

Set Up Plan Options

What You Can Do

PSW's great flexibility allows you to customize and personalize most of the functions that you will be doing on a regular basis.

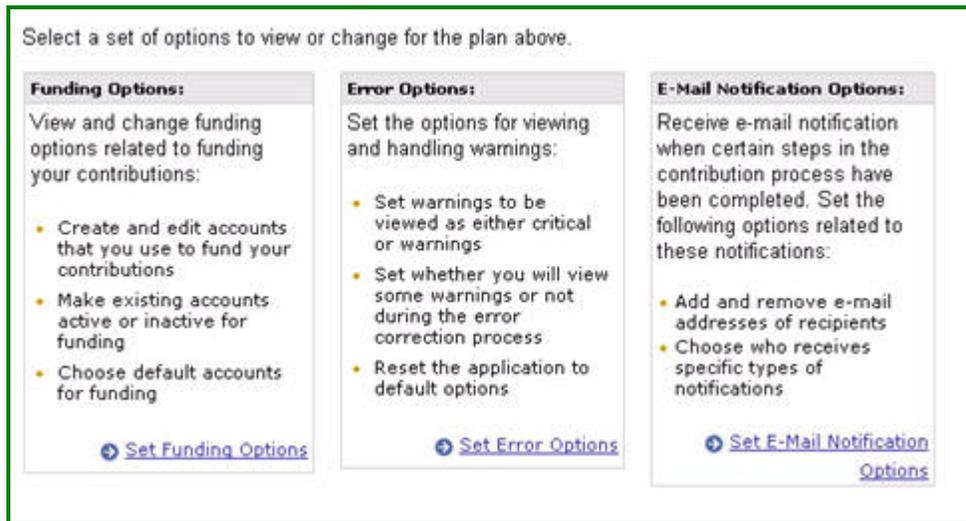
- **Funding Options:** Set up or modify funding options related to funding your contributions.
- **Error Options:** Use these options to customize how to view and process warning data and errors.
- **E-Mail Notification Options:** Decide what events should receive email notifications and who they should go to.
- 📌 **Important:** Without proper PSW setup, authorized users may not be able to correctly set up user access, or view and modify participant and plan data, causing errors in the contribution process.

Related Reference Guides

- Contribution Process Overview
- Contribution Funding

How to Set Plan Options

1. From the PSW **Home** page, go to the **Administer Plans** tab. Click **Set Plan Options** under the **Defined Contribution** header.
2. From the **Set Plan Options Overview** area, select the plan you want to customize from the dropdown box.
3. Select from the three setup options as needed: **Funding, Errors, E-Mail Notification.**



Set Funding Options Page

The page displays the auto-debit and suspense accounts that are available to fund contributions for the plan and/or division you have selected. To change to a different plan, select one from the dropdown list at the top of the page.

1. To modify the options for any account shown on the page, click the linked name in the **Type** column to modify it. Change any applicable field shown below. When finished click **Save Changes to these Options.**
 - **Active:** A check mark indicates that an account is active. No check mark indicates it is inactive.
 - Auto debit accounts are always active.
 - Suspense accounts can be active or inactive. The default is inactive. To change its status to active, check the box in the "Active" column. You cannot modify the list of suspense accounts.
 - **Default:** This column indicates the account that will be used for funding. It can be changed here.

- To change the default account, click the radio button in the row next to the desired account. This default account is displayed as the pre-selected account during the Apply Funding step of the contributions process.
- **Type:** Account type can be ACH or Fed Wire.
 - To display information about ACH and Fed Wire routing, click the ACH or Fed Wire links. Not all plans have access to each funding option.
- **Account Number:** Each account has its own unique number.
- **Details:** This column is for important details about an account. Some examples of the details you might see here are insufficient funds errors, or the date a new account becomes available for use in the funding process.

Tip: When changes are made to accounts, they are not available as a funding option for six business days.

2. To add a new account, click **Add a New Auto Debit Account**.
 - a. Review the online Authorization form and click **I Agree** to continue.
 - b. Enter the following information about your bank account. The asterisk (*) indicates that the field is required to complete the set-up.
 - **Alias for this Account** – This is an alternate name for an account; some participants use an easy-to-remember name for an alias so that it can be easily identified. For example: Home Office, East Coast Division
 - **ABA Routing Number *** – This is the identifying number for the banking institution.
 - **Account Number *** – Bank Account Number
 - **Name on Bank Account *** – Name, exactly as it appears on the Bank Account.
 - **Account Type *** – The options are Checking or Savings
 - c. To successfully process Auto Debit transactions your bank must remove Debit Blocks for the following Originator IDs: 9000163002 (Deutsche) & 9075693322 (Wells Fargo).

Set Error Options Page

This page displays a list of errors that the PSW system might encounter during processing your plan. Each error has a **Severity** rating which determines what type of action must be taken with the error, and a **Visibility** rating determines whether an error will show up on the **Error Summary** page.

- **Critical:** A critical error is a problem that must be fixed before resubmitting the data to Fidelity. They must be addressed before a file can be updated.
 - **View** is the pre-selected visibility rating for critical errors. PSW will not accept **Suppress** as a setting for critical errors.
- **Warning:** A warning indicates that the information you sent does not match with Fidelity's record of your plan data. Warnings must be fixed or approved before funding instructions can be provided to Fidelity for a data check.
 - **View:** Warnings with this rating will always appear on the Error Summary page.
 - **Suppress:** The warning will not appear even if the warning condition is present.

Tip: If you want to display a complete description of an error type, click the error number in the **Error** column. A pop-up window displays the reason for the error and suggests corrective action.

At the bottom of the page, choose one of the following options by clicking the appropriate button or link:

- **Save Changes to these Options:** You will see a confirmation page to review and approve. Any changes you make will affect all the PSW users with access to your plan.
- **Return to Set Plan Options Overview without making any changes:** None of your changes will be saved.
- **Reset to PSW default settings:** All the errors revert back to their original system selected ratings.

Set E-Mail Notification Options Page

Email notifications are sent from PSW to designated individuals when certain steps are completed, more information is needed, or a status has changed during the contributions process. This page displays the list of notifications currently available and the number of recipients currently receiving emails for each type.

Tip: Status displays whether a primary or additional recipient will receive email notification for the notification type listed at the top of the screen. If a recipient has suppressed their personal email notification, the status column will display "Notification Off."

- **Edit Plan Users:** You can designate users as primary or additional recipients for these notifications. Specify the plans a user has access to and the type of notification they will receive for these plans, if your access permits.
- **Add or Edit Additional Recipients**
 - To grant email notification access: Click the checkbox to the left of the recipient name. Enter the email address of the recipient if not already listed.
 - To suspend email notification access to an additional recipient: Deselect the checkbox to the left of the recipient name to remove.
- Click **Update List of Additional Recipients**.
- Validate your changes on the **Set E-Mail Notification Options** page.
- Click **Cancel** to return to the Notification Recipient list without making a change.

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