Facilitating OregonSaves

Facilitating OregonSaves at your business is designed to be quick and easy. We recommend completing your registration and account setup in one sitting. However, if you need to step away to attend to other business activities, you can stop and resume your setup where you paused. Your employees cannot begin contributing to the program until you have finished setting up your account.

Preparation	Registration	Account Setup				Maintenance
Collect Information	Register	Add delegates or payroll representative	Set up payroll and Add employees	Set up bank information	Send contributions	Perform account updates
Before you register	Complete these activities within 30 days of receiving your invitation. You can complete these steps in one sitting.				30 days after you Add Employees	Periodically

Place a check mark (✓) next to the steps listed below as you complete them.

Preparing for OregonSaves

Before you begin your registration and initial account setup, you will need to collect information and contact any partners who will assist you with managing your activities. Doing this now will save you time later and allow you to complete the entire activity in one sitting.

Collect: Employer information

Where is this information used: Registration (Page 2).

- Federal Employer Identification or Tax Identification Number (EIN/TIN)
- Access code from your notification

> **Tip:** Your access code can be found in your welcome notification. If you are unable to locate it, please call Client Services.

Prepare: Employee information for each participant

Where is this information used: Setup payroll and Add employees (Page 6).

- SSN/ITIN
- First name
- Last name
- Birthdate
- Physical address
- Mailing address
- Phone
- Email

Contact: Payroll representative

Where is this information used: Add delegates or payroll representative (Page 4).

If you use a payroll provider, call and inform them of your participation. You should also ask them if they will support your payroll activities using File Transfer Protocol (FTP) or if they will need access to the employee portal. (See page 4.) You should also use this as an opportunity to inform them of the program details. (See page 5.)

Prepare: Employee contribution information for each participant

Where is this information used: Send contributions (Page 9). Use this information 30 days after you enter your employee information.

- SSN/ITIN or External Payroll ID (if applicable)
- First Name
- Last Name
- Contribution amount

> **Tip:** Use the resources and tips available at employer.oregonsaves.com to prepare your employee information.
> - Employee Information Template
> - Employee Information Template Formatting Tips
> - Employee Contribution Information Template
> - Employee Contribution Information Formatting Tips

Have questions?   (844) 661-1256   clientservices@oregonsaves.com   Mon–Fri 8 a.m.–8 p.m. PT

oregonsaves®

Register with OregonSaves

You will receive a welcome notification through e-mail or U.S. mail to begin your registration. Once you receive this notification, go to employer.oregonsaves.com to enter the access code to register your business or certify your exemption. **If you already offer an employer-sponsored retirement plan, you must certify that you are exempt.**

E-mail with Access code

The State of Oregon is rolling out a new retirement savings program called OregonSaves.

OregonSaves is a retirement saving program for employers that **do not already** offer an employer-sponsored retirement plan. Every organization that has workers in Oregon is required to register for OregonSaves or certify that they are exempt.

You or someone else at your organization is required to respond before 04/23/2017.

[Respond Today]

All you need is:
- OregonSaves access code: **A1B2C3**
- Tax Identification Number (EIN/TIN)

Learn more at employer.oregonsaves.com

Register your company

Register or certify your exemption

Welcome to OregonSaves. We appreciate your response to the notice to register or certify an exemption for your company.

Let's get started:

EIN/TIN   [XX-XXXXXXX]

Access code   [XXXXXX]

Where is my access code? ⓘ

Need more information on OregonSaves? **Learn more**

[Next]

Certification screen

Register or certify your exemption

Is this your company?

EIN/TIN   46-3870912

Employer ID (BIN)   [0160300-6]
You can find your 8-digit BIN on your documents for Oregon state payroll tax programs.

Organization name   [2 SPARKYS TAP HOUSE AND BREW]

Do you currently offer a qualified retirement plan to your employees?
Learn more about what this means
○ No
○ Yes

[Next]

☐ Enter your contact information including your email and phone number.

☐ Enter your company address.

☐ Create your username, password and add security features.

> **What happens next?**
>
> After you have completed your registration, you will begin setting up your account. (See Account setup - page 4.) Each step must be completed before your employees can participate in the program.
>
> The first decision you will make is if you will manage the account on your own and begin adding employees or will someone else assist you with managing your account.

