State of New Jersey
Defined Contribution Retirement Program

Submitting Contributions

using the

Online Retirement Center for Plan Sponsors

www.online.prudential.com/sponsor

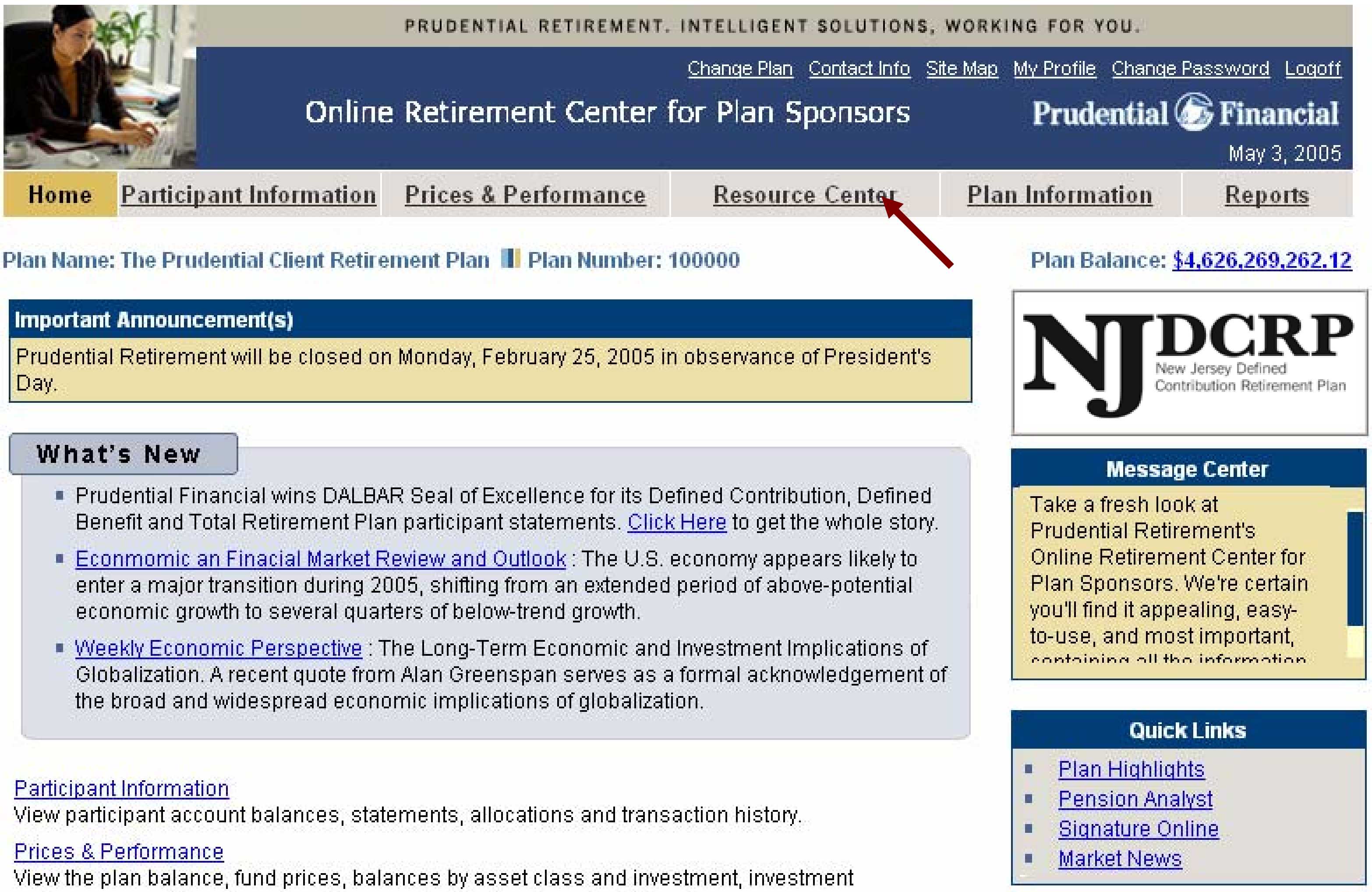
NJDCRP
New Jersey Defined Contribution Retirement Plan

Prudential

BENEFITS

- Ease of use.
- Accuracy of data.
- Allows for indicative data.
- Online confirmation of remittance total.
- Allows for enrollments and terminations.
- ACH debit processing means client has nothing to mail to Prudential.

Access the Online Retirement Center at: *www.online.prudential.com/sponsor*
From the Online Retirement Center for Plan Sponsors home page, select the Resource Center link.



Select “Internet Contributions” from the secondary navigation menu.

First you need to create a new file.
Click the Create Batch tab.

