T. Rowe Price®
INVEST WITH CONFIDENCE

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.

CONTRIBUTION MANAGER TABLE OF CONTENTS

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.

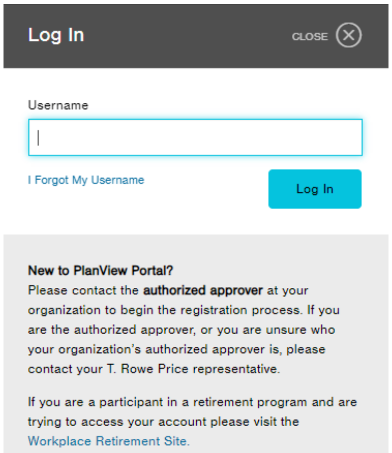
Call toll-free **1-800-639-8552**

1: ACCESSING THE SYSTEM

LOGGING IN

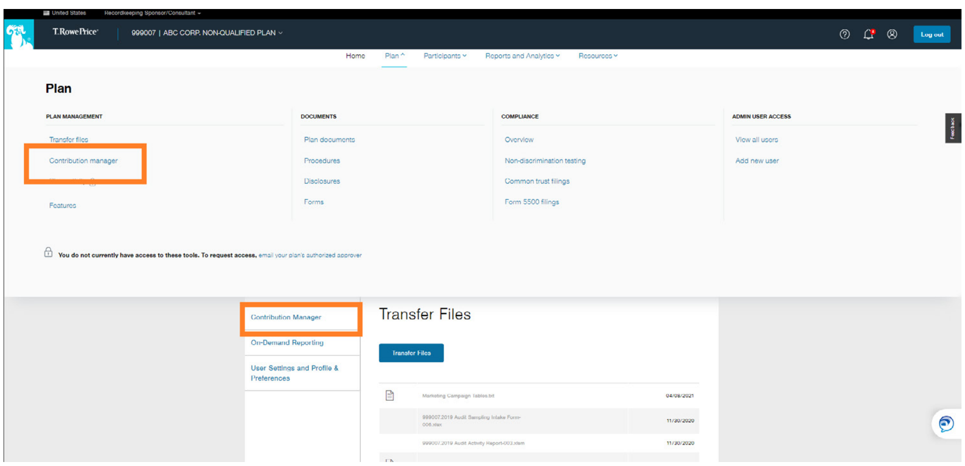
Follow the steps below to access Contribution Manager:

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

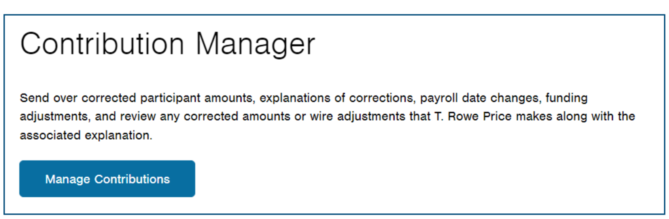


4. Type in your user name and password
5. Click the "Log In" button

SELECTING CONTRIBUTION MANAGER



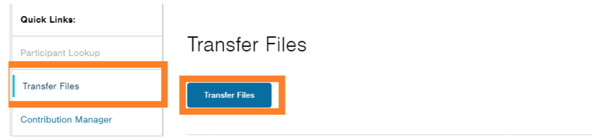
Once you are authenticated by the security system, click "Plan", then "Contribution Manager"



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

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.

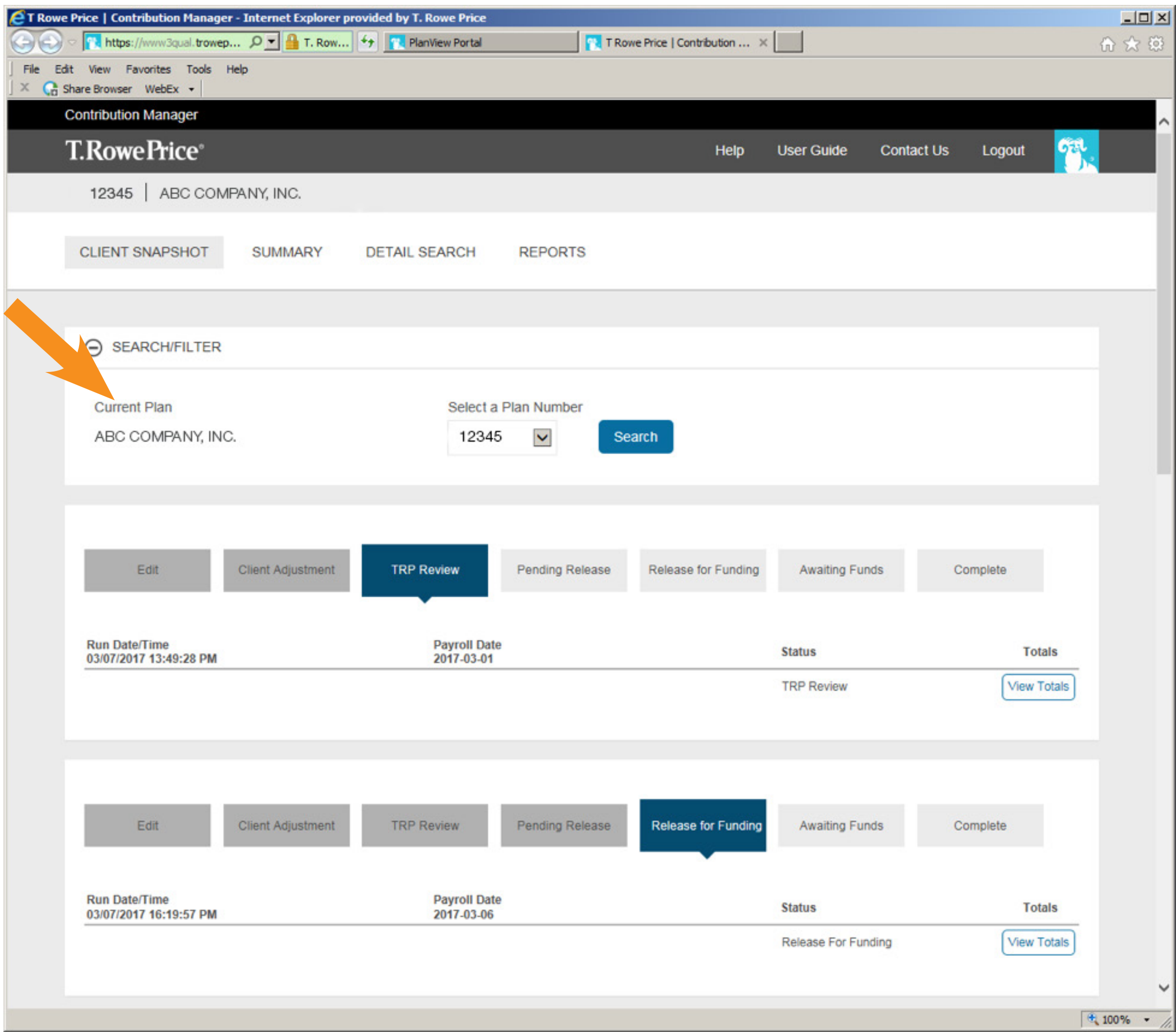


3: NAVIGATING THROUGH CONTRIBUTION MANAGER

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.



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.

