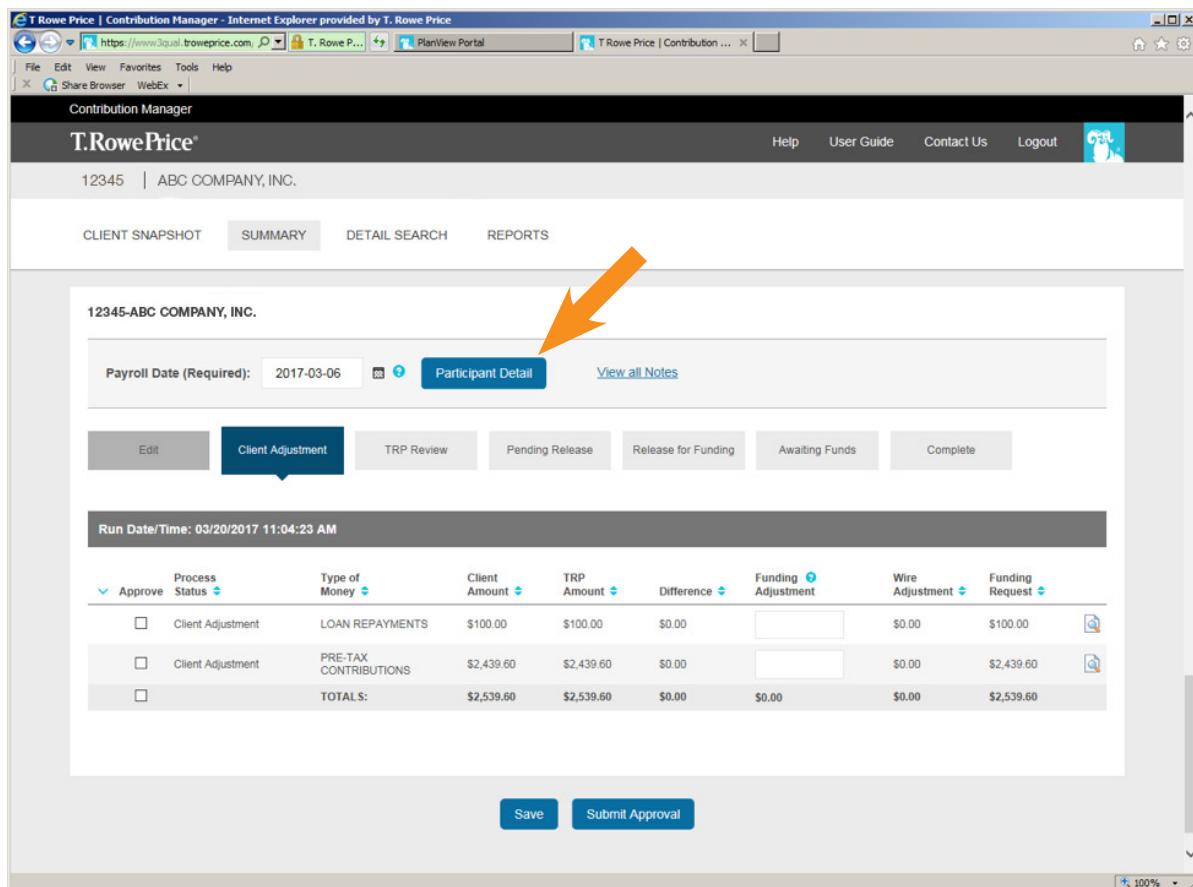
- You will need to click the Save button at the bottom of the Summary page to save the new payroll date and any notes that you have entered. **This does not move the file to the next Contribution Manager status.**



The screenshot shows the T. Rowe Price Contribution Manager interface. At the top, there are browser navigation buttons, a search bar, and a tab for 'T. Rowe Price | Contribution Manager'. The main header includes 'Contribution Manager', the 'T. Rowe Price' logo, and links for 'Help', 'User Guide', 'Contact Us', and 'Logout'. Below the header, the account number '12345' and company name 'ABC COMPANY, INC.' are displayed. A navigation bar with tabs 'CLIENT SNAPSHOT', 'SUMMARY' (which is selected), 'DETAIL SEARCH', and 'REPORTS' is visible. The main content area is titled '12345-ABC COMPANY, INC.' and shows a table of client adjustments. The table has columns: 'Approve', 'Process Status', 'Type of Money', 'Client Amount', 'TRP Amount', 'Difference', 'Funding Adjustment', 'Wire Adjustment', and 'Funding Request'. Three rows are listed: 'Client Adjustment' for LOAN REPAYMENTS (\$100.00), 'Client Adjustment' for PRE-TAX CONTRIBUTIONS (\$2,439.60), and a 'TOTALS' row (\$2,539.60). At the bottom of the table, there are 'Save' and 'Submit Approval' buttons. An orange arrow points to the 'Save' button.

