

CHRISTIAN BROTHERS RETIREMENT SAVINGS PLAN

403(b) ADMINISTRATOR'S USER GUIDE
including
SPECIALIZED FIELDS
AND ENHANCEMENTS



Administrator's please login at www.cbsecurities.org for access to your "production" program.

(You can login at the top or the bottom of the HOME page)



ABOUT US PRODUCTS & SERVICES COMMUNICATIONS CONTACT

LOGIN



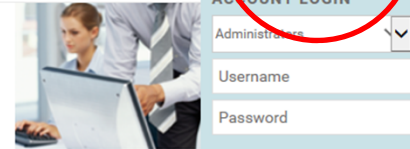
IT & WEBSITE SERVICES

Services include website design and development, board portal and private cloud hosting.



CATHOLIC SCHOOL MANAGEMENT

Partners with schools, parishes, dioceses and religious communities in support of the educational mission of the Catholic church.



CONSULTING

Third Party Administration, Self-Funded Plan Development, Art Appraisal Services and Real Estate Services.

ACCOUNT LOGIN

Administrators

Username

Password



ADMINISTRATORS



PARTICIPANTS



COLLEAGUES



HEALTH PROVIDERS

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Sign up to receive our eNewsletters, OutReach magazine and notices on upcoming webinars.

Enter your email

SUBSCRIBE



The "WELCOME PAGE" allows you to perform several different actions:

- Select your plan or program (if you administer more than 1 program with CBS)
- Update your Profile or Organization Account
- Access Resources
- Access our Contact information



CHRISTIAN BROTHERS SERVICES

My Account | Logout
Welcome Admin
Last Logged on:

Administrator's Section 403b

Christian Brothers Services Web Administration Section

Actions
Update Your Profile | My Account
Update Your Organization(s)

Resources

Contact Us

Welcome to the CBS Web Administrator's Section

Missing a program in your list? If there are additional Trusts or programs in which you are enrolled, [click here](#) to request online access to their administration sections.
Browser Policy

We strive to design our website to be fully functional with a wide variety of web browsers. However, with the growing number of web browsers in the market place combined with their continuous updates, we cannot guarantee that all of our website's features will work all of the time on all of the browsers. Microsoft's Internet Explorer browser is the leading web browser, and our website is best viewed with it. Please report any problems that you may experience on our website or with any particular web browser by sending us an email message at webmaster@cbservices.org.

Must enable key browser settings to use our site

In addition to using one of the browsers listed above, you must also be sure certain browser settings are enabled to access our Web sites.

- Cookies must be enabled to access secured areas of the site (such as viewing account information).
- Javascript must be enabled.
- Stylesheets must be enabled.

Note: by default, all of the above items are enabled when you install a browser.

Additional software needed to view some features

There are some features on our site (such as videos, audio files, documents, etc.) that may require additional free software to view, including:

Adobe Reader

Adobe Flash Player

RealPlayer

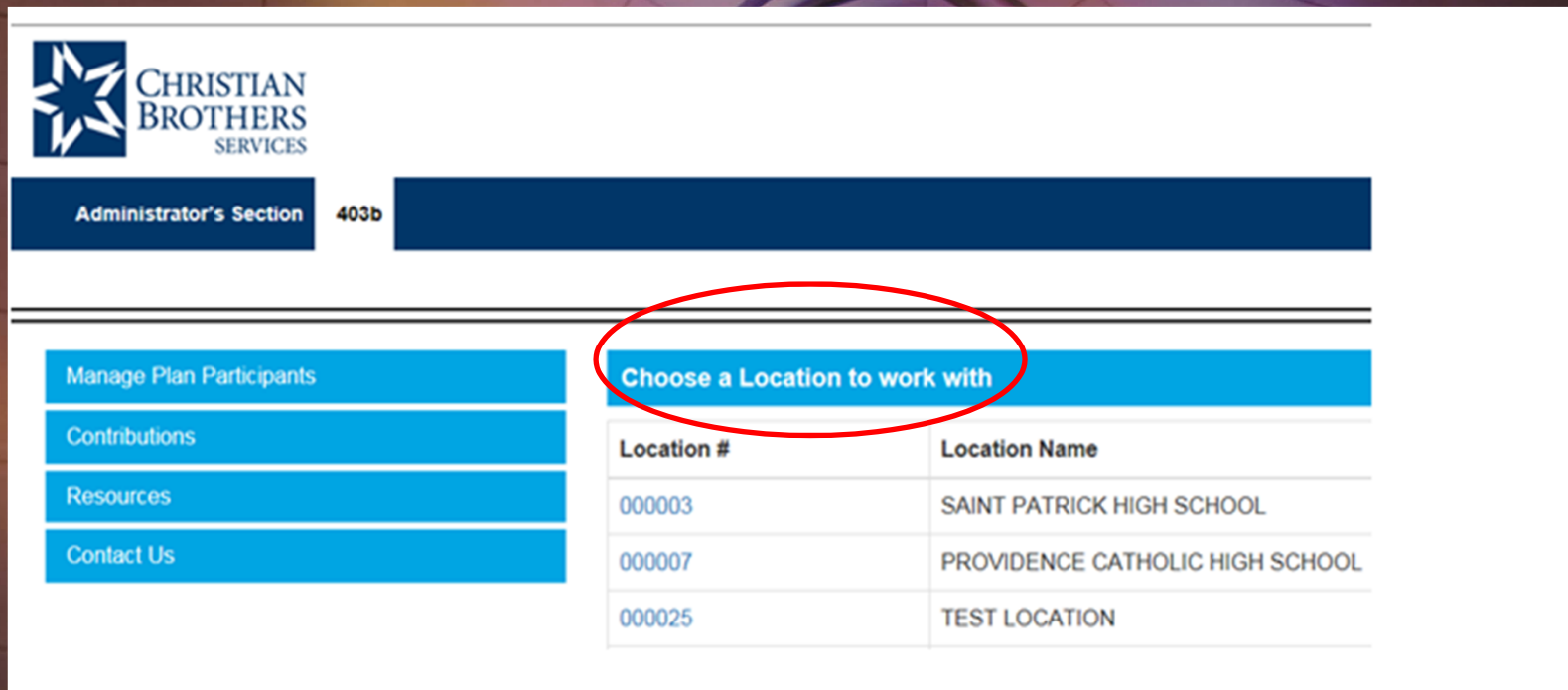
Microsoft Windows Media Player


Pop-ups blockers may interfere with some features

Software installed to prohibit pop-ups or restricted banner ads might interfere with this site and cause you to experience general errors or frozen pages. We recommend that this software be disabled or un-installed before using this site.

I've selected the 403b plan. What do I do next?

- If you manage 1 location, you will start with the "Contributing Participants Screen".
- If you manage 2 or more locations, you will need to select the 403(b) location you want to work with.



 **CHRISTIAN BROTHERS SERVICES**

Administrator's Section 403b

Manage Plan Participants

Contributions

Resources

Contact Us

Choose a Location to work with

Location #	Location Name
000003	SAINT PATRICK HIGH SCHOOL
000007	PROVIDENCE CATHOLIC HIGH SCHOOL
000025	TEST LOCATION

MANAGE PLAN PARTICIPANTS

The Manage Plan Participants section is broken down into 3 parts:

- **“Contributing Participants”** (actives and terminated with trailing contributions)
- **“Non Contributing Participants”** (hardships, LOA, inactives)
- **“Termed Participants”** (terminated, no further contributions will be reported)

Tips:

- You can easily find a participant by typing in SSN, Last Name, or by Scrolling down the list and clicking on a Last Name.
- Easily identify the list you are in by the list heading.
- Open the participant record by clicking on the last name (view, edit, report a change in status).