Icc Instructions

Instructions | Create Batch | Review/Update Data | Enter Participant Records | Verify File Totals | Transmit Batch | File Status

Note: A payroll can only be processed when both the data and the contribution dollars are received in good order.

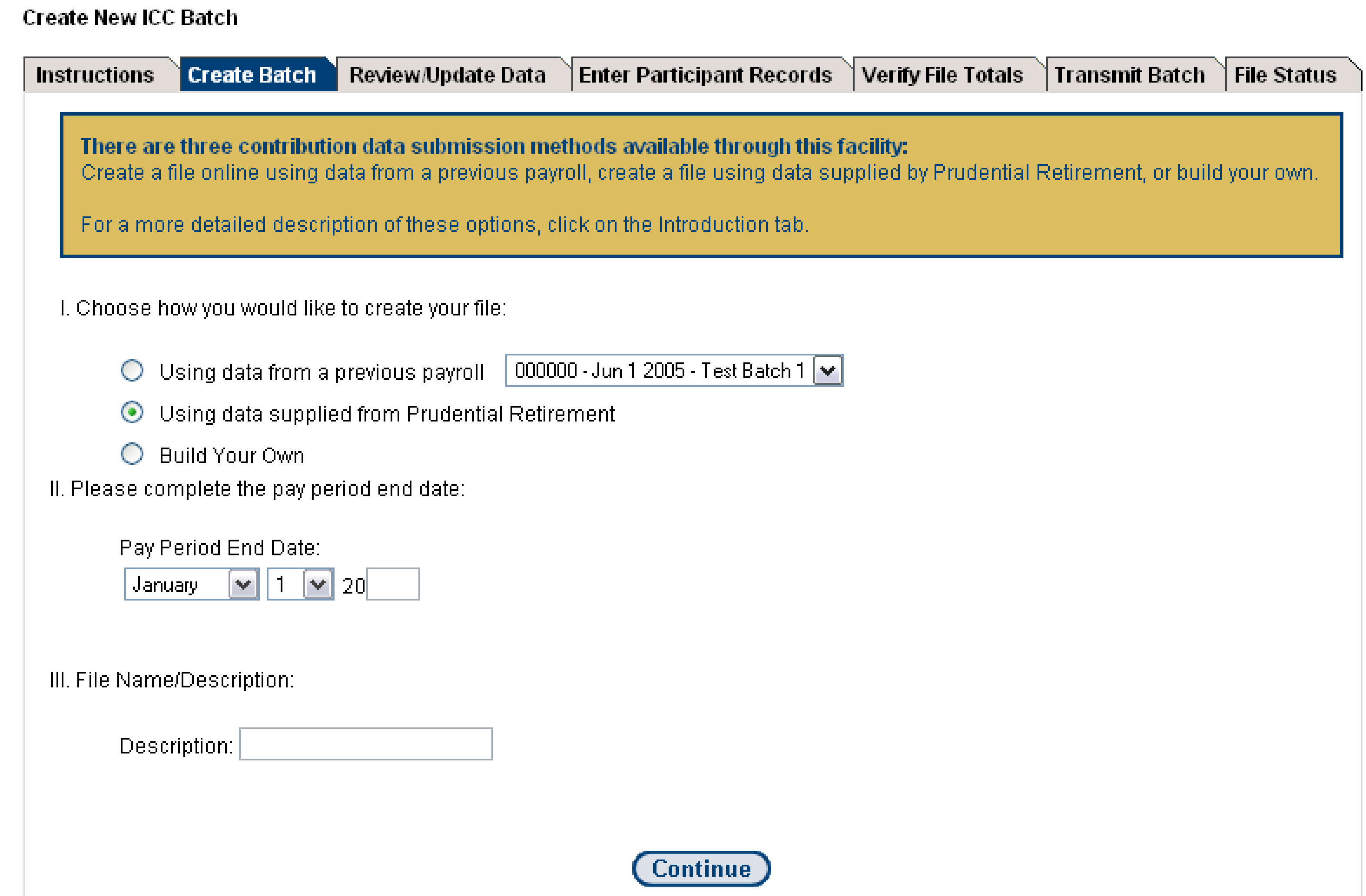
Welcome to the Prudential Retirement Contribution and Loan Processing facility. This easy to use facility will expedite contribution and loan processing for your plan.

1. **Create a File Online**
   Under this method, you can choose from 3 options:
   A. Use data from previous payroll. You can choose to use this option only after you created your first file. Once you've created the first file, this option allows you to retrieve one of the submitted files, change the data in that file, and submit the changes as a new file. (If you are a first time user, choose option B or C. If you previously submitted contributions through this facility, you can choose option A.)
   B. Use Data supplied from Prudential Retirement. This option allows you to retrieve participant records from our database, enter the contribution and/or loan information and submit the file for processing.
   C. Build your own. This option allows you to create a file online by entering each participant, his/her indicative data, and the corresponding salary reduction, match, and loan repayment amounts.