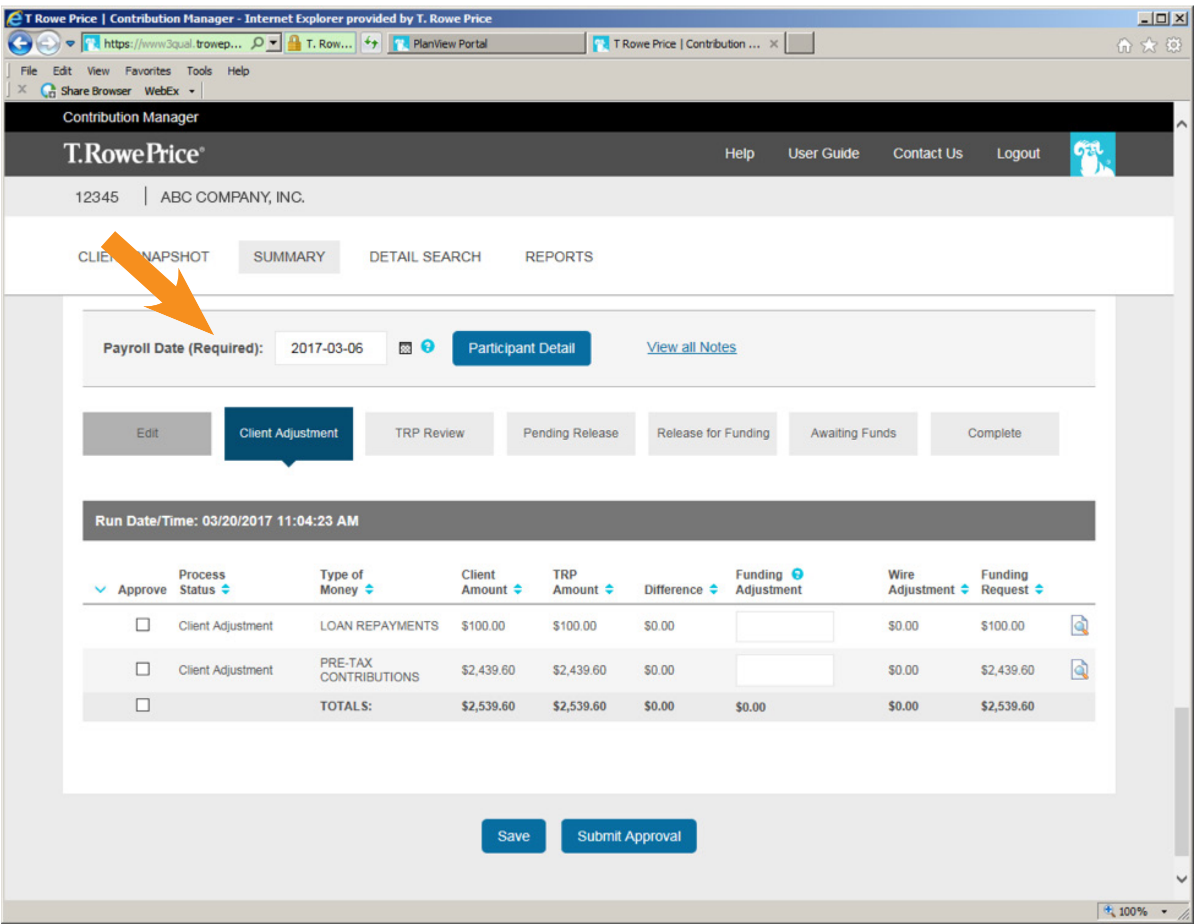
SUMMARY PAGE

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.*

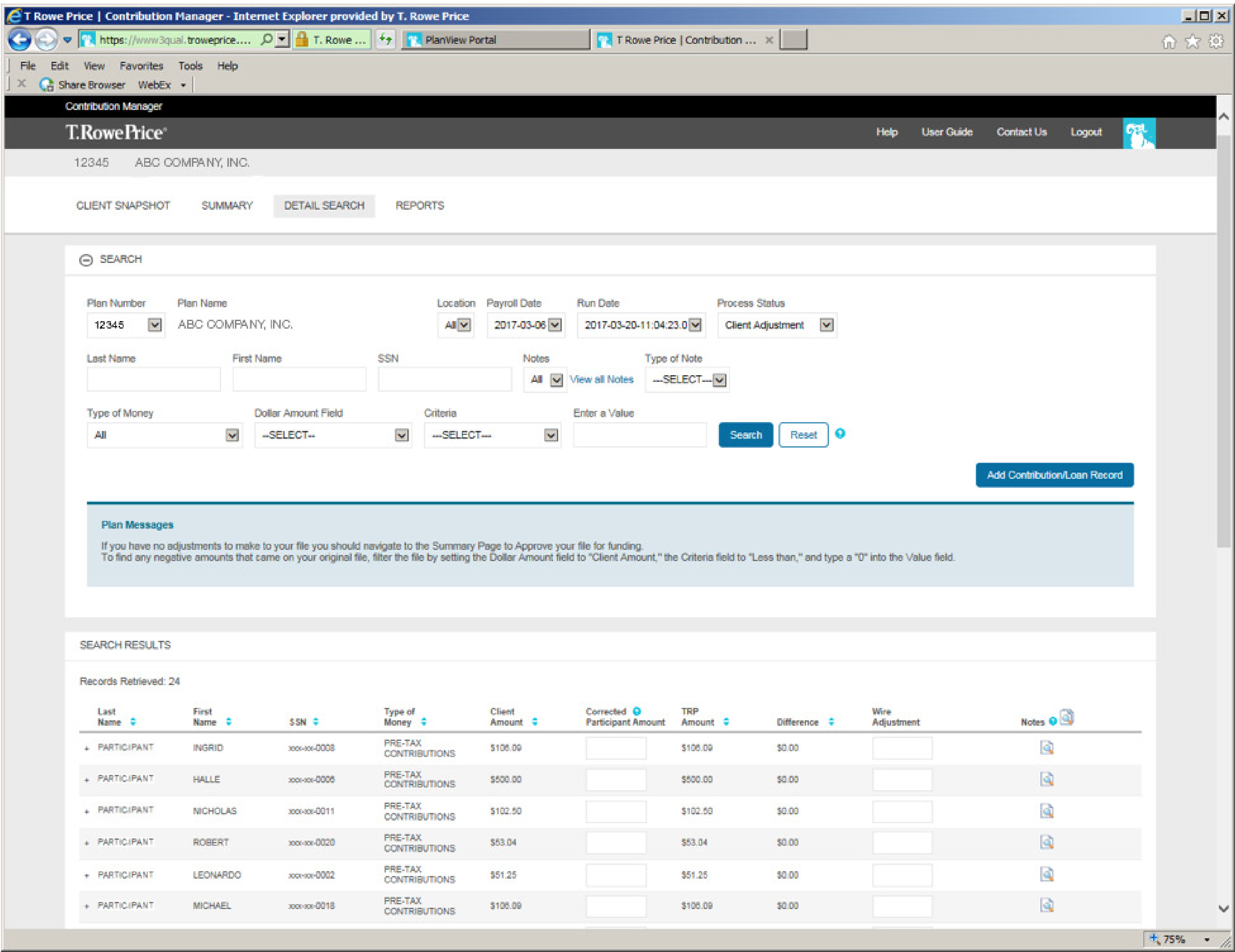
Click the Participant Detail button (next to the Payroll Date) to view the participants on the file, make adjustments, and add notes of explanation, if applicable.

