Form 5500 Module Demo Outline

1. **The Home Screen**
    a. Wolters Kluwer button and header bar
        i. can access almost any feature from this button
        ii. accessible from almost any screen in the system (except for when you are in a draft form or schedule)

    b. Plan Search box
        i. Quickly search for a company or plan (results displayed in Search Results box)
        ii. *Advanced* link allows for more specific searches

    c. Search Results box
        i. displays plans in bold and company names in grey below it
        ii. Buttons
            1. click on a plan and button will appear to allow for quick access to various modules

    d. Updates
        i. will display latest email updates from ftwilliam.com
        ii. *View All* link will take you to archived emails

2. **Adding a Company/Plan**

    Add a Company

    a. Select *Add Company* on Home Screen or through Wolters Kluwer button

    b. Enter Company name and EIN
        i. EIN Lookup Tool
            1. Type in company name and state and select correct company

    c. Select *Add Company*
        i. Searches DOL website for previous filings based on EIN
        ii. 2 options:
            1. Select a filing year to populate basic company information

            2. Manually add company information
                a. Select *Click Here to Return*

    d. Edit Company screen
        i. Fill in various fields with company information
        ii. Information will save automatically – no need to click a save button
        iii. Information will flow into the 5500 and 8955-SSA from this screen

    Add a Plan

    e. Select *Add Plan*

    f. Add Plan name & select Checklist type

    g. Select *Add Plan*

3. **Editing a Plan**
    a. Edit Plan Screen
        i. Plan Modules
            1. Click buttons to access modules

    b. *Show History* link
        i. located in the Plan Menu box
        ii. will show history of the plan and users working within that plan

iii. *Create* link – click to add notes

4. **Form 5500 Main Screen**

    a. 5500 Menu
        i. Select *Bring forward (year) data to (current year) for **this plan only*** link to bring forward the data
        ii. *Batch Workflow* link
            1. Bring forward data for all plans at one time
    b. 5500 box
        i. Creating an entirely new plan?
            1. Select your form type under the Add Schedules box to add it under the 5500 box

        ii. "I" next to schedules – link to instructions from DOL or IRS specific to that form/schedule
        iii. DRAFT-EDIT column – will take you into that schedule's draft
        iv. STATUS column – will reflect the edit check status of the form/schedule
        v. FINAL column – print out the final pdf version of that form/schedule

    c. Draft Form 5500
        i. edit information directly onto the form itself
        ii. ? to left of line item are links to information on that specific line item

        iii. some fields may be grayed out or not clickable – system's way of helping you correctly fill out the form based on data you have already entered

5. **Edit Checks**
    a. Select *Run Edit Checks* link to run edit checks for the current form
        i. can also run edit checks back on the main 5500 screen

    b. Active Schedules
        i. ??? - edit check status is unknown
        ii. NOT OK – needs editing
            1. click on NOT OK link to see the list of edit checks
        iii. OK – no edit checks
        iv. Final – print out final pdf version of that schedule

    c. Fields will be highlighted in yellow if they need to be edited

    d. Add Schedules
        i. click one of the forms to change form types

6. **Upload and Download Center**
    a. Located in 5500 Menu box on Form 5500 main screen
    b. Upload files of data instead of manually entering data into the system
        i. .csv and .xml file upload options
    c. Select *Upload and Download Center* link
    d. For Uploads
        i. Select the option you need
            1. we will always provide you with a sample file and schema for .csv upload options
            2. for .csv file options:
                a. Download sample file and fill in fields
                b. Save as .csv to your computer
                c. Return back to option within the Upload and Download Center to upload
                d. The upload will replace any existing data that was on the form with the data from the file
            3. for .xml file options:
                a. upload .xml file
        ii. *Upload Signers* link option
            1. bulk upload of signers/Portal Users
    e. For Downloads

      i. download .csv or .xml for all of or parts of plans

7. **Adding Notices and Reports**
   a. Annual Funding Notice or Summary Annual Report
      i. Prepare after completing rest of filing
         1. System will pull data from the filing to populate the notice or report

      ii. Click the link in the Add Schedules box to add to the filing

8. **Adding Attachments**
   a. Select *Attachments* link in the 5500 Box

   b. Upload Menu screen
      i. select Attachment type from the dropdown list
      ii. Attachments must be added in .pdf form
      iii. Select Add Attachment
         1. Note will appear at top notifying you that the attachment has been added

      iv. *Attachments* link in FINAL column of 5500 box will now be clickable

9. **Additional Features Included**
   a. 8955-SSA
   b. Other IRS Forms
      i. listed under Other Forms box
   c. Sample Attachments
   d. PBGC forms