Q: Will you add employees or will someone be assisting you with this process?

I will add employees myself	Someone else will assist me
↓	↓
Add your employees (Page 5)	**Add a Delegate or Payroll Representative (Page 3)**

💡 **Tip:** After completing most screens, you will review your information and either **Submit** it or choose **Previous** to edit it. You will receive confirmation e-mails of your activities.

Employer.oregonsaves.com Dashboard

The Employer Portal Dashboard is your home for all account management activities. From here, you can access all the relevant steps to set up and manage your account. You can access the dashboard by clicking on the **Home** Button.

| Plan dashboard |
| Manage contributions |
| |
| Messages |
| My payrolls |
| My employees |
| My delegates |
| My payroll representatives |
| |
| Company profile |
| Bank information |
| Password & security features |

Tip: The **Home Icon** is the way for you to get back to the portal dashboard. Do not click the back button on your browser.

Manage contributions
Set up payroll contributions to the program.

Messages
Read and respond to any messages sent to your account.

My payrolls
Add/edit your payroll lists.

My employees
Add/edit your company employee information.

My delegates
Add/edit your delegate information. Your delegate is responsible for assisting with your account.

My payroll representatives
Add/edit your company's payroll representative information. Your payroll representative is responsible for assisting with your payroll contributions.

Company profile
Add/edit your company's address and contact information.

Bank information
Add/edit your company's bank information.

Password & security features
Change your password and security features.

Note: You must complete any in-progress activities (Submit) before accessing the Dashboard. Otherwise, you may lose work you have started.

Account setup

Adding a delegate(s) or payroll representative (optional step)

In this optional step, you will identify and add a delegate or an external payroll vendor to manage your payroll activities.

What is the difference?

A **delegate** is someone internal to your company, such as an HR manager, who is acting on behalf of your company in adminstering your participation in the program. A payroll **representative** is external to your company and may assist you with managing your employee payroll activities.

Add delegate

☐ Complete all fields with the required information (name, work email, phone number, and physical/mailing address).

☐ Choose a payroll list the Delegate should have access to. To complete the assignment, you may need to create a payroll list first. (See page 6.)

☐ Select a level of authorization for the Delegate. (See Delegate Roles - page 5.)

☐ Contact your delegate to inform them that you have added them to the portal and they will receive a notification from OregonSaves.

Add payroll representative

☐ Contact your payroll representative to inform them that you have added them to the portal. Ask how they will submit payroll.

☐ Enter the company's name and representative's information (name, email, and phone number).

☐ Choose whether your payroll representative will have access to the employer portal or will they only submit payroll via File Transfer Protocol (FTP).

☐ If they require access, answer several questions regarding how the representative will be interacting with your account.

Note: The form may auto-populate with the payroll company's office location information that we have on file, which may differ from the location information you use. If this information is present, you can move forward with entering your payroll representative's contact

Frequently Asked Questions

Q. What levels of access does a payroll representative need?

A. If you choose to have a payroll representative support you, you will be asked what type of access they should have to the employer portal.

When you contact your payroll provider, you should ask them whether they use File Transfer Protocol (FTP) to send payroll files. If they will use FTP, they will not need access to the portal. A representative should only use FTP if they are familiar with FTP or have used it previously.

If they require access to the portal, you will be able to set their access level based on the service they will provide.

Full access to the employer portal: The payroll representative will have the same, full access that you have, including adding and updating employees and adding and removing bank information.

Limited access to the employer portal: Your payroll representative will be given limited web access, and will have only a payroll service level to submit files by web.

Frequently Asked Questions

Q. I haven't set up a payroll list yet. How do I give my delegate access to a specific payroll?

A. First, create your payroll list(s) and then come back to add your delegate access to that list.

Q. What information should I communicate to my Payroll Representative about the program?

A. Items you should communicate to your payroll provider include:
- savers are auto-enrolling in an IRA.
- there is a 5% default contribution rate.
- contributions are calculated from the gross income with the amount deducted after taxes.
- contributions are not reported on taxes.