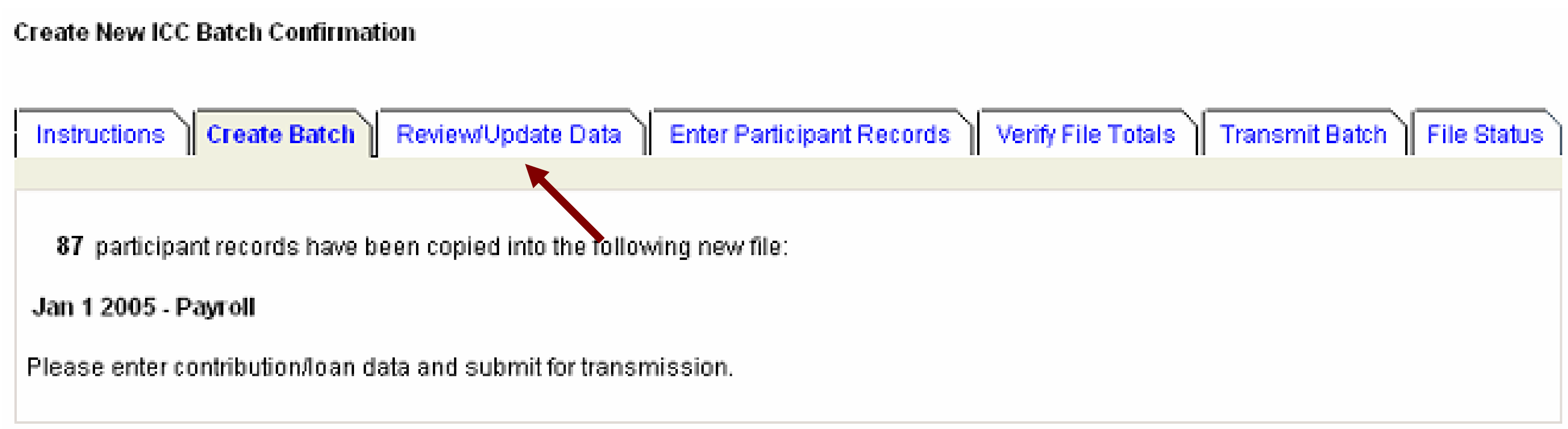
   To create a payroll file online, go to the tab labeled "Create Batch" and follow the steps to prepare and submit your file.

   Step 1: Create New File. This section allows you to choose one of the options mentioned above to either retrieve participant records from our record-keeping system or build your own file.

Indicate the creation method, pay period end date, and file description.
Click Continue.



Upon receipt of your batch confirmation,
Select the Review/Update Data tab to input participant information.



Indicate the file to be updated, the sort option,
how many records you want to display on each page, and the record type.
Click Continue.

Input contribution amounts by participant and source.
Click Update to save your entries.

Review/Update Contribution Detail

Instructions | Create Batch | **Review/Update Data** | Enter Participant Records | Verify File Totals | Transmit Batch | File Status

1. To reset a participant's contribution amount to zero, put a check in the box next to the SSN & click on reset.
2. To modify participants' contribution amounts, simply go to the correct money source & type in the dollar amount.
3. To change a participant's indicative data, click on the particpant's SSN and make changes in the necessary fields.
4. **After you make all changes on this page, you must click the update button to effectuate all changes.**

Your data has been saved.