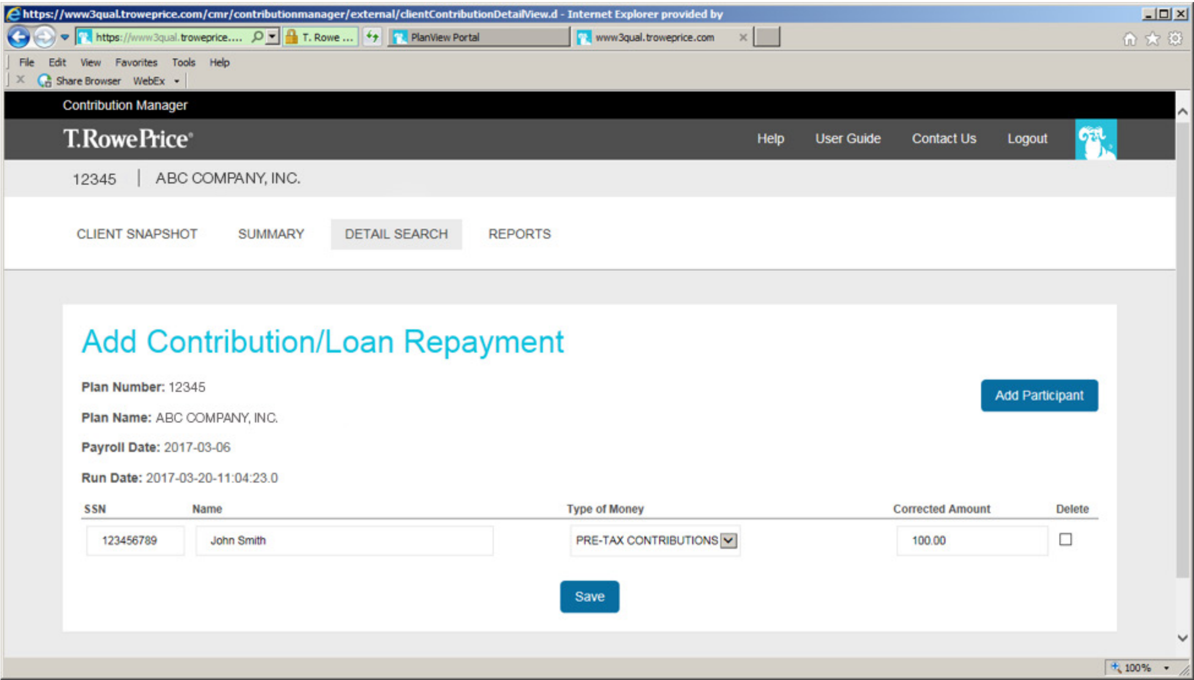


PARTICIPANT DETAIL PAGE

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.

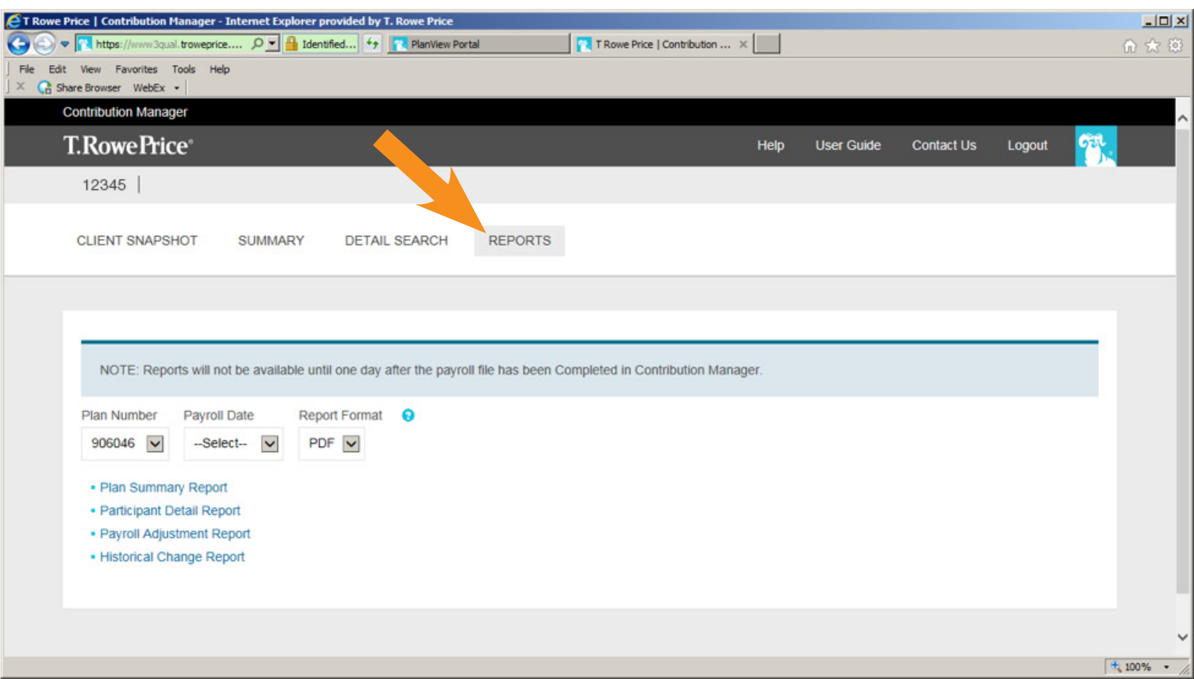




This is the screen on which to add a participant to the file.

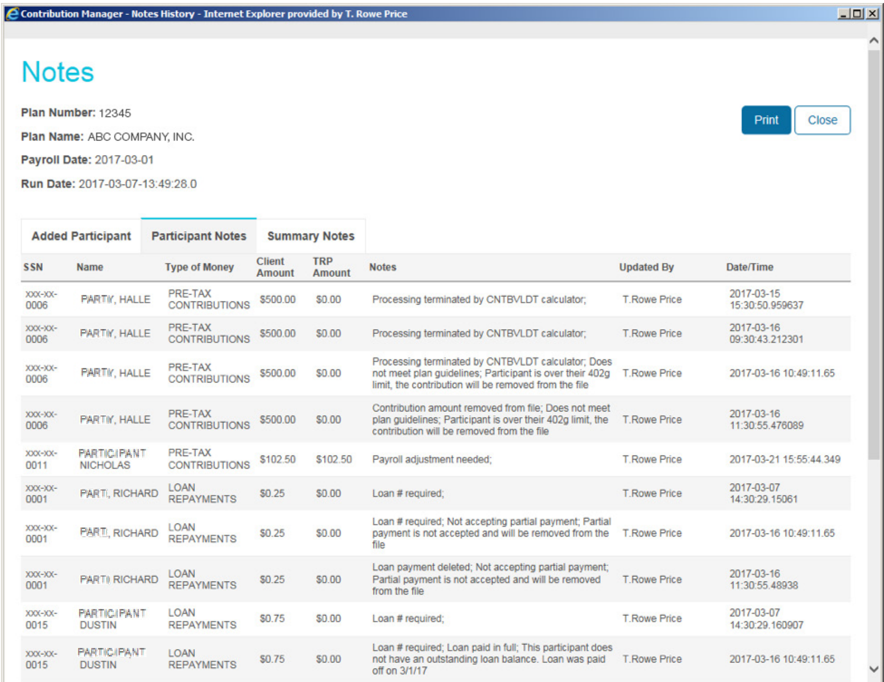
REPORT VIEW

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.



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.



Contribution Manager - Notes History - Internet Explorer provided by T. Rowe Price

Notes

Plan Number: 12345

Plan Name: ABC COMPANY, INC.

Payroll Date: 2017-03-01

Run Date: 2017-03-07-13:49:28.0

Print Close

Added Participant | Participant Notes | Summary Notes

SSN	Name	Type of Money	Client Amount	TRP Amount	Notes	Updated By	Date/Time
XXX-XX-0006	PARTI, HALLE	PRE-TAX CONTRIBUTIONS	$500.00	$0.00	Processing terminated by CNTBVLDT calculator;	T.Rowe Price	2017-03-15 15:30:50.959637
XXX-XX-0006	PARTI, HALLE	PRE-TAX CONTRIBUTIONS	$500.00	$0.00	Processing terminated by CNTBVLDT calculator;	T.Rowe Price	2017-03-16 09:30:43.212301
XXX-XX-0006	PARTI, HALLE	PRE-TAX CONTRIBUTIONS	$500.00	$0.00	Processing terminated by CNTBVLDT 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	PARTI, 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	2017-03-21 15:55:44.349
XXX-XX-0001	PARTI, RICHARD	LOAN REPAYMENTS	$0.25	$0.00	Loan # required;	T.Rowe Price	2017-03-07 14:30:29.15061
XXX-XX-0001	PARTI, 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	PARTI 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.)*