Approve	Process Status	Type of Money	Client Amount	TRP Amount	Difference	Funding Adjustment	Wire Adjustment	Funding Request
<input type="checkbox"/>	Client Adjustment	LOAN REPAYMENTS	\$100.00	\$100.00	\$0.00	<input type="text"/>	\$0.00	\$100.00
<input type="checkbox"/>	Client Adjustment	PRE-TAX CONTRIBUTIONS	\$2,439.60	\$2,439.60	\$0.00	<input type="text"/>	\$0.00	\$2,439.60
		TOTALS:	\$2,539.60	\$2,539.60	\$0.00	<input type="text"/>	\$0.00	\$2,539.60

- To navigate to the Participant Detail page, click the Participant Detail button next to the payroll date on the Summary page.



The screenshot shows the T. Rowe Price Contribution Manager interface in Internet Explorer. The page title is "T Rowe Price | Contribution Manager - Internet Explorer provided by T. Rowe Price". The URL is https://www.Squill.troweprice.com. The main navigation bar includes links for File, Edit, View, Favorites, Tools, Help, PlanView Portal, and Logout. Below the navigation bar, the T. Rowe Price logo is displayed. The page content is for "ABC COMPANY, INC." with ID 12345. The "SUMMARY" tab is selected. A large orange arrow points to the "Participant Detail" button, which is highlighted in blue. Other buttons in the row include "Edit", "Client Adjustment", "TRP Review", "Pending Release", "Release for Funding", "Awaiting Funds", and "Complete". Below this row, a message "Run Date/Time: 03/20/2017 11:04:23 AM" is displayed. A table follows, showing financial data for three entries: Client Adjustment (LOAN REPAYMENTS), Client Adjustment (PRE-TAX CONTRIBUTIONS), and a TOTAL row. The table includes columns for Approve, Process Status, Type of Money, Client Amount, TRP Amount, Difference, Funding Adjustment, Wire Adjustment, and Funding Request. At the bottom of the table are "Save" and "Submit Approval" buttons. The interface is in 100% view mode.

Approve	Process Status	Type of Money	Client Amount	TRP Amount	Difference	Funding Adjustment	Wire Adjustment	Funding Request
<input type="checkbox"/>	Client Adjustment	LOAN REPAYMENTS	\$100.00	\$100.00	\$0.00		\$0.00	\$100.00
<input type="checkbox"/>	Client Adjustment	PRE-TAX CONTRIBUTIONS	\$2,439.60	\$2,439.60	\$0.00		\$0.00	\$2,439.60
		TOTAL\$:	\$2,539.60	\$2,539.60	\$0.00	\$0.00	\$0.00	\$2,539.60

Participant Detail screen:

Plan Number: 12345 Plan Name: ABC COMPANY, INC. Location: All Payroll Date: 2017-03-06 Run Date: 2017-03-20 11:04:23.0 Process Status: Client Adjustment

Last Name: First Name: SSN: Notes: All View all Notes Type of Note: --SELECT--

Type of Money: All Dollar Amount Field: --SELECT-- Criteria: --SELECT-- Enter a Value: Search Reset

[Add Contribution/Loan Record](#)

Plan Messages
If you have no adjustments to make to your file you should navigate to the Summary Page to Approve your file for funding.
To find any negative amounts that came on your original file, filter the file by setting the Dollar Amount field to "Client Amount," the Criteria field to "Less than," and type a "0" into the Value field.

SEARCH RESULTS
Records Retrieved: 24

Last Name	First Name	SSN	Type of Money	Client Amount	Corrected Participant Amount	TRP Amount	Difference	Wire Adjustment	Notes
+ PARTICIPANT	INGRID	xxx-xx-0008	PRE-TAX CONTRIBUTIONS	\$105.09		\$109.09	\$0.00		
+ PARTICIPANT	HALLE	xxx-xx-0008	PRE-TAX CONTRIBUTIONS	\$500.00		\$500.00	\$0.00		
+ PARTICIPANT	NICHOLAS	xxx-xx-0011	PRE-TAX CONTRIBUTIONS	\$102.50		\$102.50	\$0.00		
+ PARTICIPANT	ROBERT	xxx-xx-0020	PRE-TAX CONTRIBUTIONS	\$53.04		\$53.04	\$0.00		
+ PARTICIPANT	LEONARDO	xxx-xx-0002	PRE-TAX CONTRIBUTIONS	\$51.25		\$51.25	\$0.00		
+ PARTICIPANT	MICHAEL	xxx-xx-0018	PRE-TAX CONTRIBUTIONS	\$105.09		\$109.09	\$0.00		

- At the top of the page, there is a search and filter area that allows a user to perform searches for participant information or to filter the file. (This will be defaulted to an automatic filter for any differences on the file.)
- 1. There are several different search and filter options on the Participant Detail page. (Refer to Search Functions on page 17.)
- Adding participants who may be missing from the file can also be done at this time through the Detail page. (Refer to page 21 for more detailed instructions.)
- The plus sign (+) to the left of the participant's last name stores that participant's history records. Click on a plus sign to view a participant's history and to find notes of explanation entered by T. Rowe Price. All notes that were manually entered or automatically populated during the Edit status will appear in the participant's history record.
 - For more information about Participant History, review Participant History on page 23.