File: **015735 - May 10 2005 TEST xx**
Sorted By : **SSN(Ascending)**

Reset Update

☐ Select All Records

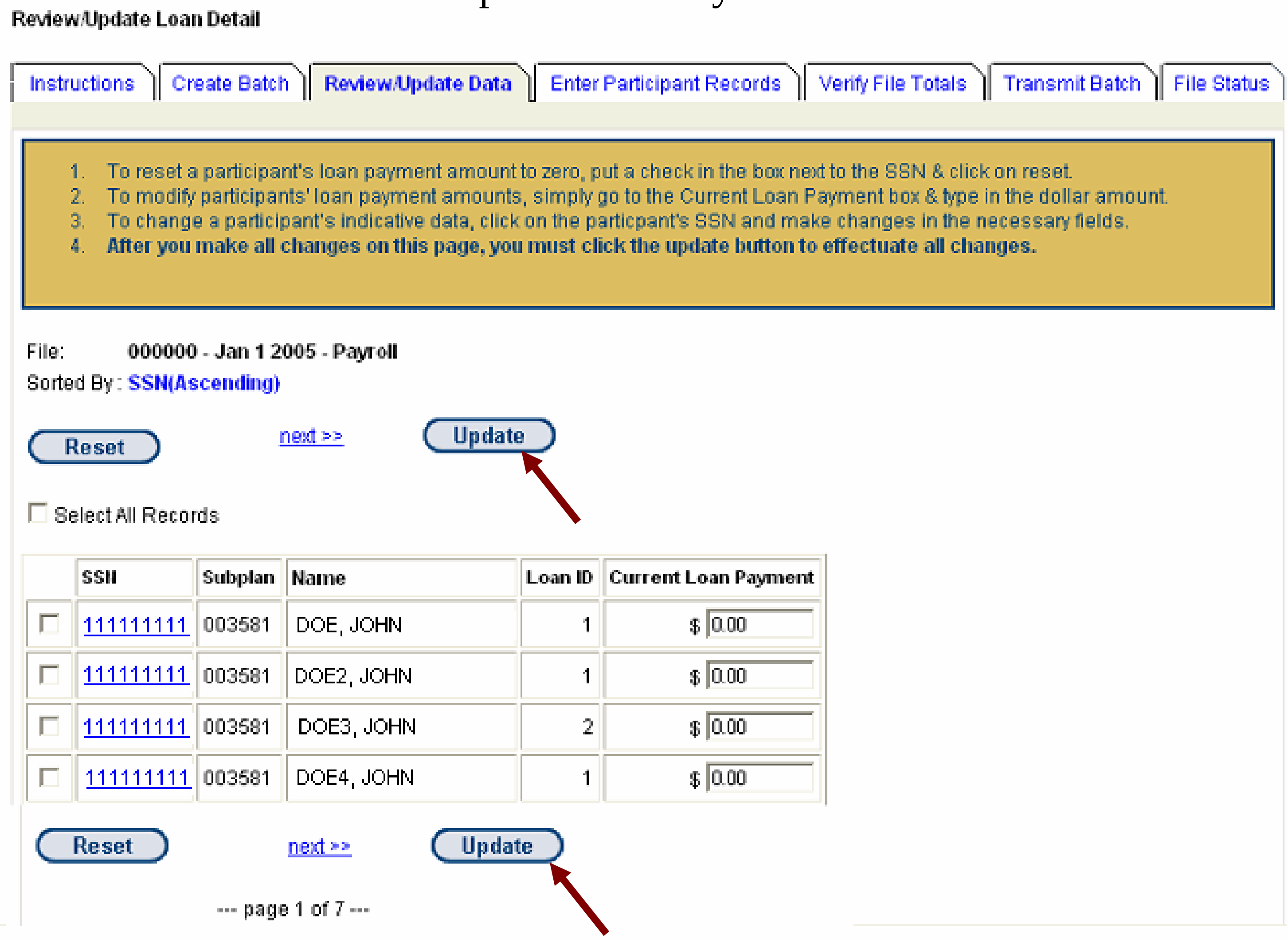
	SSN	Subplan	Name	EMPLOYEE	EMPLOYER
☐	111111111	015735	DOE, JOHN	$ 0.00	$ 0.00
☐	222222222	015735	DOE2, JOHN	$ 45	$ 0.00

Reset Update

--- page 1 of 1 ---

If you selected loans from the previous page you can input loan repayment amounts by participant and loan number.

Click Update to save your entries.



Review/Update Loan Detail

Instructions | Create Batch | **Review/Update Data** | Enter Participant Records | Verify File Totals | Transmit Batch | File Status

1. To reset a participant's loan payment amount to zero, put a check in the box next to the SSN & click on reset.
2. To modify participants' loan payment amounts, simply go to the Current Loan Payment box & type in the dollar amount.
3. To change a participant's indicative data, click on the particpant's SSN and make changes in the necessary fields.
4. **After you make all changes on this page, you must click the update button to effectuate all changes.**

File: **000000 - Jan 1 2005 - Payroll**

Sorted By : **SSN(Ascending)**

Reset   next >>   Update

☐ Select All Records

	SSN	Subplan	Name	Loan ID	Current Loan Payment
☐	111111111	003581	DOE, JOHN	1	$ 0.00
☐	111111111	003581	DOE2, JOHN	1	$ 0.00
☐	111111111	003581	DOE3, JOHN	2	$ 0.00
☐	111111111	003581	DOE4, JOHN	1	$ 0.00

Reset   next >>   Update

--- page 1 of 7 ---

A save data confirmation as well as informational messages will be displayed.
The next step is to confirm your totals.
Select “Verify File Totals”

Review/Update Contribution Payments Errors

Instructions | Create Batch | **Review/Update Data** | Enter Participant Records | Verify File Totals | Transmit Batch | File Status

File: **015735 - May 10 2005 - Pete TEST xx**
Sorted By : **SSN(Ascending)**

The following errors were encountered while updating contribution payments. You will need to print this page to have a record of the errors that need to be corrected.

- The negative contribution amounts entered for the following participants are insufficient.
  The negative contribution must equal or be less than the participant's current account balance.