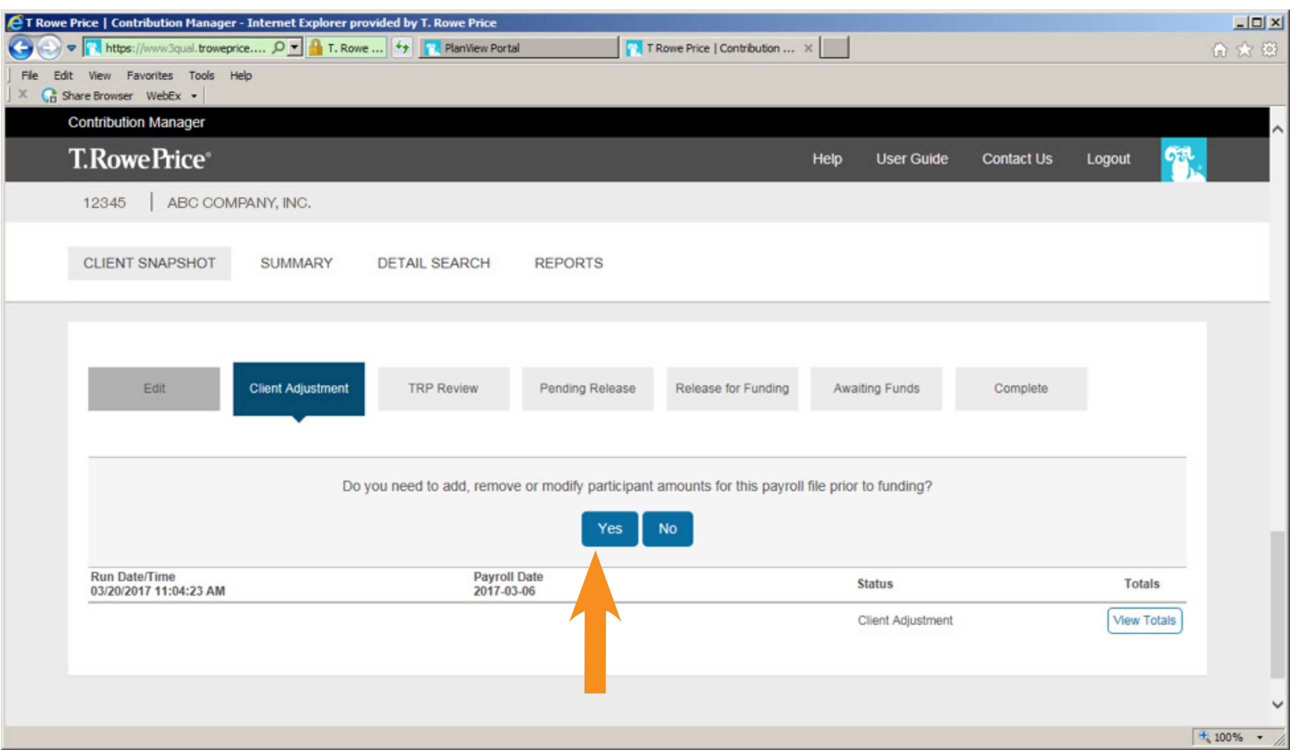
For location-specific plans, there are three scenarios on how emails are generated:

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

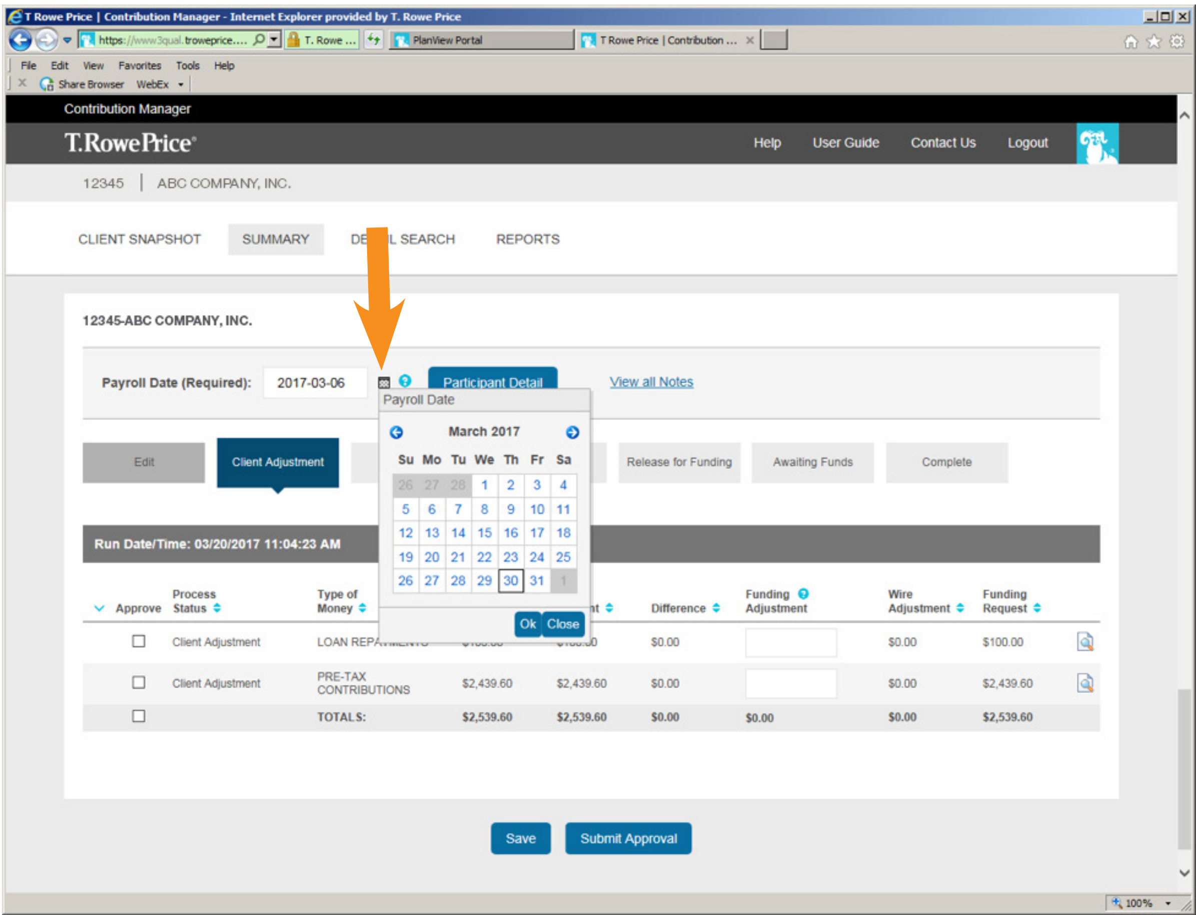
- Upon receipt of the email notification, log in to Contribution Manager. The first page you are directed to is the Snapshot page. **Please note:** You can check your file status at any time; you don't have to wait for the email to be delivered.
  - If there are no errors/issues to address on the file, 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.**