Run Date/Time	Type of Money	Corrected Participant Amount	TRP Amount	Wire Adjustment Amount	Notes	User ID
03/20/2017 11:04:29 AM	PRE-TAX CONTRIBUTIONS					T.Rowe Price
03/20/2017 12:30:47 PM	PRE-TAX CONTRIBUTIONS		\$53.04			T.Rowe Price

- If adjustments are needed to participant records, positive values must be entered in the Corrected Participant Amount column on the Participant Detail page. Examples include but are not limited to:
 - Changing a participant's contribution amount for any source
 - You must enter the new amount the participant should be receiving for a specific type of money in the Corrected Participant Amount column (e.g., if a participant's match is equal to \$100 and should have been \$75, then enter 75.00 in the Corrected Participant Amount column).
 - Deleting a participant from a file
 - You must enter a zero (0) in the Corrected Participant Amount column for all types of money for that participant.
 - Instructing T. Rowe Price to refund money for a participant's loan overpayment
 - You can enter a value in the Wire Adjustment Amount column that will be equal to the amount of the overpayment.

Payroll Date (Required): 2017-03-06 [Participant Detail](#) [View all Notes](#)

Run Date/Time: 03/20/2017 11:04:23 AM

Approve	Process Status	Type of Money	Client Amount	TRP Amount	Difference	Funding Adjustment	Wire Adjustment	Funding Request
<input type="checkbox"/>	Client Adjustment	LOAN REPAYMENTS	\$100.00	\$100.00	\$0.00		\$0.00	\$100.00
<input type="checkbox"/>	Client Adjustment	PRE-TAX CONTRIBUTIONS	\$2,439.60	\$2,439.60	\$0.00		\$0.00	\$2,439.60
		TOTALS:	\$2,539.60	\$2,539.60	\$0.00	\$0.00	\$0.00	\$2,539.60

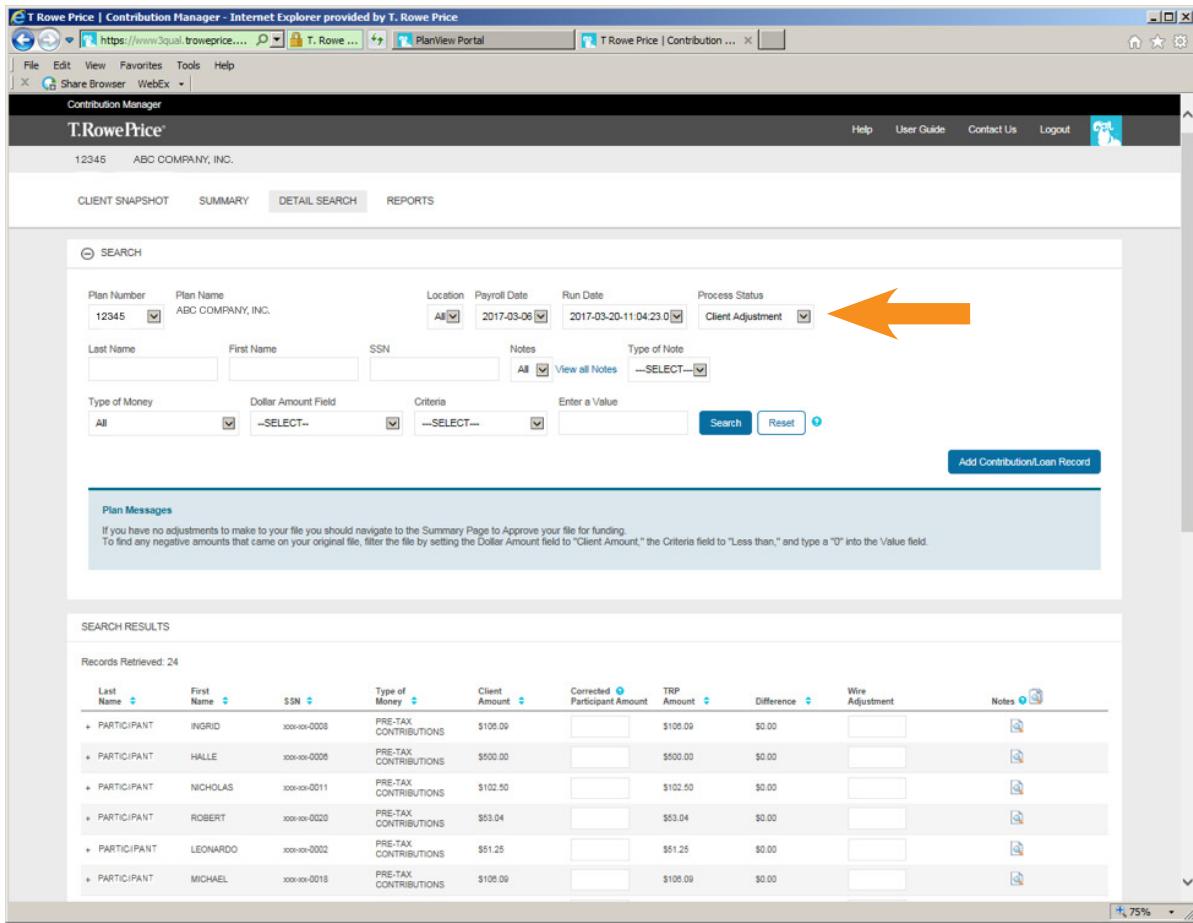
[Save](#) [Submit Approval](#)