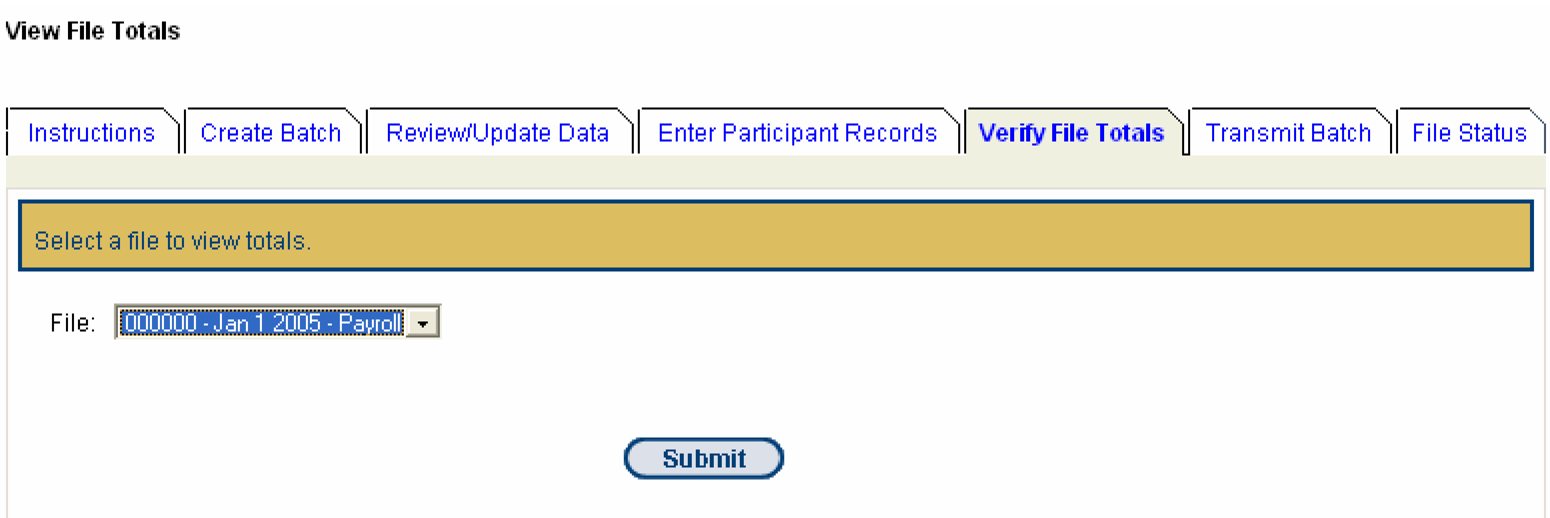
111223333

- The following participants do not have a current election to the following sources. It is possible that the payroll contribution will be invested in your plan's default investment option. We ask that you verify the participant's current allocation to insure it is accurate. Please notify this participant that he/she can select his/her desired investment allocation by calling **1-800-562-8838**.

