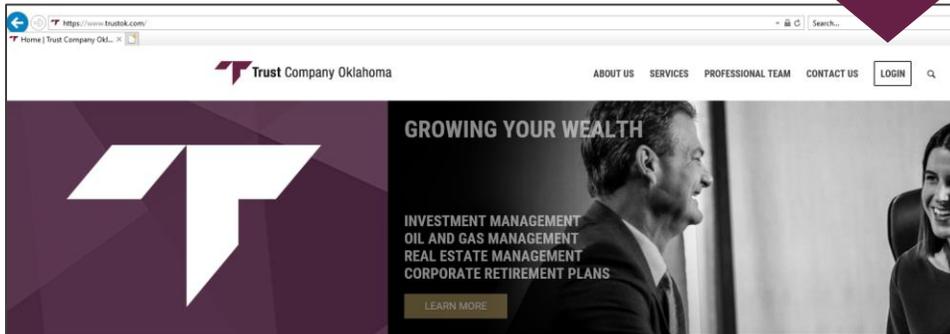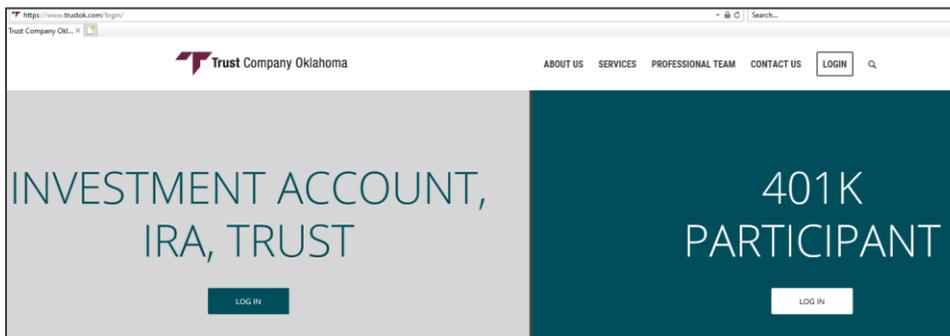# HOW TO UPLOAD CONTRIBUTION FILES TO THE PLAN SPONSOR WEBSITE

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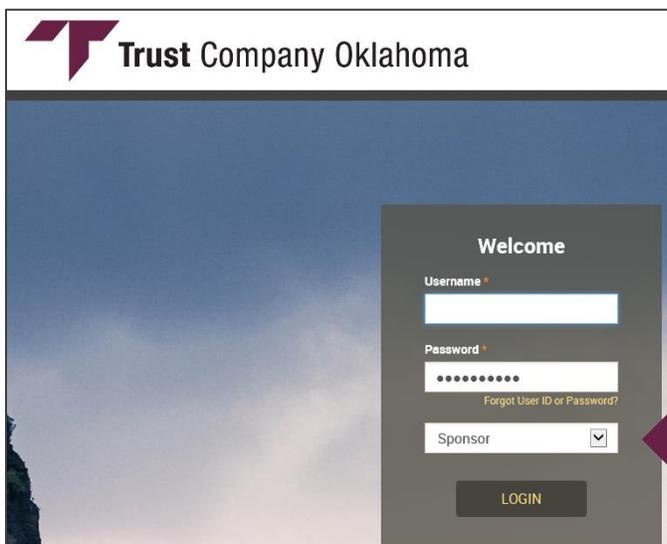
1. Go to **www.TrustOk.com** and click on LOGIN

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."