Program details are available at www.oregonsaves.com. Payroll provider support is available via email at payrollprovidersupport@ascensus.com or by phone at (855) 321-9555.

Delegate roles

As the Administrator of your account, you have the highest level of system access and can perform all actions. However, you can also assign roles and permissions for managing your activities to an internal delegate.

	Payroll processor	Supervisor	Administrator
Add and edit employees	X	X	X
Edit payroll lists	X	X	X
Submit contributions	X	X	X
Add delegates*		X	X
Change delegate access			X
Edit company and bank information			X

*Can only add a new delegate at the same or lower permission level. Delegates added by a payroll consultant must be approved by an Administrator.

> **What happens next?**
>
> Each delegate or payroll representative you add will receive a notification of their pending registration. If they have been granted access to the portal, they will need to log on to complete their registration.
>
> A payroll representative who will send files via File Transfer Protocol (FTP) will receive instructions on how to do so.
>
> Depending on the level of access you grant, delegates or payroll representatives will complete adding employees and managing payroll contributions. (See pages 6-10.)

Adding employees

In this step, you will create a payroll list and then add employees to that list so that they can be notified about the program and enrolled automatically if they do not choose to opt out.

Create a payroll list

The payroll list includes all the employees who are eligible to participate in OregonSaves. You can create multiple lists to organize your employees based on where they are located or how they are paid.

You must add at least one payroll list to your account. You will be prompted to set a starting payroll date that is at least 30 days from the date you create the payroll list to give your employees the required time to opt out before they can begin having payroll deductions occur.

- [ ] Enter your company locations.

- [ ] Select a location and provide the required information (compensation type, pay cycle, payroll name and start date).

- [ ] Choose when you wish to be notified of changes to payroll.

Employee Contribution Start Date

Enter today's date: _____

Enter the date 30 days from today: _____

This is the date you will start sending payroll contributions. (See page 9.)

Tip: If you wish to create multiple payroll lists before adding employees, click on the **Home** button and then return to **My Payroll**. Create another payroll list and either assign it to the same group or create a new group. It is recommended that you create all your payroll lists first before adding (and assigning) employees to them.

Frequently Asked Questions

Q. Why do I have to wait 30 days for the "start date"?

A. Once we contact your employees, they have 30 days to decide to opt out of participating or customize their account settings. After those 30 days have passed, you will start payroll contributions for those who remain in the program.

Q. What should I name my payroll list?

A. Many businesses will only have one list so you can name your list however you would like. If you have more than one list, we recommend naming your payroll lists based on company/branch location or pay cycle.

What happens next?
You will now move to Adding Employees for each payroll list you created. Employees eligible for automatic enrollment must be 18 years of age or older.

Have questions? (844) 661-1256   clientservices@oregonsaves.com   Mon–Fri 8 a.m.–8 p.m. PT

Adding employees

You will add all eligible employees so that they can be contacted to either customize their account (make savings elections) or choose to opt out of the program. If they take no action, they will be automatically enrolled. You can choose to add employees manually or upload an Excel file with the required information.

How will you enter your information?

Manual entry

☐ Enter the information outlined for the employee you are adding and continue through the pages until you submit and receive your confirmation number. You will need to provide: SSN/ITIN, First name, Last name, Birthdate, Physical address, Mailing address, Phone, and E-mail.

Upload a file

☐ Use the resources at employer.oregonsaves.com/resources.

• Download the Employee Information Template, enter your employee information, save your document and upload it.

• Use the Employee Information Template Formatting Tips for the correct formatting used to complete the Employee Information Template.

> **Tip:** The session will timeout after a few minutes of inactivity. If you step away from your computer while manually adding employees, your work will not be saved until your click **Submit**. When you log back into the portal, you can continue to add more names to the same payroll list.

Frequently Asked Questions

Q. Why can't my employee be added to the portal?

A. Some reasons why you may not be able to add an employee include: you have entered the same email address for one or more employees; duplicate entries; the employee is under 18 years of age; the employee is using a P.O box for physical address; missing information.

Q. What is an External Payroll ID that is included on the employee list?

A. An External Payroll ID is a unique identifier that some payroll providers assign to an employee instead of using a SSN or ITIN.

