

**State of New Jersey  
Defined Contribution Retirement Program**

**Submitting Contributions  
using the  
Online Retirement Center  
for Plan Sponsors**

***[www.online.prudential.com/sponsor](http://www.online.prudential.com/sponsor)***



# ***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](http://www.online.prudential.com/sponsor)  
From the Online Retirement Center for Plan Sponsors home page, select the Resource Center link.

PRUDENTIAL RETIREMENT. INTELLIGENT SOLUTIONS, WORKING FOR YOU.

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Online Retirement Center for Plan Sponsors Prudential Financial

May 3, 2005

Home Participant Information Prices & Performance **Resource Center** Plan Information Reports

Plan Name: The Prudential Client Retirement Plan Plan Number: 100000

Plan Balance: [\\$4,626,269,262.12](#)

**Important Announcement(s)**

Prudential Retirement will be closed on Monday, February 25, 2005 in observance of President's Day.

**What's New**

- Prudential Financial wins DALBAR Seal of Excellence for its Defined Contribution, Defined Benefit and Total Retirement Plan participant statements. [Click Here](#) to get the whole story.
- [Economic and Financial Market Review and Outlook](#) : The U.S. economy appears likely to enter a major transition during 2005, shifting from an extended period of above-potential economic growth to several quarters of below-trend growth.
- [Weekly Economic Perspective](#) : The Long-Term Economic and Investment Implications of Globalization. A recent quote from Alan Greenspan serves as a formal acknowledgement of the broad and widespread economic implications of globalization.

[Participant Information](#)  
View participant account balances, statements, allocations and transaction history.

[Prices & Performance](#)  
View the plan balance, fund prices, balances by asset class and investment, investment

**Message Center**

Take a fresh look at Prudential Retirement's Online Retirement Center for Plan Sponsors. We're certain you'll find it appealing, easy-to-use, and most important, containing all the information

**Quick Links**

- [Plan Highlights](#)
- [Pension Analyst](#)
- [Signature Online](#)
- [Market News](#)

Select “Internet Contributions” from the secondary navigation menu.

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Online Retirement Center for Plan Sponsors **Prudential Financial**  
May 17, 2005

<a href="#">Home</a>	<a href="#">Participant Information</a>	<a href="#">Prices &amp; Performance</a>	<a href="#">Resource Center</a>	<a href="#">Plan Information</a>	<a href="#">Reports</a>
<a href="#">Pension Info &amp; Links</a>	<a href="#">Messaging</a>	<a href="#">Plan Compliance</a>	<a href="#">Internet Contributions</a>		

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.

### Create New ICC Batch

Instructions	<b>Create Batch</b>	Review/Update Data	Enter Participant Records	Verify File Totals	Transmit Batch	File Status
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**There are three contribution data submission methods available through this facility:**  
Create a file online using data from a previous payroll, create a file using data supplied by Prudential Retirement, or build your own.  
For a more detailed description of these options, click on the Introduction tab.

I. Choose how you would like to create your file:

Using data from a previous payroll 000000 - Jun 1 2005 - Test Batch 1 ▼

Using data supplied from Prudential Retirement

Build Your Own

II. Please complete the pay period end date:

Pay Period End Date:

January ▼ 1 ▼ 20

III. File Name/Description:

Description:

Continue

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

**Create New ICC Batch Confirmation**

<a href="#">Instructions</a>	<a href="#">Create Batch</a>	<a href="#">Review/Update Data</a>	<a href="#">Enter Participant Records</a>	<a href="#">Verify File Totals</a>	<a href="#">Transmit Batch</a>	<a href="#">File Status</a>
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87 participant records have been copied into the following new file:  
**Jan 1 2005 - Payroll**  
Please enter contribution/loan data and submit for transmission.

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.

**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:

Sort By:   ASCENDING  DESCENDING

Records per page:

View Contribution Data  
 View Loan Data



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 participant'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
<input type="checkbox"/>	<a href="#">11111111</a>	015735	DOE, JOHN	\$ 0.00	\$ 0.00
<input type="checkbox"/>	<a href="#">22222222</a>	015735	DOE2, JOHN	\$ 45	\$ 0.00

**Reset**

**Update**

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 participant'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\(Ascending\)](#)

[next >>](#)

Select All Records

	SSN	Subplan	Name	Loan ID	Current Loan Payment
<input type="checkbox"/>	<a href="#">111111111</a>	003581	DOE, JOHN	1	\$ 0.00
<input type="checkbox"/>	<a href="#">111111111</a>	003581	DOE2, JOHN	1	\$ 0.00
<input type="checkbox"/>	<a href="#">111111111</a>	003581	DOE3, JOHN	2	\$ 0.00
<input type="checkbox"/>	<a href="#">111111111</a>	003581	DOE4, JOHN	1	\$ 0.00

[next >>](#)

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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**

<a href="#">Instructions</a>	<a href="#">Create Batch</a>	<a href="#">Review/Update Data</a>	<a href="#">Enter Participant Records</a>	<a href="#">Verify File Totals</a>	<a href="#">Transmit Batch</a>	<a href="#">File Status</a>
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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**.

<i>Participant</i>	<i>Source</i>
<b>111223333</b>	<b>TRANSFER</b>

[Back](#) [Continue](#)

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

**View File Totals**

<a href="#">Instructions</a>	<a href="#">Create Batch</a>	<a href="#">Review/Update Data</a>	<a href="#">Enter Participant Records</a>	<a href="#">Verify File Totals</a>	<a href="#">Transmit Batch</a>	<a href="#">File Status</a>
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Select a file to view totals.

File:

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

**View File Totals**

<a href="#">Instructions</a>	<a href="#">Create Batch</a>	<a href="#">Review/Update Data</a>	<a href="#">Enter Participant Records</a>	<a href="#">Verify File Totals</a>	<a href="#">Transmit Batch</a>	<a href="#">File Status</a>
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**File Totals**

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

Contribution Amounts:

Total Contribution Amount: \$ **0.00**

Total Forfeiture Amount: \$ **0.00**

Total Loan Amount: \$ **0.00**

Total Wire/Check Amount: \$ **0.00**

[Download](#)


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

#### Transmit ICC Batch

<a href="#">Instructions</a>	<a href="#">Create Batch</a>	<a href="#">Review/Update Data</a>	<a href="#">Enter Participant Records</a>	<a href="#">Verify File Totals</a>	<a href="#">Transmit Batch</a>	<a href="#">File Status</a>
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**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:



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

#### ICC File Status

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

To delete a file or files, select the files to delete using the checkboxes, and click on the 'delete' button.

Pay Period	SubPlan	Description	# of Recs	Date Submitted	Last Updated	
<input type="checkbox"/> Jan 01 2005		Payroll	87			<a href="#">download</a>

Delete

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:

Sort By:   ASCENDING  DESCENDING

Records per page:

View Contribution Data  
 View Loan Data



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:

\* First Name:

\* Last Name:

\* Address 1

Address 2

\* City

\* State:

\* Zip Code:

\* Date of Birth

\* Original Hire Date

Adjusted Hire Date

Years of Service\*

YTD Hours Worked

\* Employee Status

\* Status Date

Anniversary Date

\* Marital Status

\* Gender

\* 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](http://www.online.prudential.com/sponsor)*.
- Create a new batch.
- Input data.
- Verify totals.
- Transmit batch to Prudential.
- Confirm file was sent.