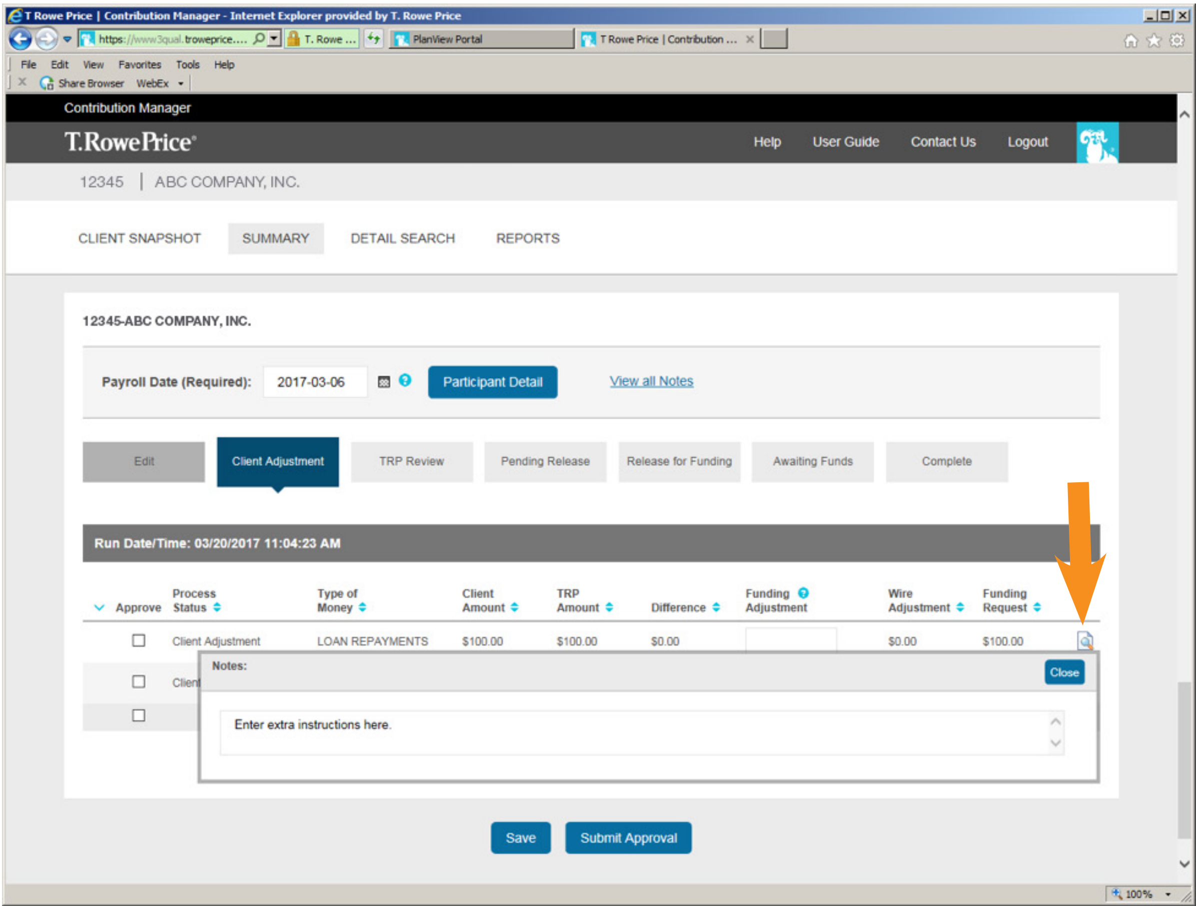
Below is a list of different areas to check for accuracy and/or needed updates:

- 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.

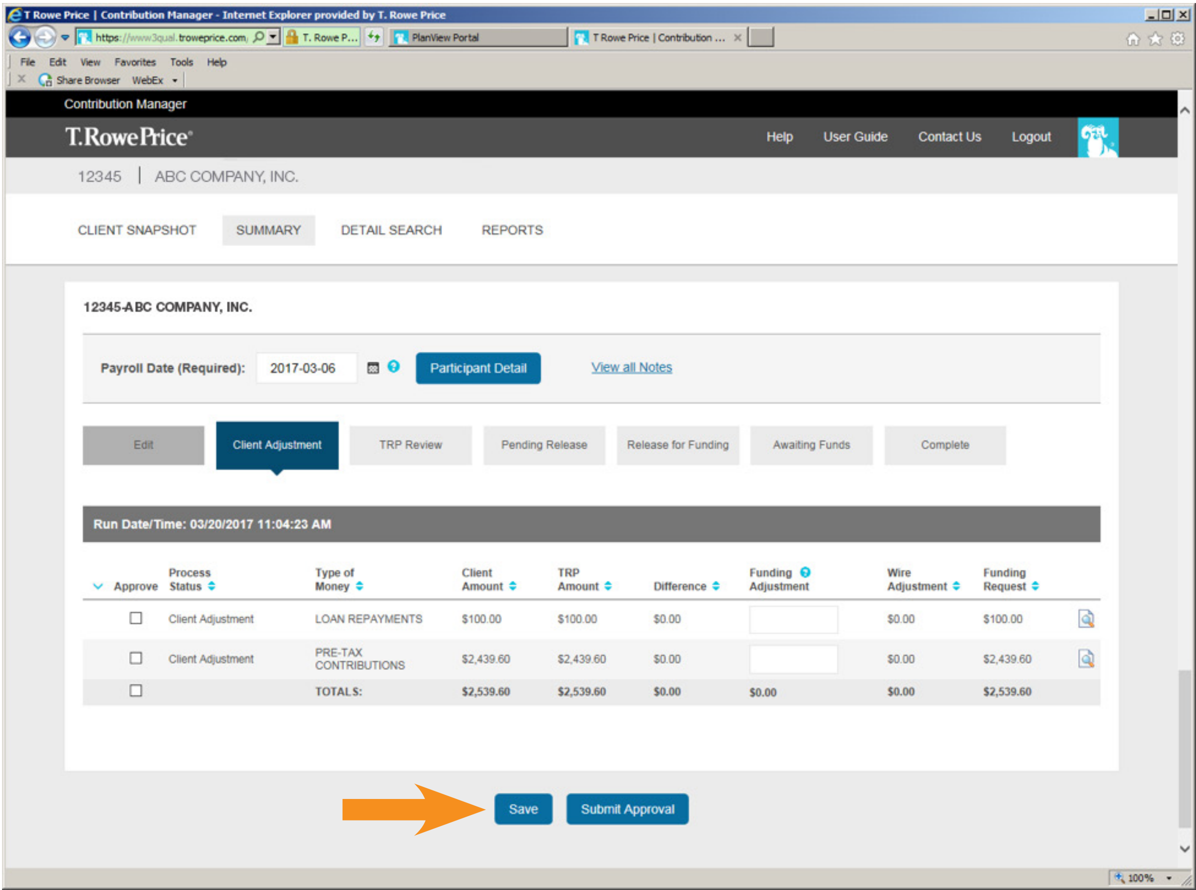


- You may also add notes to the Summary page that give instructions to T. Rowe Price on items such as:
  - Using forfeiture money to reduce the contribution
  - Using negative reserves to reduce the contribution