Any entry made by you in the Corrected Participant Amount column or the Wire Adjustment column requires a note of explanation. To enter a participant note, click on the magnifying glass in the far-right column. Once the note has been entered, click the OK button to close the note. For more information on notes, please see the section titled Adding Notes.

NOTE: If there is an error/difference, the magnifying glass will appear red until notes of explanation have been added and the page has been saved.

- You can save your entries by clicking the Save button at the bottom of the screen.
- Once you have completed making your adjustments and notes of explanation, click on the Submit to TRP for Review button at the bottom of the Participant Detail page to move the file to the next status. This is the only way to get the file to automatically move to the TRP Review status.

SEARCH FUNCTIONS GUIDE



The screenshot shows the T. Rowe Price Contribution Manager interface. At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, PlanView Portal, and Logout. Below the navigation bar, the main title is 'T. Rowe Price' and 'Contribution Manager'. The client information '12345 ABC COMPANY, INC.' is displayed. The menu bar includes 'CLIENT SNAPSHOT', 'SUMMARY', 'DETAIL SEARCH' (which is selected), and 'REPORTS'. The 'DETAIL SEARCH' section contains a search form with fields for Plan Number (12345), Plan Name (ABC COMPANY, INC.), Location (All), Payroll Date (2017-03-06), Run Date (2017-03-20-11:04:23.0), and Process Status (Client Adjustment). Below this, there are fields for Last Name, First Name, SSN, Notes (with a 'View all Notes' link), and Type of Note (with a 'SELECT...' dropdown). Further down are fields for Type of Money (All), Dollar Amount Field (--SELECT--), Criteria (--SELECT--), and Enter a Value. A 'Search' button and a 'Reset' button are at the bottom of the search form. To the right of the search form is a 'Plan Messages' box with instructions about adjustments and funding. The main content area is titled 'SEARCH RESULTS' and shows a table of retrieved records. The table has columns for Last Name, First Name, SSN, Type of Money, Client Amount, Corrected Participant Amount, TRP Amount, Difference, Wire Adjustment, and Notes. The table lists six participants: INGRID, HALLE, NICHOLAS, ROBERT, LEONARDO, and MICHAEL, each with their respective details. An orange arrow points to the 'Process Status' dropdown in the search bar.

- There is a very robust search and filter area on the Participant Detail page. All data on this screen can be searched and/or filtered. You must select the “Go” button after selecting your search. Examples include but are not limited to:
 - Finding a participant
 - To find a participant, you can enter the participant's SSN (or Employee ID if that is displaying) in the SSN (Employee ID) search field located in the second row of the search and filter area.
 - When searching for an SSN, do not use dashes in the search field.
 - You can also enter the last four digits of the SSN in the search field.
 - If you are searching for an Employee ID, an exact match must be made.
 - You can also search for participants by either their first or last name. Those search fields are located in the second row of the search and filter area.
 - You can use search strings in these fields (e.g., entering “Ab” in the last name field will display each participant whose last name begins with “Ab”).
 - Finding differences between the Client Amount (amounts that came on the original file) and the TRP Amount (amounts that will be posting in the T. Rowe Price recordkeeping system)
 - To find these differences, you will need to use three search fields located in the bottom row of the search and filter area:
 - In the Dollar Amount field, select Differences.
 - In the Criteria field, select Not equal to.
 - In the Enter a Value field, type a zero.

- Finding negative values that appear on the original file
 - To find these negatives, you will need to use three search fields located in the bottom row of the search and filter area:
 - In the Dollar Amount field, select Client Amount.
 - In the Criteria field, select Less than.
 - In the Enter a Value field, type a zero.
- Finding corrections made to the file by T. Rowe Price
 - To find these corrections, you will need to use three search fields located in the bottom row of the search and filter area:
 - In the Dollar Amount field, select Corrected Participant Amount.
 - In the Criteria field, select Greater than or equal to.
 - In the Enter a Value field, type a “zero.
- To search for a generic T. Rowe Price note, use the Type of Note field
 - Use the drop-down box to select the note to search for. All participants with that note applied to them will show up.