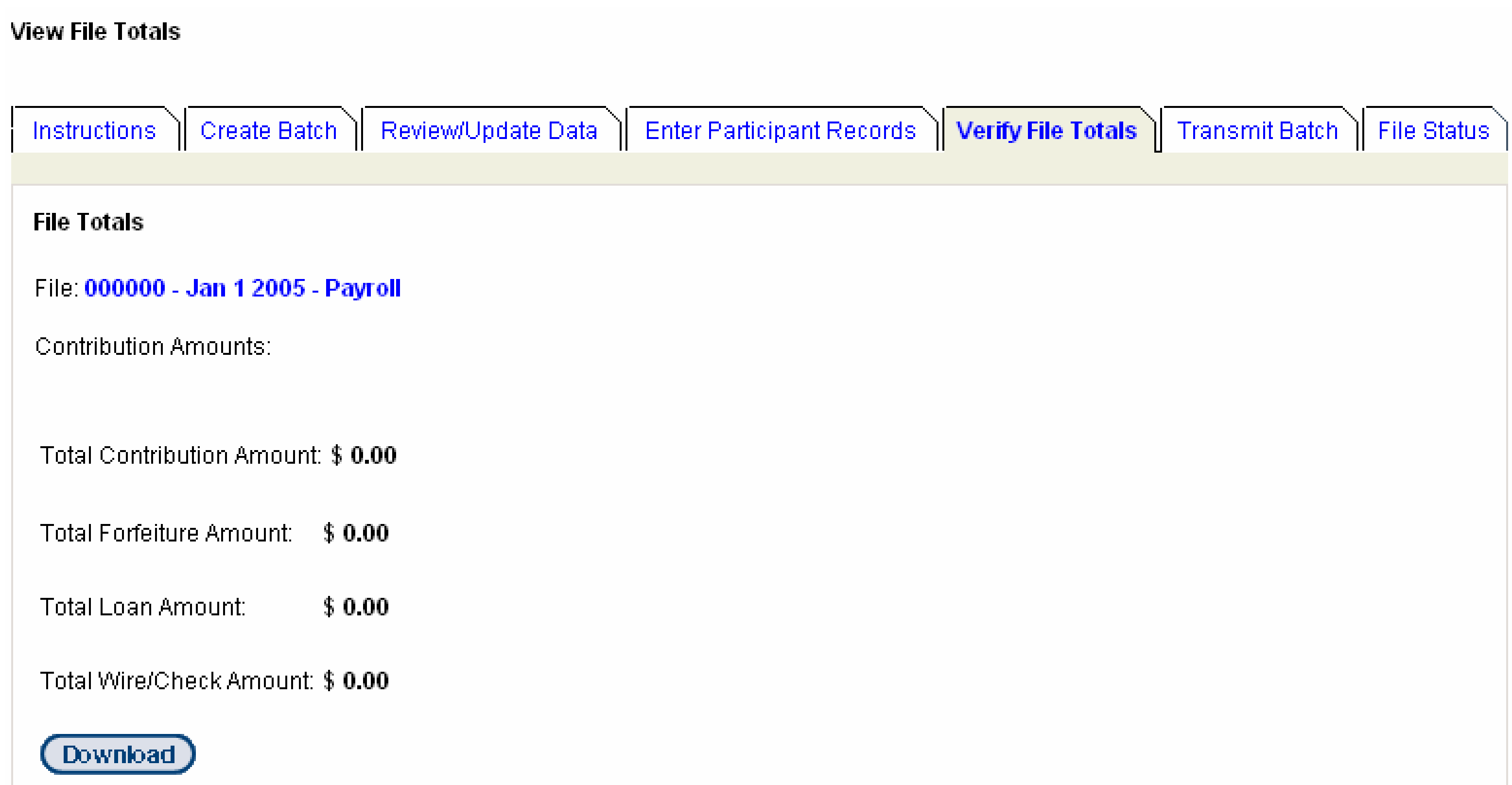
Participant	*Source*
111223333	**TRANSFER**

Back   Continue

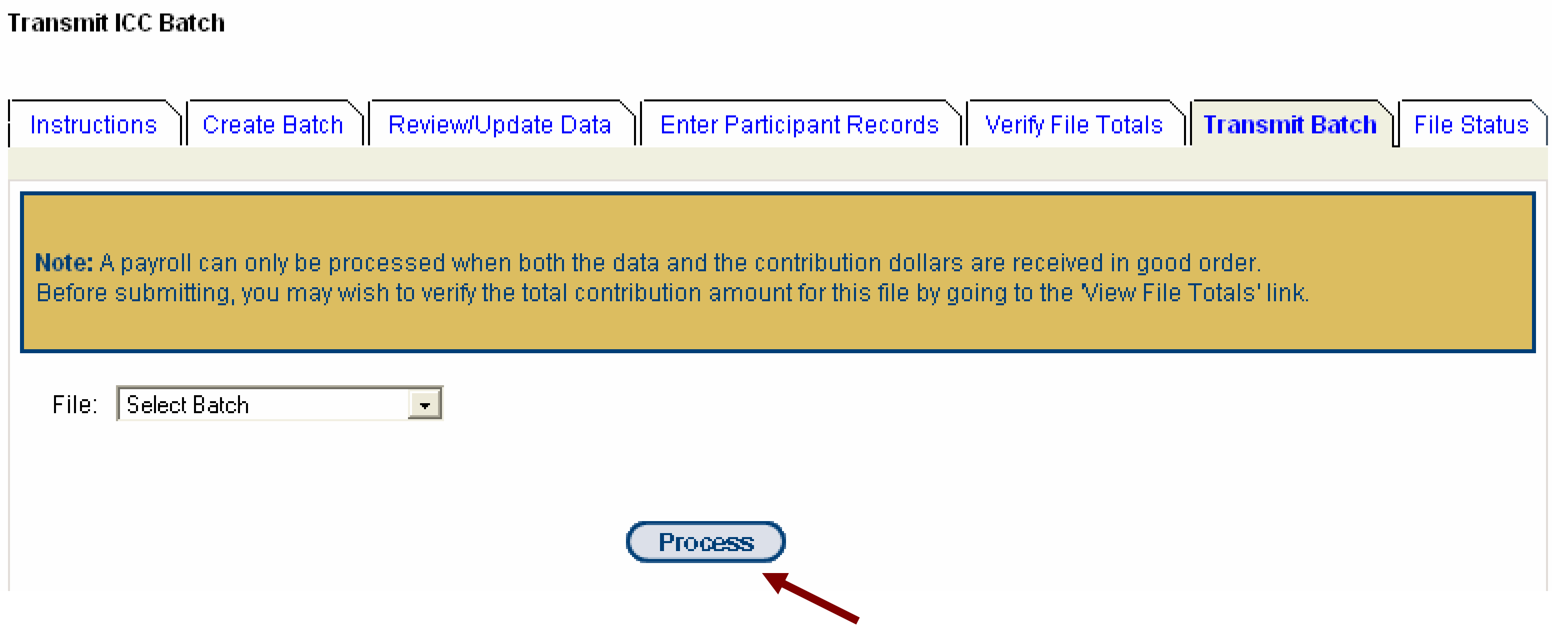
Indicate the file that you want to summarize.
Click Submit.