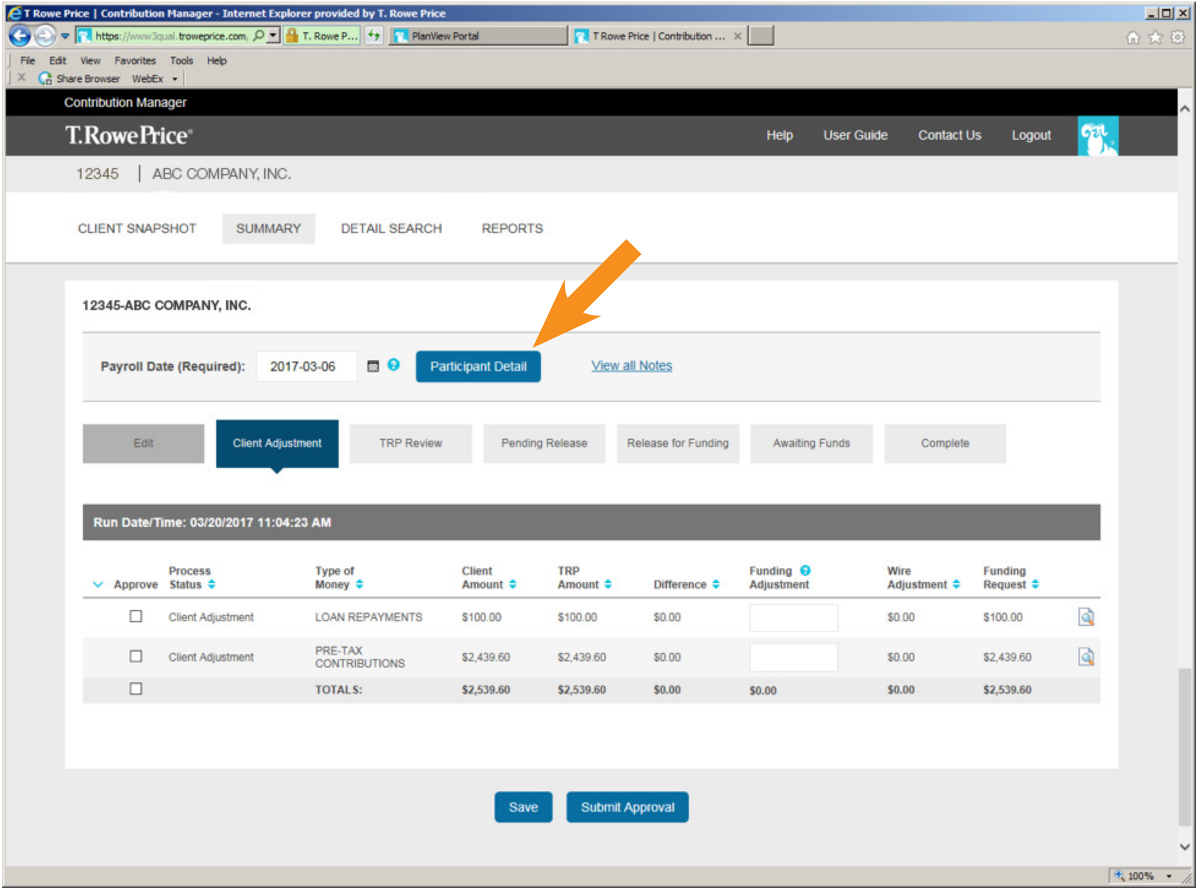
To add notes to the Summary page, click on the magnifying glass in the far-right column. Once the note has been entered, click on the magnifying glass again to close the note.



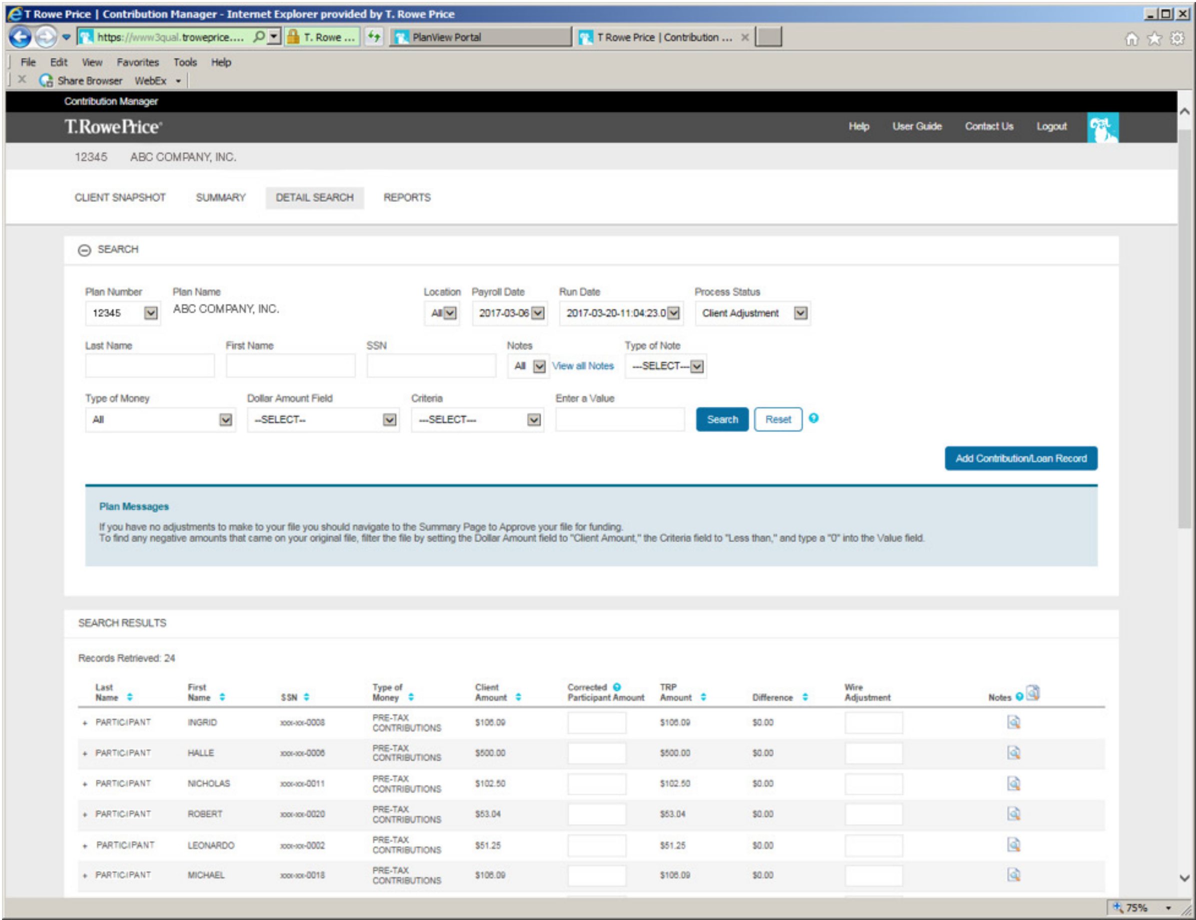
- You will need to click the Save button at the bottom of the Summary page to save the new payroll date and any notes that you have entered. **This does not move the file to the next Contribution Manager status.**



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



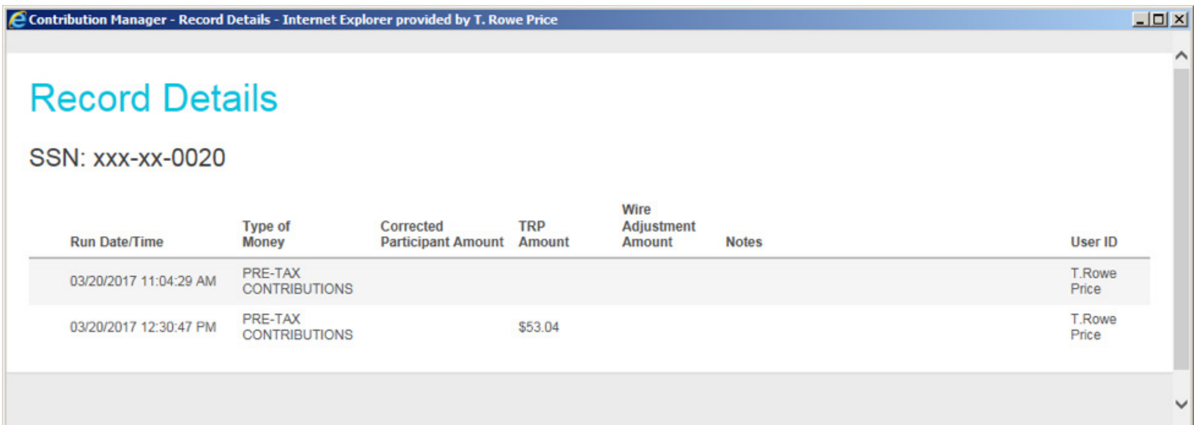
Participant Detail screen:



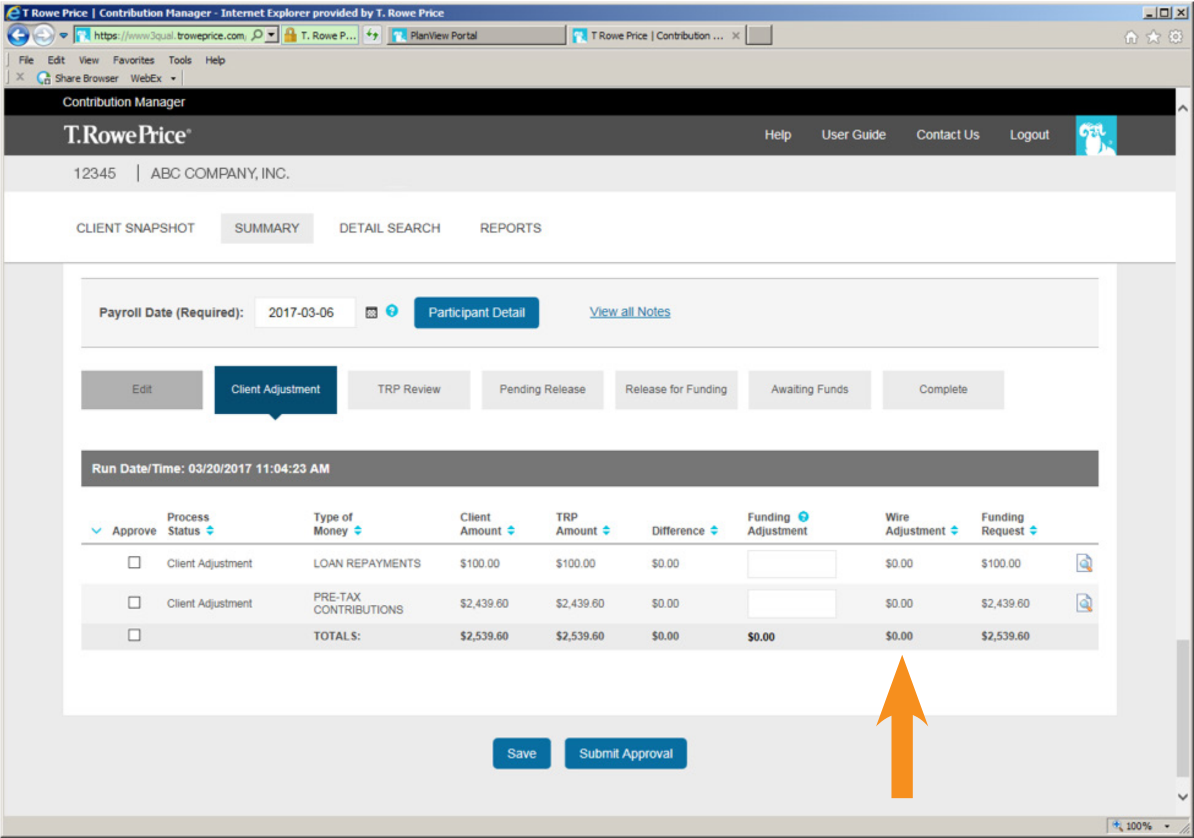
- At the top of the page, there is a search and filter area that allows a user to perform searches for participant information or to filter the file. (This will be defaulted to an automatic filter for any differences on the file.)

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.



- 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.

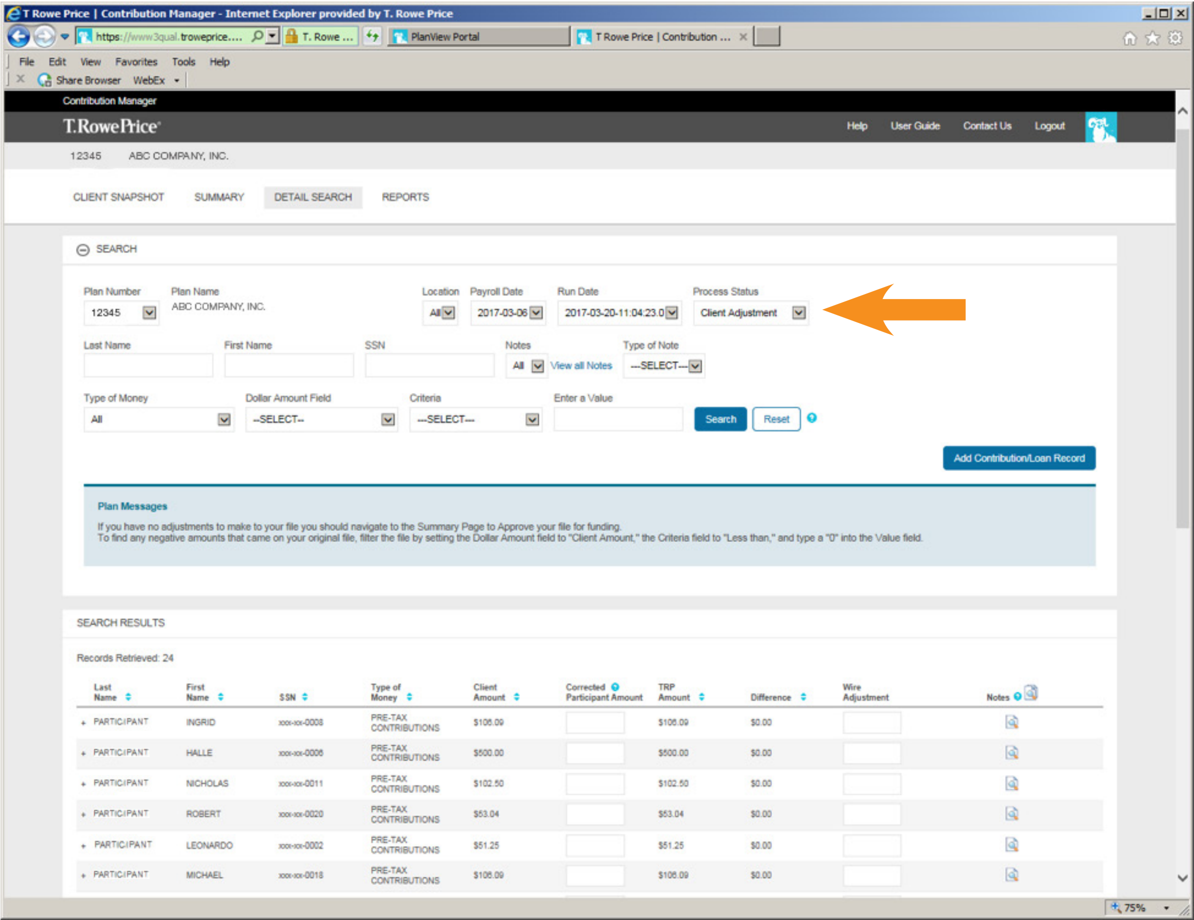


Any entry made by you in the Corrected Participant Amount column or the Wire Adjustment column requires a note of explanation. To enter a participant note, click on the magnifying glass in the far-right column. Once the note has been entered, click the OK button to close the note. For more information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



- 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)