6: TRP REVIEW STATUS

(T. Rowe Price Action—Client has view-only access)

If the client has clicked the Submit to TRP for Review button on the Participant Detail page, the file will automatically move to the TRP Review status.

Your T. Rowe Price representative will review the file for any changes or instructions directed by you. Once the adjustments are made to the recordkeeping system and the file is clean and all differences have been cleared in Contribution Manager, the file will automatically move to the Pending Release status.

7: PENDING RELEASE STATUS

(Client Action—T. Rowe Price has view-only access)

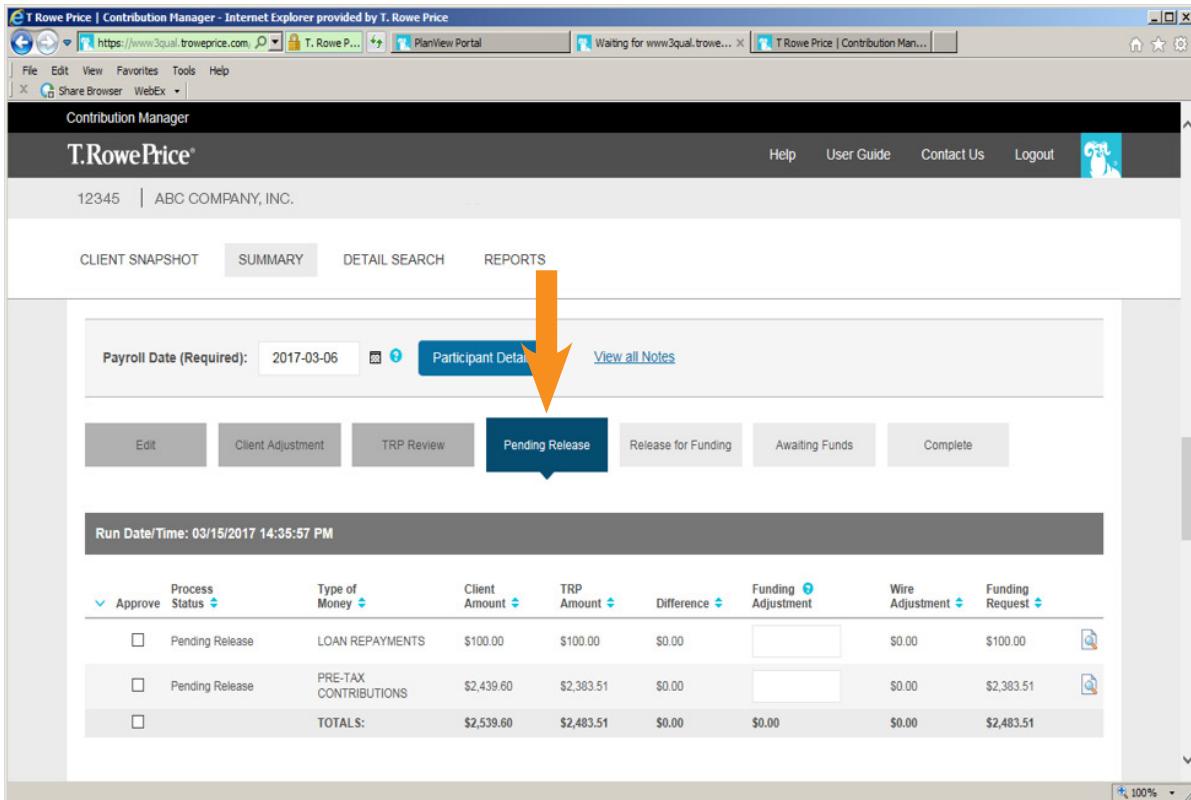
Once the file is in the Pending Release status, an email is generated to users who have access to Contribution Manager. (Review page 20 to see a sample of the email.)

For location-specific plans, there are three scenarios on how emails are generated:

1. If users have access to one or more location codes but not all of them, they will receive one email for each location code they have access to.
2. If all of the users at the client have access to all of the location codes, they will receive one email for each location code on the file.
3. If some of the users have access to one or more location codes but not all of them, and some of the users have access to all of the location codes, then only the external users with access to some of the location codes will receive emails. These users will receive one email for every location code they have access to.
 - The users that have access to all of the location codes will only get an email for a location code if no one else at their company has access to that location.

