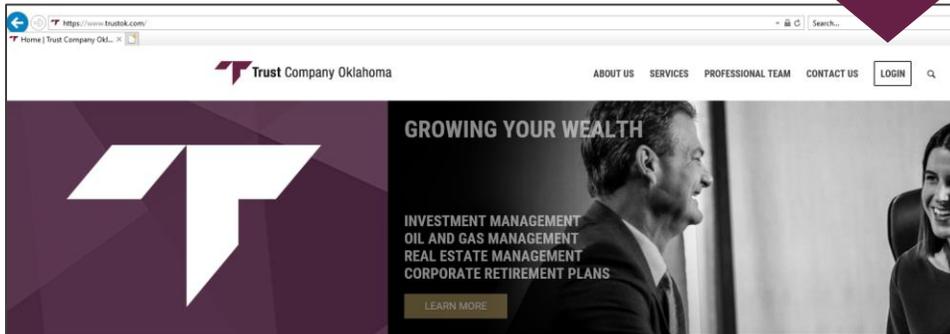


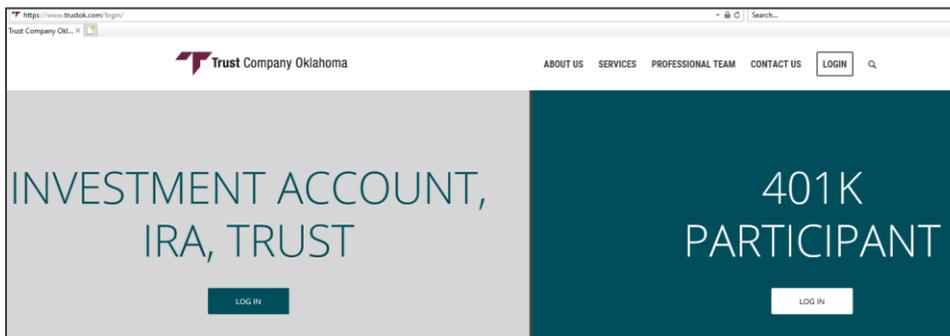
HOW TO UPLOAD CONTRIBUTION FILES TO THE PLAN SPONSOR WEBSITE

Please contact a participant services representative at 1-866-239-1042 if you need assistance.

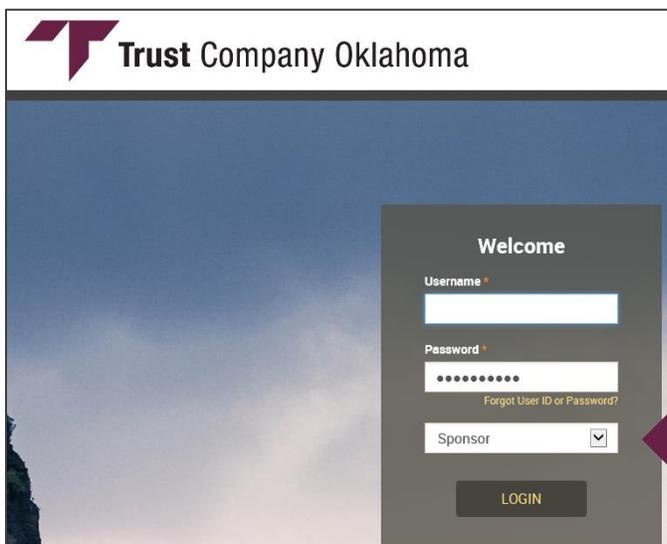
1. Go to www.TrustOk.com and click on LOGIN



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 contribution file you wish to upload.

6. Include the pay date and total amount you wish us to ACH from your authorized bank account in the text box. Click on “Upload.”

Good Afternoon, Debi J Combs
Last Login: May 03, 2018 4:03 PM EST

Dashboard EE Search Manage **Plan** Forms & Reports Payroll Plan Selection

Upload File

Please remove any passwords from your file before you upload.

Select 'Data File' then press 'Choose File'. This will allow you to select the file from your computer. Please include a short description of the file in the box below. If you are uploading a payroll file, please include the paydate and amount.

File types accepted are: CSV, DOC, DOCX, PDF, TXT, XLS AND XLSX

If you have any questions, please do not hesitate to contact your Relationship Manager at 918-744-0553.

Data Entry Routine File

File Name *
No File Chosen
CHOOSE FILE

Select DER Name: * TCO DEMO PLAN CONTR IMPOR
Pay End Date: *

Pay Frequency: * Semi-monthly 1
Allocation Set Effective Date: 05/03/2018

If you are uploading a CONTRIBUTION file, please include the paydate and amount you wish us to ACH from your authorized bank account. If you are uploading any other type of file, please include a short description of the file in the box below.

Plan Year End Date 12/31/2018

Data File

File Name *
No File Chosen
CHOOSE FILE

Plan Year End Date 12/31/2018

If you are uploading a CONTRIBUTION file, please include the paydate and amount you wish us to ACH from your authorized bank account. If you are uploading any other type of file, please include a short description of the file in the box below.