Contributing Participants

- From the “Contributing Participants” list you can [Enroll New Participant](#)
- View/manage active participant records (ie: address changes, status changes....)
- Choose Another Account (if you manage more than 1 location)



[My Account](#) | [Logout](#)

Welcome **Admin McTester**

Last Logged on:

Administrator's Section 403b

TEST LOCATION: 000025 | [Update Organization](#)

[Choose Another Account](#)

Manage Plan Participants

Contributing Participants

Non-Contributing Participants

Termed Participants

Contributions

Resources

Contact Us

Contributing Participants

Enter SSN or Last Name


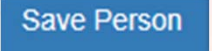
Search

Clear Search Results

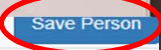
[Enroll New Participant](#)

Last Name	First Name	SSN	Date of Birth	Deferral	Additional
BELL	LIBERTY	999228888	07/04/1996	5%	
DOE	DOTTIE	999299999	06/22/1975	2%	
MOUSE	MINNIE	999879929	07/28/1966	\$10	
RABBIT	TINA	555976340	06/11/1976	\$50	
RUTH	BABE	356367292	09/17/1943	10%	
ST PATRICK	PADDY	996269999	06/22/1967	2%	
TOTAL:	6				


EDIT PARTICIPANT RECORDS

- Open Participant Record.
- Select Edit Participant button 
- Edit the record – (SSN change, Transfer, Demographic Update, Status Change)
- Select  when completed.

- Non-Contributing Participants
- Termed Participants
- Contributions**
- Resources
- Contact Us

Participant: 

	*SSN: 999228888	*Date of Birth: 07/04/1996
*First Name: LIBERTY	*Last Name: BELL	
Middle Initial: T	Suffix:	
Gender: Female	Marital Status: Married	

Employment Information: 

Title: BELL RINGER	Payroll Frequency: Bi-Weekly
Deferral Type: Percentage	Deferral Amount: 2
Salary: 15,599.99	Highly Compensated Emp: <input type="checkbox"/> Yes

Address/Contact Info:

*Address: 999 WASHINGTON ST	<input type="checkbox"/> Foreign Address	
Address 2: APT 1		
*City: JEFFERSON	*State: MO	*Zip: 55599 -
Work Email: testgroup@test.org		
Home Email:	Daytime Phone: (999) 421-9999	
Alternate Email:	Evening Phone:	

Status Information: Contributing

Allow Contributions: <input checked="" type="radio"/> Yes <input type="radio"/> No	*Date of Hire: 02/29/2002	*Plan Entry Date: 02/29/2002
Terminated: <input checked="" type="checkbox"/> Yes	Termination Date: 03/17//2016	Termination Reason: Retirement

NEW ENROLLMENT:

- From the "Contributing Participants" screen select
Enter all required fields (*) in addition to the Investment election and

Enroll New Participant

Save

New Enrollment Request			
Participant:			
*SSN:	<input type="text"/>	*Date of Birth:	<input type="text"/>
*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
Middle Initial:	<input type="text"/>	Suffix:	<input type="text"/>
Gender:	<input type="text" value="Unknown"/>	Marital Status:	<input type="text" value="Unknown"/>
Employment Information:			
Title:	<input type="text"/>		
Deferral Type:	<input type="text" value="Please Select"/>	Deferral Amount:	<input type="text" value="0"/>
Salary:	<input type="text" value="\$0.00"/>	Highly Compensated Emp:	<input type="checkbox"/> Yes
Address/Contact Info:			
*Address:	<input type="text"/>		(<input type="checkbox"/> Foreign Address)
Address 2:	<input type="text"/>		
*City:	<input type="text"/>	*State:	<input type="text" value="----"/>
Work Email:	<input type="text"/>	*Zip:	<input type="text"/> - <input type="text"/>
Home Email:	<input type="text"/>	Daytime Phone:	<input type="text"/>
Alternate Email:	<input type="text"/>	Evening Phone:	<input type="text"/>
Status Information: Active			
*Date of Hire: (mm/dd/yyyy)	<input type="text"/>	*Plan Entry Date: (mm/dd/yyyy)	<input type="text"/>
Investment Election			
Select One:	<input type="text" value="Select One"/>		

CONTRIBUTIONS

The reporting of contributions is a 2-step process with 3 methods of reporting.

Step 1: Decide which method you'd like to use to report.