CLIENT PROCEDURES AND ACTIONS

- Upon receipt of the email notification, log in to Contribution Manager. The first page you are directed to is the Snapshot page.
Please note: You can check your file status at any time; you don't have to wait for the email to be delivered.
- If there are no errors/issues to address on the file, the system will ask if there are any changes/adjustments that you need to make to the file.
 - If you answer no, the system will route you to the Summary page to allow for an approval of the file.
- Review the Funding Request column on the Summary page by each Type of Money or location, if applicable.
 - The Funding Request is calculated as follows: TRP Amount – Funding Adjustment + Wire Adjustment.
- Place a check mark in the Approve column at the Grand Total level for all locations, if applicable, then click the Submit Approval for Funding button at the bottom of the screen.



Approve	Process Status	Type of Money	Client Amount	TRP Amount	Difference	Funding Adjustment	Wire Adjustment	Funding Request
<input type="checkbox"/>	Pending Release	LOAN REPAYMENTS	\$100.00	\$100.00	\$0.00		\$0.00	\$100.00
<input type="checkbox"/>	Pending Release	PRE-TAX CONTRIBUTIONS	\$2,439.60	\$2,383.51	\$0.00		\$0.00	\$2,383.51
		TOTALS:	\$2,539.60	\$2,483.51	\$0.00	\$0.00	\$0.00	\$2,483.51

- Upon review of the funding totals, if you do not agree with the total and you need additional changes to the file, you can navigate to the Detail Screen and make additional adjustments to a participant's records. You will need to click the Submit to TRP for Review button on the bottom of the Detail screen to send the file back to T. Rowe Price. This will move the Contribution Manager status back to TRP Review.

8: RELEASE FOR FUNDING STATUS

(T. Rowe Price Action—Client has view-only access)

Once the file is in Release for Funding, T. Rowe Price will prepare the file for posting. The system will automatically generate a confirmation and send it to the appropriate contact at the client's organization via CAFE.

9: AWAITING FUNDS STATUS

(Client Action—T. Rowe Price has view-only access)

Once the automated funding document is created, the file will move to the Awaiting Funds status. Upon receipt of your confirmation, please review the document for accuracy.

Once the funds have been received, T. Rowe Price will post the file to the recordkeeping system.

10: SAMPLE EMAIL NOTIFICATIONS

See example emails below:

AWAITING CLIENT ADJUSTMENTS

From: Contrib Mgr Client Adjustment [mailto:plan_sponsor@troweprice.com]
Sent: Tuesday, June 02, 2009 12:06 PM
To: Smith, Robin
Subject: Payroll File Available - Awaiting Client Adjustments

A payroll file is in the Contribution Manager system and is awaiting your adjustments and comments. You can log into Contribution Manager from the Plan Sponsor Resource Center at rps.troweprice.com/sponsor or click on the link below.

Plan Number: 123456
Plan Name: ACME SAVINGS PLAN
Division Code: XXXX
Payroll Date Received: 03/27/2009

If no adjustments or comments need to be added, click on the Submit button on the Participant Detail screen.

To log into Contribution Manager now, click: <https://www2.troweprice.com/rps/scm/plansponsor/public/index/0...00.html>

Please do not respond to this e-mail as this e-mail box is not monitored. If you have any questions, contact your Retirement Plan Coordinator

PENDING CLIENT APPROVAL

From: Contrib Mgr Pending Approval [mailto:plan_sponsor@troweprice.com]
Sent: Tuesday, June 02, 2009 12:06 PM
To: Smith, Robin
Subject: Payroll File Available - Pending Approval

A payroll file is available and pending your approval in the Contribution Manager system. You can log into Contribution Manager from the Plan Sponsor Resource Center at rps.troweprice.com/sponsor or click on the link below.

Plan Number: 123456
Plan Name: ACME COMPANY
Division Code: XXXX
Payroll Date Received: 04/16/2009

To log into Contribution Manager now, click: <https://www2.troweprice.com/rps/scm/plansponsor/public/index/0...00.html>