Q. What resources are available to employers and payroll provider to use to submit employee information to OregonSaves?

A. File creation instructions and template files are available for employers and payroll providers to upload employee information and employee contribution information. File types available for uploading Employee Information: Microsoft Excel, A8 ASCII, AscensusX. It is recommended that business owners use Microsoft Excel file format for easy information management. Payroll representatives may use other file formats. Resources can be found at employer.oregonsaves. com/resources.

Q. Can an employee be added to more than one list?

A. No. However, if you have an employee that is included on multiple payrolls in the same period, call Client Services for assistance.

> **What happens next?**
>
> Once employees are added, they will be sent an invitation via e-mail or U.S. mail to set up their account. Employees will then have 30 days to customize their accounts or opt out of the Program. If they do not take action after 30 days, they will be automatically enrolled in the program with the standard contribution rate and investment fund options.
>
> You should now move to **Adding Bank Information**.

Have questions? ☎ (844) 661-1256 ✉ clientservices@oregonsaves.com ⏱ Mon–Fri 8 a.m.–8 p.m. PT

Adding bank information

If you plan to fund your contributions through ACH debit or have a specific account debited, you will need to add your bank information.

☐ Complete all fields including routing number, bank name, bank account number and account type.

☐ Confirm that your ACH transactions will not involve a bank or other financial services company, including any branch or office thereof, <u>located outside the territorial jurisdiction of the United States</u>.

Frequently Asked Questions

Q. Are there other ways that I can send money to OregonSaves?

A. Yes. You can initiate an ACH transfer from your bank, wire funds, or mail a check. We recommend registering your bank account and allowing us to debit your account for the efficient and timely transfer of funds. Transferring funds will occur when you **Send Contributions**. (See page 9).

Pause here!

After you setup your account for the first time, you will need to wait 30 days for employees to complete their registration or opt-out before you can move to the next step (Sending Contributions). You will receive a notification reminding you when to start.

During this 30 day period, you should:

☐ Contact your payroll representative or update your payroll software to ensure that the initial payroll deduction is ready to be applied to participating employees.

☐ If you are submitting payroll contributions on your own, familiarize yourself with the <u>Employee Contribution Information Template</u>.

If you need assistance with setting up your deduction, contact Client Services at (844) 661-1256.

Send initial payroll contributions

On the first pay date that occurs 30 days after you upload your employee information, you should send your first contributions for any participating employees. As employees make changes that impact their contribution amount – like changing their savings rate or opting out – notifications will be posted in the portal and sent to you by e-mail prior to each pay period so that you can adjust the payroll deduction.

Verify employee participation

☐ Enter the portal and acknowledge that you are aware of any updates.

☐ Make the applicable changes to your payroll system or notify your payroll provider.

Sending contributions

☐ Choose the Payroll List and Payroll Date.

☐ Select how you will provide payroll deduction amounts:

Important: Contributions must be sent within 7 days of taking the money out of your employees' paychecks.

Manual entry	**Upload an Excel spreadsheet**	**Upload another type of supported file format: A8 ASCII, Spark & AscensusX**
Enter the sum of all employee contributions that you will process for this pay date.	Download the Employee Contribution Information Template, enter the required information, save your document and upload it. Use the Employee Contribution Information Template Formatting Tips for the correct formatting needed to ensure a successful upload.	Access Payroll Provider materials at employer. oregonsaves.com/payroll, save your document and upload it. Use the various tip and layout documents for the correct formatting needed to ensure a successful upload.

☐ Select how you will debit your company's bank account for this transaction:

Use a registered bank account	Enter bank information for one time use or send by Bank ACH	Wire funds	Mail check

Note: An error message will display when uploading the spreadsheet if the total contribution amount entered on the webpage does not equal the total contribution amount entered on the spreadsheet.

Have questions?   📞 (844) 661-1256   ✉ clientservices@oregonsaves.com   🕐 Mon–Fri 8 a.m.–8 p.m. PT

Frequently Asked Questions

Q. What resources are available to employers and payroll providers to use to submit information to OregonSaves?

A. File creation instructions and Template files are available for employers and payroll providers to use to upload employee information and employee contribution information. File types available for uploading Employee Contribution Information include: Microsoft Excel, A8 ASCII, AscensusX, SPARK

It is recommended that business owners use Microsoft Excel file format for easy information management. Payroll providers may use other file formats.