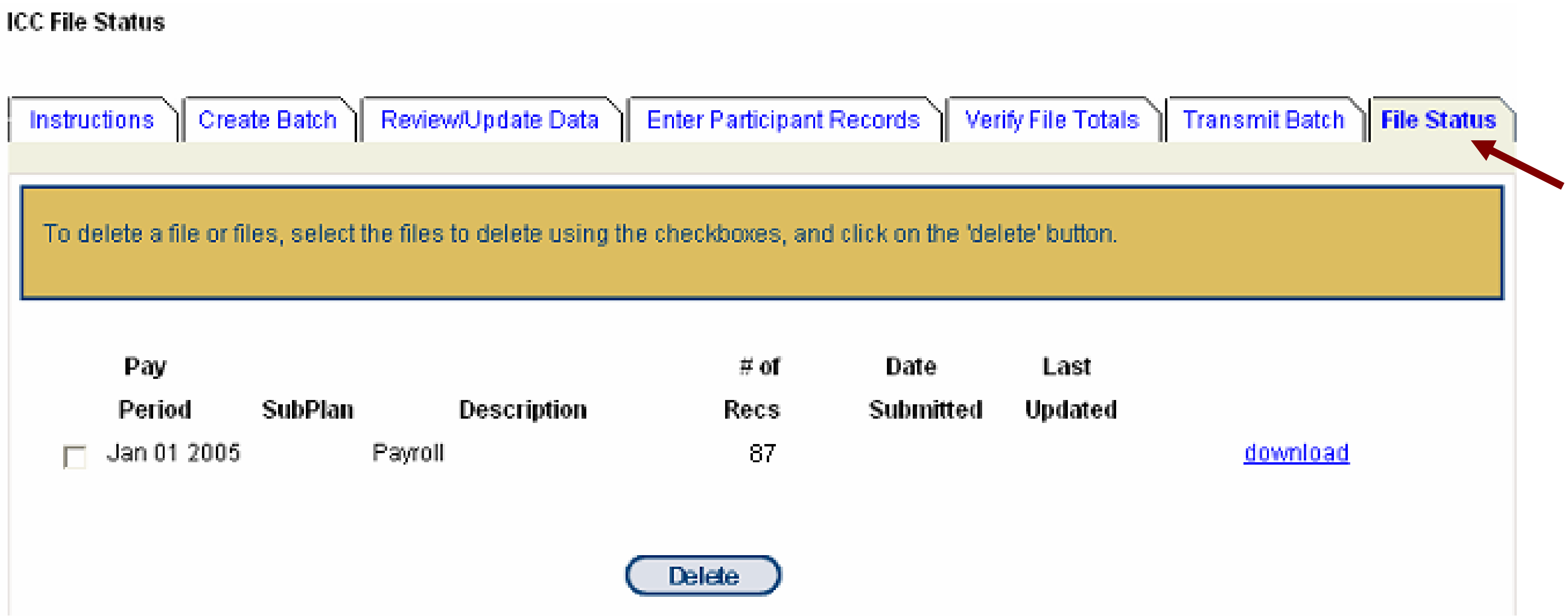
Upon confirming your totals, you are ready to transmit your data to Prudential Retirement. Click Download, or, to make changes, select Review/Update Data.