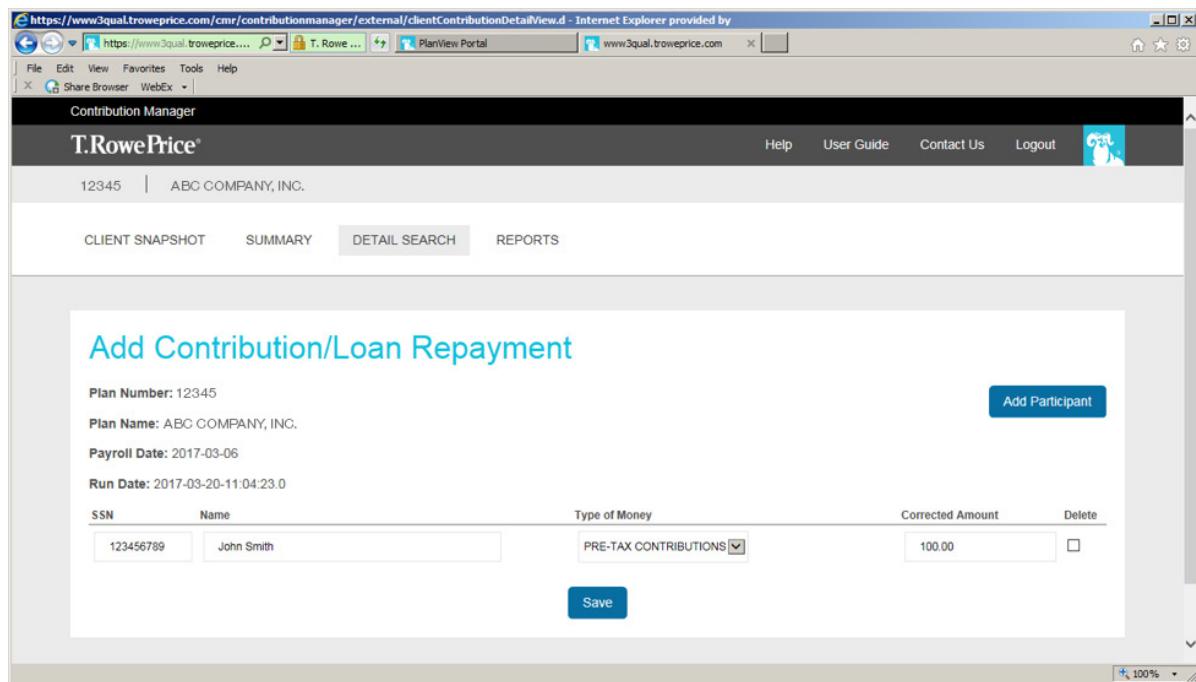
Please do not respond to this e-mail as this e-mail box is not monitored. If you have any questions, contact your Retirement Plan Coordinator

11: ADDING NOTES

CLIENT PROCEDURES AND ACTIONS

To add a participant that is missing to the file:

1. While in the Participant Detail page, click on the button titled Add Contrib/Loan Record. This will open a new browser window. Enter the applicable information (Social Security number, name, contribution/loan source (select from a drop-down box), and contribution/loan amount) and click the Submit button on the page. The newly added participants will display in the View all Notes screen in the Add Participant tab. The T. Rowe Price representative will add the participant in to the file for posting during the TRP Review status, and the newly added participant will display on the Participant Detail page.



The screenshot shows a web browser window for the T. Rowe Price Contribution Manager. The URL is <https://www3qual.troweprice.com/cmr/contributionmanager/external/clientContributionDetailView.d>. The page title is 'Add Contribution/Loan Repayment'. The top navigation bar includes 'Help', 'User Guide', 'Contact Us', 'Logout', and a T. Rowe Price logo. Below the navigation, there are tabs for 'CLIENT SNAPSHOT', 'SUMMARY', 'DETAIL SEARCH' (which is selected), and 'REPORTS'. The main content area displays a table for adding a contribution/loan repayment. The table has columns for 'SSN', 'Name', 'Type of Money', 'Corrected Amount', and 'Delete'. A single row is shown with 'SSN' as '123456789', 'Name' as 'John Smith', 'Type of Money' as 'PRE-TAX CONTRIBUTIONS', 'Corrected Amount' as '100.00', and a 'Delete' checkbox. At the bottom of the table is a 'Save' button. To the right of the table is a 'Add Participant' button. On the left, there are details: 'Plan Number: 12345', 'Plan Name: ABC COMPANY, INC.', 'Payroll Date: 2017-03-06', and 'Run Date: 2017-03-20-11:04:23.0'. The browser status bar shows 'https://www3qual.troweprice.com/cmr/contributionmanager/external/clientContributionDetailView.d - Internet Explorer provided by T. Rowe Price'.

2. Adding a note on the Summary page:

- While on the Summary page, click on the magnifying glass icon for a specific Type of Money to open the note window. Type in the applicable note, close the note, and click the Save button.
- Some examples for plan-level notes:
 - Directing T. Rowe Price to use plan asset account money to offset the current contribution funding amount.
 - Directing T. Rowe Price to remove a payroll file or specific type of money for the payroll date.
 - For location-specific plans, directing T. Rowe Price to remove a specific division from the payroll file.

3. Adding a note on the Participant Detail page:

a. Adding a note for an individual participant

- i. Click on the magnifying glass icon on the participant line to open the note window, type applicable note, close the note, and click the Save button.

b. Adding a note to a group of participants at one time

- i. Filter the Participant Detail page to the desired parameters.
- ii. Click the Group Note icon to open the note window, type the applicable note, then click the check box for each appropriate participant.
- iii. To apply the group note to all participants, click the select all check box on the header bar.
- iv. Once the group note is applied, click the Save button.