Resources for payroll providers can be found at employer.oregonsaves.com/payroll.

Q. How will I know when to submit the first payroll contributions?

A. Your first contributions will be submitted on the first pay date that occurs 30 days after you upload your employee roster. You will receive a notification in your message center a few days prior to each pay date and an e-mail will be sent to the primary company contact letting them know they should check their message center in the employer portal.

Q. What happens if an employee does not opt out in time and contributions were withheld, but they do not want to participate?

A. If an employee decides to opt out after their account has already been funded they have the option to request a withdrawal in the form of a check or bank transfer. If this occurs, employees should be referred to the web site to complete a Withdrawal Form or contact the Client Services Team at (844) 661-6777.

Q. What is the mailing address if I mail a check?

A. Regular Mail:
OregonSaves
P.O. Box 55086
Boston, MA 02205

Overnight Delivery:
OregonSaves
95 Wells Ave., Suite 155
Newton, MA 02459

Q. Can an employee's payroll deduction be set for less than 5% or in other increments of a percent?

A. Employees can set their contribution rates between 0% and 100%, but it does need to be a whole percentage. When an employee makes a contribution rate change, you will be notified and will need to make the necessary adjustment in your payroll deduction.

The portal does not allow employers to change employee contribution rates at this time.

Q. If the person does decide to opt out, does the business get penalized?

A. No. Employee participation is completely optional. It is important, however, that employers avoid encouraging or discouraging employee participation, since that could be construed as giving financial advice and creating fiduciary responsibility for the employer.

What happens next?

Congratulations! You have completed setting up your account and are helping your employees save for retirement. Unless your employees opt out, they will start making payroll contributions into their OregonSaves account.

---

oregonsaves®

Account Maintenance

On an on-going basis, you are responsible for keeping your account up-to-date.

☐ Process payroll contributions.

☐ Update employee contribution rates with your payroll software/provider.

☐ Add new employees as they become eligible or mark employees as inactive when they leave or are terminated.

Tip: To mark an employee as inactive, click on the pencil icon next to their name in your employee list.

Activities that you are NOT responsible for:

OregonSaves does not include any employer fees or employer match contribution.

You are also NOT responsible for:

- Managing investment options, including choice of investment funds and processing employee investment change requests.
- Processing distributions.
- Answering questions about investment options and you should not give investment advice.
- Managing employee changes or account maintenance, which include but are not limited to Contact information and Beneficiary information.

Your employees will be responsible for maintaining their account information once it is established.

Frequently Asked Questions

Q. Are my employees able to re-enroll?

A. Yes. Employees can opt back in at any time by accessing their account online, submitting a form, or calling Client Services. In such cases, we will notify you that you should (re)commence payroll deductions.

Notes/Questions

OregonSaves is overseen by the Oregon Retirement Savings Board. Ascensus College Savings Recordkeeping Services, LLC ("ACSR") is the program administrator. ACSR and its affiliates are responsible for day-to-day program operations. Participants saving through OregonSaves beneficially own and have control over their Roth IRAs, as provided in the program offering set out at saver.oregonsaves.com.

OregonSaves' Portfolios offer investment options selected by the Oregon Retirement Savings Board. For more information on OregonSaves' Portfolios go to saver.oregonsaves.com. Account balances in OregonSaves will vary with market conditions and are not guaranteed or insured by the Oregon Retirement Savings Board, the State of Oregon, the Federal Deposit Insurance Corporation (FDIC) or any other organization.

OregonSaves is a completely voluntary retirement program. Saving through a Roth IRA will not be appropriate for all individuals. Employer facilitation of OregonSaves should not be considered an endorsement or recommendation by your employer of OregonSaves, Roth IRAs, or these investments. Roth IRAs are not exclusive to OregonSaves and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to an OregonSaves Roth IRA through payroll deduction offers some tax benefits and consequences. You should consult your tax or financial advisor if you have questions related to taxes or investments.