- Report Manually
- Report from Prior Report
- Report from a .csv file

Manage Plan Participants

Contributions

Report Manually

Report From Prior Report

Report from CSV Import

View Drafts

View History

Payroll Frequency

Resources

Contact Us

Enter Plan Contributions

Payroll End Date: Payroll Frequency: Bi-Weekly Last Submitted Payroll: 04/12/2016

SSN	Name	Deferred	Match	Discretionary	Deferral	Compensation
999228888	BELL, LIBERTY	<input type="text" value="21.75"/>	<input type="text" value="10.88"/>	<input type="text" value="0.00"/>	5%	<input type="text" value="435.00"/>
999299999	DOE, DOTTIE	<input type="text" value="17.00"/>	<input type="text" value="8.50"/>	<input type="text" value="0.00"/>	2%	<input type="text" value="850.00"/>
999879929	MOUSE, MINNIE	<input type="text" value="10.00"/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	\$10	<input type="text" value="250.00"/>
Total People: 3		48.75	24.38	0.00		

REPORTING CONTRIBUTIONS

Report Manually - enter the contributions in the fields provided.

Report from Prior Report – contributions from last report are copied into new report.
(note: any \$ field with a box around it is an editable field)

- Review your column totals.
- Enter the Enter Payroll End Date.
- Save and Proceed to Payment (step 2)

Save & Proceed to Payment

Note: Warnings or Errors will appear at the top of this page if something is missing or doesn't match.

Warnings allow you to review and correct or just move on.

Errors will stop you from proceeding to step 2 until the error is addressed and/or corrected.

Manage Plan Participants	Enter Plan Contributions						
Contributions	Payroll End Date: 03/04/2016	Payroll Frequency: Bi-Weekly Last Submitted Payroll: 04/12/2016					
Report Manually	SSN	Name	Deferred	Match	Discretionary	Deferral	Compensation
Report From Prior Report	999228888	BELL, LIBERTY	21.75	10.88	0.00	5%	435.00
Report from CSV Import	999299999	DOE, DOTTIE	17.00	8.50	0.00	2%	850.00
View Drafts	999879929	MOUSE, MINNIE	10.00	5.00	0.00	\$10	250.00
View History	Total People:		48.75	24.38	0.00		
Payroll Frequency							
Resources							
Contact Us							
			Cancel	Save as Draft	Save & Proceed to Payment		



REPORT FROM CSV IMPORT

- Create a formatted .csv file for import and reconciliation.
- Step-by-step instructions are readily available for ease of use.
- Fields are easily editable after import.
- You can if you change your mind or simply

Manage Plan Participants

Contributions

Report Manually

Report From Prior Report

Report from CSV Import

View Drafts

View History

Payroll Frequency

Resources

Contact Us

Upload CSV File

Click Choose File and locate the CSV file on your computer.

Note: The CSV must be formatted correctly in order to be loaded. [Click here for instructions.](#)

C:\Users\sebyby\Desktop\

	A	B	C	D	E	F	G	H
1	SSN	DEF	MATCH	DISC	COMP	MiscR	MiscL	
2	999228888	80	40	0	1800	0	0	
3	999299999	24	12	10	1200	0	0	
4								

Step 2: Reporting Contributions

- Select Payment Type
- Enter the date of the Payment
- Enter the Check or ACH #
- Finish by saving and submitting to RPS

Note: We have added a comment field below the Check/ACH date. This should not be used in lieu of a change in status or registration.

Manage Plan Participants

Contributions

- Report Manually
- Report From Prior Report
- Report from CSV Import
- View Drafts
- View History
- Payroll Frequency

Resources

Contact Us

Payment

Contribution Summary

Participants	Deferred	Match	Discretionary
3	48.75	24.38	0.00

Payment Details

Payment Amount	\$73.13	Check/ACH #	12345
Payment Type	<input checked="" type="radio"/> Check <input type="radio"/> ACH	Check/ACH #	12345
Check/ACH Date	03/05/2016	Payroll Ending Date	03/04/2016

Comments

Last Payroll for Minnie Mouse

[Go Back & Revise Contributions](#) [Save & Submit to RPS](#)

Contributions Have been Submitted Successfully!

You're not done yet! A lock box form has been created for your use. If paying by check just print the form and attach your check for the amount shown on the form (made payable to CBRSP or CBRSP 403b) and mail it to the address shown on the form.


Note: If paying by ACH, special instructions will be provided with the account number and an email address to notify our office of the payment. ACH instructions are available upon request and will be found under the "Resources" section of the Main Menu.

Contributions Submitted Successfully

Thank You

We have successfully received your contribution data and payment method information.

Please print out the remittance sheet below to mail with your payment to expedite processing.