CONTRIBUTION MANAGER

T. Rowe Price  INVEST WITH CONFIDENCE

Client Snapshot | Summary | Detail Search | Reports

Plan Number: 999999 Plan Name: ABC PLAN Location: All Payroll Date: 2016-08-25 Run Date: 2016-08-30-14:04:37.0 Process Status: All - not Processed

Last Name: First Name: SSN: Notes: Type of Note: [View all Notes](#) [--SELECT--](#)

Type of Money: [All](#) Dollar Amount Field: [--SELECT--](#) Criteria: [--SELECT--](#) Enter a Value: [Go](#) [Reset](#) [Add Contrib/Loan Record](#)

Plan Messages:

If you have no adjustments to make to your file you should navigate to the Summary Page to Approve your file for funding. To find any negative amounts that came on your original file, filter the file by setting the Dollar Amount field to "Client Amount," the Criteria field to "Less than," and type a "0" into the Value field.

Records Retrieved : 50

	Last Name	First Name	SSN	Location Code	Type of Money	Client Amount	Corrected Participant Amount	TRP Amount	Difference	Wre Adjustment	Per Pay Period Compensation	Notes
+	PARTICIPANT	TOM	xxx-xx-1626	0000	BEFORE TAX/401(K)	\$132.89	0.00	\$0.00	\$0.00		2657.70	
Notes: <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Error Message: Contribution amount removed from file Error Reason: Hardship restriction/contribution not applied Participant suspended due to hardship </div> <div style="float: right;">OK</div>												
+	PARTICIPANT	JIM	xxx-xx-3903	0000	BEFORE TAX/401(K)	\$142.14		\$142.14	\$0.00		4738.08	
+	PARTICIPANT	JIM	xxx-xx-3903	0000	RSP MATCH	\$189.52		\$189.52	\$0.00		4738.08	
+	PARTICIPANT	KELLY	xxx-xx-8082	0000	BEFORE TAX/401(K)	\$46.79		\$46.79	\$0.00		1559.51	
+	PARTICIPANT	TOM	xxx-xx-6089	0000	BEFORE TAX/401(K)	\$91.52		\$91.52	\$0.00		1830.38	
+	PARTICIPANT	TOM	xxx-xx-6089	0000	RSP MATCH	\$73.21		\$73.21	\$0.00		1830.38	

12: REPORTS:

- Contribution Manager allows clients and T. Rowe Price representatives to run four different reports based on their payroll date. All of the reports can be downloaded in either a PDF or Excel file.
- Reports will not be available until the payroll file has been completed in Contribution Manager (one business day after the funds have been allocated in the recordkeeping system).
 1. *Plan Summary Report* – This will detail, by Type of Money, the approved TRP Amount for the payroll date selected. The information on this report will mirror the TRP Amount column on the Summary page.
 2. *Participant Detail Report* – This will detail, by participant and Type of Money, the approved TRP Amount for the payroll date selected. The information on this report will mirror the TRP Amount column on the Participant Detail page.
 3. *Negative Contribution Report* – This will detail all of the participants with a negative value that were transmitted on the file (Client Amount column on the Participant Detail page) for the payroll date selected.
 4. *Historical Change Reports* – This will detail, by participant and Type of Money, all participants on the file and their subsequent history record (changes made to the Corrected Participant Amount and/or the Wire Amount). The report will also reflect the notes that were entered in Contribution Manager. Again, this is for the payroll date that was selected. This report does not reflect the Client Amount column and, therefore, will not represent the difference between what comes over on the file (Client Amount column) and what has posted to the TRP system (TRP Amount column).

13: PARTICIPANT HISTORY

- Participant history records are created for every participant that comes over on the client's file (Client Amount column) and is posting to T. Rowe Price's recordkeeping system (TRP Amount column). Participant history records display Corrected Participant Amounts, TRP Amounts, Wire Amounts, and notes. All records are time stamped and user stamped.
 - To access a single participant's history, go to the Participant Detail page and click on the plus sign (+) to the left of the participant's last name. This will open a new browser.
 - The first line of every participant's history is always a blank line that is time stamped and user stamped as T. Rowe Price. This blank line represents the load of the initial file to the recordkeeping system when there was only a Client Amount column.
 - When T. Rowe Price is listed as the user, this means the file has run through the recordkeeping system.
 - When a client makes an entry in either the Corrected Participant Amount column, the Wire Adjustment column, and/or the Notes column, the client's Plan Sponsor user ID will appear as the user.
 - When entries are made by an internal or external user to the Corrected Participant Amount column, the Wire Adjustment column, and/or the Notes column, and the user clicks the Save button, that information is immediately saved in the history record. If any amounts are entered incorrectly and the user has already hit the Save button, those entries will appear in the history records.
 - When a T. Rowe Price representative enters a participant note while the file is in the Edit status or the TRP Review status, the Note field will automatically reset after the file has been run through the recordkeeping system and the file was moved to the next Contribution Manager status.

NOTES

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