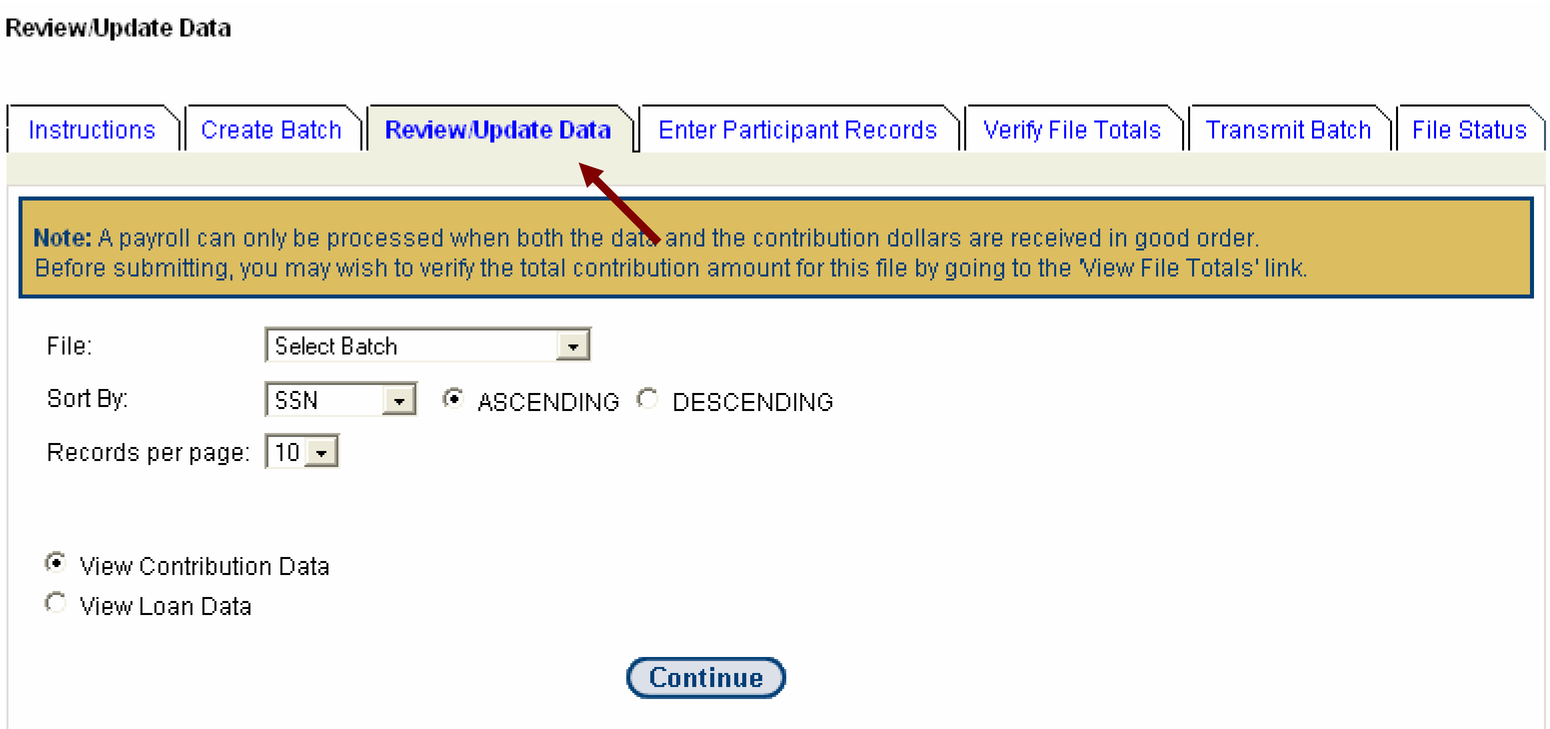
Indicate the batch you want to transmit to Prudential.
Click Process.



Upon receiving your transmit confirmation select File Status.
The online log displays the date a given file was transmitted to Prudential



To change participant data, go to where you input contribution amounts and Select the given SSN to be updated.



Review/Update Data

Instructions | Create Batch | **Review/Update Data** | Enter Participant Records | Verify File Totals | Transmit Batch | File Status

Note: A payroll can only be processed when both the data and the contribution dollars are received in good order.
Before submitting, you may wish to verify the total contribution amount for this file by going to the 'View File Totals' link.

File: Select Batch

Sort By: SSN ◉ ASCENDING ○ DESCENDING

Records per page: 10

◉ View Contribution Data
○ View Loan Data

Continue

When the participant's record is retrieved, type your changes.
Then click the Update Participant Data button to save your entries.

* indicates required fields

File:	**000000 - Jan 1 2005 - Payroll**
Subplan:	**000000**
SSN:	**123456789**

Payroll Frequency:	Select One		
* First Name:		* Last Name:	
* Address 1			
Address 2			
* City			
* State:		* Zip Code:	
* Date of Birth	January 01 Year	* Original Hire Date	January 01 Year
Adjusted Hire Date	January 01 Year		
Years of Service*		YTD Hours Worked	
* Employee Status	Select Status		
* Status Date	January 01 Year	Anniversary Date	January 01 Year
* Marital Status	Select Status	* Gender	Select One

* Calculated by completed years of service through the last plan year end

Back | Update Participant Data | Reset

SUMMARY

- Log on to the Online Retirement Center for Plan Sponsors at: *www.online.prudential.com/sponsor*.
- Create a new batch.
- Input data.
- Verify totals.
- Transmit batch to Prudential.
- Confirm file was sent.