CHRISTIAN BROTHERS SERVICES

Christian Brothers 403(b) Plan
Lockbox Information Form for Contributions

Mail To: Christian Brothers 403(b) Plan
TBD_Add1
TBD_City, TBD_StTBD_Zip

#000025:

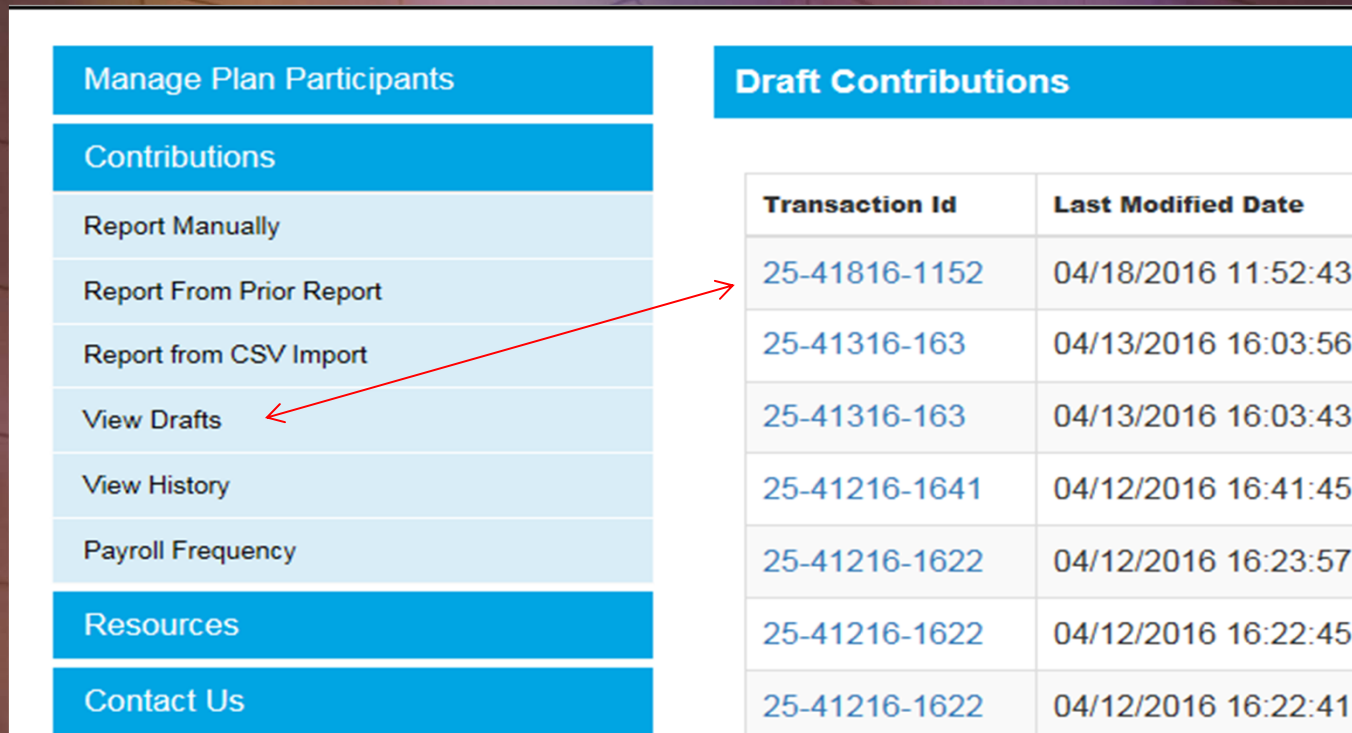
Pay period ending: 03/04/2016

Total Remittance: **\$73.13**
Check #: **12345**

Comments:
Last Payroll for Minnie Mouse

SPECIAL FEATURES

VIEW DRAFTS – You can now save a contribution report as a draft and return back to it at a later date to complete.



The screenshot displays a web application interface with a navigation menu on the left and a 'Draft Contributions' table on the right. A red arrow points from the 'View Drafts' menu item to the table.

