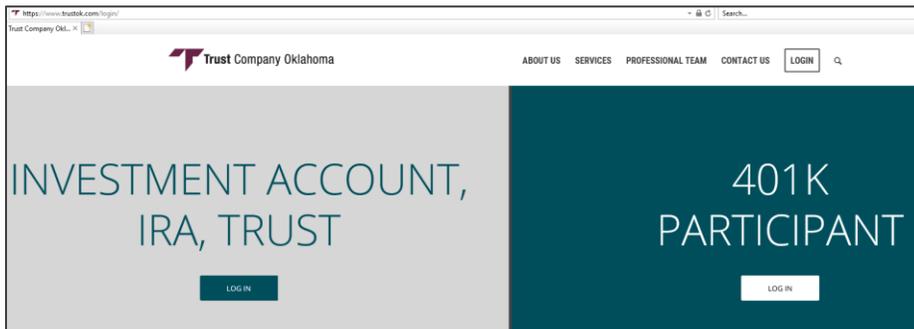# HOW TO UPLOAD YOUR COMPLETED CENSUS AND REQUIRED INFORMATION FORMS ON THE PLAN SPONSOR WEBSITE

Please contact a participant services representative at 1-866-239-1042 if you need assistance.
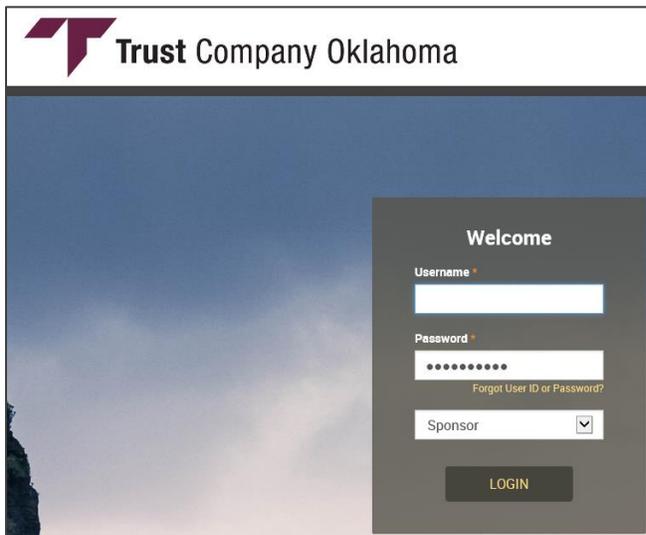
1. Go to **www.TrustOk.com** and click on LOGIN

2. Select "401k Participant"

3. Log in using your plan sponsor credentials. Be sure to select "Sponsor" in the bottom selection box.

4. Select "Payroll," then "Upload File"

5. Click on "Data File," then "Choose File." This will open up a browser window to allow you to select the **Census Form** you wish to upload.

6. Include a short description of the file you are uploading in the text box. Click on "Upload." You will repeat these steps to select and upload the Required Information Form.