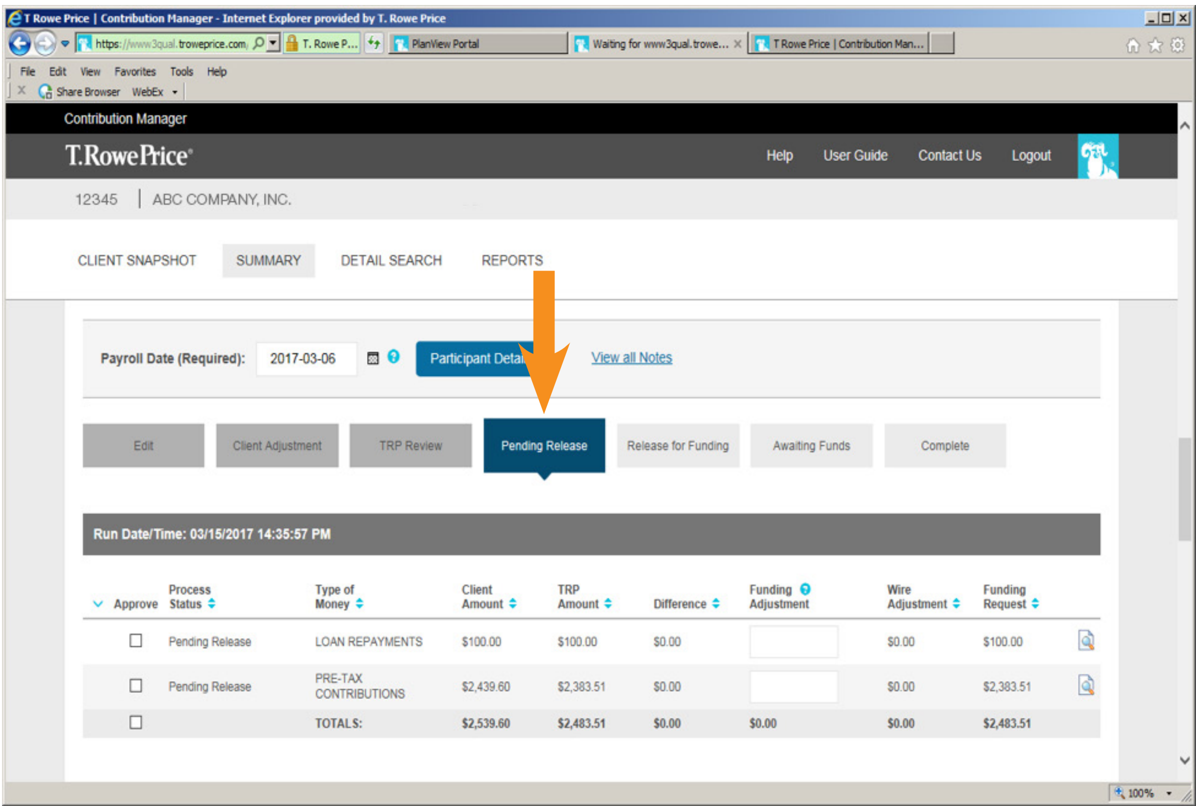
Once the file is in the Pending Release status, an email is generated to users who have access to Contribution Manager. (Review page 20 to see a sample of the email.)

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.



- 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

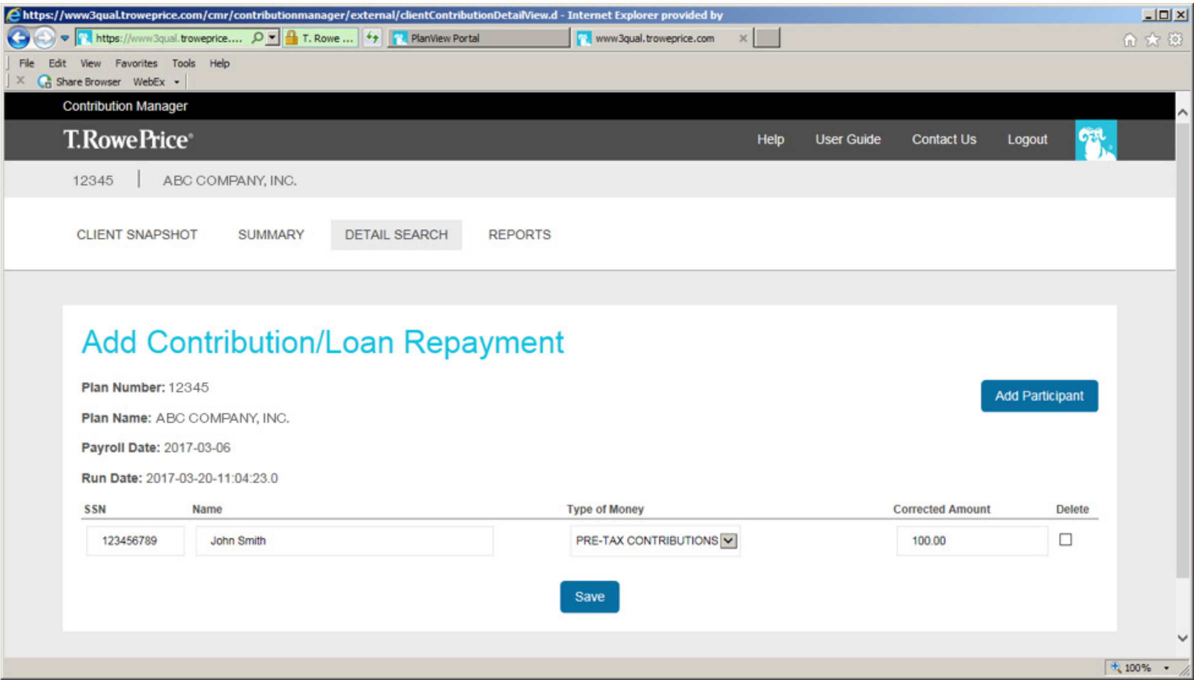
Please do not respond to this e-mail as this e-mail box is not monitored. If you have any questions, contact your Retirement Plan Coordinator

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.



2. Adding a note on the Summary page:
   a. 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.
   b. Some examples for plan-level notes:
      i. Directing T. Rowe Price to use plan asset account money to offset the current contribution funding amount.
      ii. Directing T. Rowe Price to remove a payroll file or specific type of money for the payroll date.
      iii. 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.

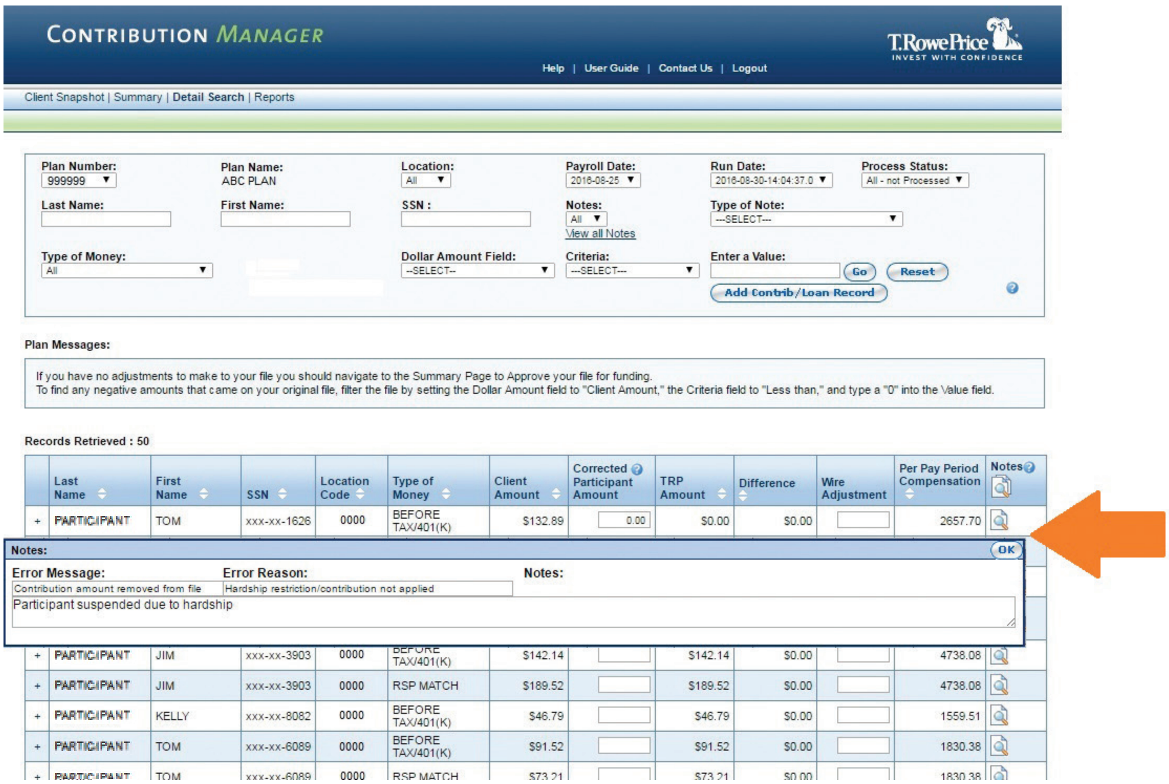
   b. Adding a note to a group of participants at one time

      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.



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

T. Rowe Price Retirement Plan Services, Inc.

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