Transaction Id	Last Modified Date
25-41816-1152	04/18/2016 11:52:43
25-41316-163	04/13/2016 16:03:56
25-41316-163	04/13/2016 16:03:43
25-41216-1641	04/12/2016 16:41:45
25-41216-1622	04/12/2016 16:23:57
25-41216-1622	04/12/2016 16:22:45
25-41216-1622	04/12/2016 16:22:41

VIEW HISTORY – You can view all payments and associated reports as well as payment status in the **Contribution History View**. Select the Check or ACH number associated with the payroll ending date to view the complete report .

Contribution History					
Payroll	Submitted	Payment	Number	Amount	Status
04/04/2016	04/12/2016	Check	0003	\$170.50	Pending Payment
03/04/2016	04/18/2016	Check	12345	\$73.13	Pending Payment
02/19/2016	04/12/2016	Check	0002	\$170.50	Pending Payment
02/05/2016	04/12/2016	Check	001	\$95.50	Pending Payment

Manage Plan Participants
Contributions
Report Manually
Report From Prior Report
Report from CSV Import
View Drafts
View History
Payroll Frequency
Resources
Contact Us

Contribution History			
Summary			
Participants	Deferred	Match	Discretionary
3	48.75	24.38	0.00
Payment Details			
Payment Amount	\$73.13		
Payment Type	Check	Check/ACH #	12345
Check/ACH Date	03/05/2016	Payroll Ending Date	03/04/2016
Comments			
Last Payroll for Minnie Mouse			
Reprint Remittance Page			

Detail					
SSN	Name	Deferred	Match	Discretionary	Compensation
999228888	BELL LIBERTY	21.75	10.88	0.00	435.00
999299999	DOE DOTTIE	17.00	8.50	0.00	850.00
999879929	MOUSE MINNIE	10.00	5.00	0.00	250.00

PAYROLL FREQUENCY

- You can now set your Location's payroll frequency.

Location Payroll Frequency

Please set your payroll frequency:

- Monthly
- Semi-Monthly
- Bi-Weekly
- Weekly
- Daily

Save

Manage Plan Participants

Contributions

Report Manually

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Report from CSV Import

View Drafts

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TERMED PARTICIPANTS

- You now have the ability to rehire a termed former participant.

Select "Termed Participants" from the list.

Select a termed participant to open the record and, click Edit fields below and save!

Edit Participant

Participant:		Save Person	
Request SSN Change	*SSN: 999879929	*Date of Birth: 07/28/1966	
*First Name: MINNIE	*Last Name: MOUSE		
Middle Initial: ME	Suffix:		
Gender: Female	Marital Status: Single		
Employment Information:		Transfer Person	
Title: GREETER	Payroll Frequency: Bi-Weekly		
Deferral Type: Dollar Amount	Deferral Amount: 10		
Salary: \$0.00	Highly Compensated Emp: <input type="checkbox"/> Yes		
Address/Contact Info:			
*Address: 999 TEST ROAD	(<input type="checkbox"/> Foreign Address)		
Address 2: APT 2			
*City: ANYWHERE	*State: IL	*Zip: 60665	
Work Email: minnie,mouse@cbmidwe			
Home Email:	Daytime Phone:		
Alternate Email:	Evening Phone:		
Status Information: Termed			
Allow Contributions: <input checked="" type="radio"/> Yes <input type="radio"/> No	*Date of Hire: 11/27/2015	*Plan Entry Date: 12/01/2015	
Terminated: <input checked="" type="checkbox"/> Yes	Termination Date: 04/01/2016	Termination Reason: Laid off	
Rehire: <input checked="" type="checkbox"/> Yes	Rehire Date: 04/19/2016		

RESOURCES

Downloadable forms

- Asset Transfer Form (from Custodial Account)
- Deferral Change Form
- Rollover Contribution Form

403(b) HR Tool Kit

- Plan Information, FAQ's, Fund Fact Sheets, Retirement Planning Tools

CONTACT US

Quick access to easy methods of contact for our Customer Service Team.

Manage Plan Participants

Contributions

Resources

Downloadable Forms

403b HR Toolkit

Contact Us

Manage Plan Participants

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Contact Us

Customer Service

✉ rpscustomerservice@cbsecurities.org

🔒 Secure Email

☎ Ph: 800.807.0700

📠 Fx: 630.378.2507





CHRISTIAN
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SERVICES