10. **Signing**
   a. Local Sign Option
      i. Sign as the Preparer on behalf of the Administrator
         1. Be sure to enter the date (corresponds to the date the client put onto the form when he/she signed and dated the physical copy) and type your client's name onto the draft form before you sign as the Preparer on behalf of the Administrator

      ii. Once the date and name have been typed onto the draft 5500, the signed 5500 is attached and all edit checks have been passed, the filing will need to be locked under Edit Status by clicking the *Lock* link
         1. Make sure you have no remaining edit checks or anything being flagged by the DOL before submitting your filing
         2. Pre-Validation Warning: will display all remaining edit checks after locking the filing

      iii. To sign as the Preparer on behalf of the Administrator, click *Local Sign* link under Signed Status
         1. Select who you will be signing as under dropdown list
         2. Fill out remaining fields
         3. Click Sign 5500

      iv. Return to 5500 screen to see your filing's status
         1. *Details* link will show the details of the filing

   b. Portal Signing Process
      i. Add Portal users/Signers
         1. Via Upload (previously shown)

         2. Via manual entry
            a. select *Work With Signers/Portal Users* link in Portal Menu box
            b. select Add button
            c. fill out client information
            d. select Create New Portal User button
            e. User Info tab will display the name, username, and password
               i. reset password here!

f. 5500 tab
    i. here is where you assign signing, view, edit, and printing permissions
g. View button
    i. allows you to see client's portal in View Only mode

ii. Invite Client to Sign
1. Lock filing
2. Click *Invite Signer to Portal* link next to Signed Status
3. Select and modify an email template
4. Email invites
    a. use your own program – Select *Click to open email* link
    b. set up your own email server to be where the emails go out from
    c. use Preparer's email program – click Mark 5500 as "Invited" button
5. Can re-invite client to sign up until they have signed

iii. Portal User's Signing Process
1. Enter login info
2. Click E-Sign 5500 button
3. Click Print 5500 button
4. Enter DOL User ID and PIN
    a. Can click link above to use prior year ID and PIN
5. Click Sign 5500 button

iv. Set up Confirmation Emails
1. Wolters Kluwer button > Administrative Tasks > Portal/Workflow > Global Email Settings
    a. must be set up by a designated admin

11. 5500 Batch Workflow Grid

a. Access through the Wolters Kluwer button > Batches > 5500 Batch/Workflow

b. Select year

c. Select *5500 Workflow Grid* link

d. Assign people to be the administrators for plans

e. View the status of filings, acknowledgement ID after filing, date filed, date accepted, the signers name, company name, EIN, if there is an extension present and the corresponding dates

f. Items in the grid are filterable

g. Select *Export current view to CSV* link to export the filtered or unfiltered data present to a .csv file

12. 8955-SSA

a. To enter data manually, select the *Add Form 8955-SSA* link under the 8955-SSA box on the 5500 screen
    i. Basic company information flows through
    ii. Everything saves automatically
    iii. ? – link to IRS instructions for that line item
    iv. Adding Page 2
        1. Select *p2* link to manually add Page 2
        2. Use upload option

b. Uploading data
    i. Select *Upload* link in the upper right-hand corner of the 8955-SSA box on the 5500 screen

    ii. Select the upload type

    iii. A sample file and schema file are provided
        1. Sample file contains every field on the 8955-SSA

2. When ready, save to computer, browse for the file, enter number of rows to ignore before the header row, enter number of rows containing data, and upload

c. Edit Checks
   i. If you are filing yourself to the IRS FIRE site or using our fulfillment service, you will need to pass all Error Edit Checks
      1. Warning Edit Checks will still allow you to use the batch feature to file yourself or use the fulfillment service

d. Cover Letter and statements available in the 8955-SSA box

e. Filing
   i. Can print and mail the forms if your client does not meet the electronic filing requirements

   ii. Using ftwilliam.com software
      1. Create a batch using our fulfillment service
         a. We will file the forms on your behalf to the IRS FIRE site electronically
         b. Additional cost for this service

      2. Make 8955-SSA available to your clients through the Portal
         a. They would see an E-File 8955-SSA button, click on it, print out a copy for themselves, and then e-file
         b. Creates a batch of just that one plan and submits to ftwilliam.com for fulfillment
         c. Additional cost for this service

   iii. File yourself
      1. Obtain a transmitter control code (TCC) and upload yourself to the IRS FIRE site
      2. Enter the TCC code into the Account Profile
         a. located under Wolters Kluwer button > Administrative tasks > Account Profile
      3. Would need to first create a batch to obtain the file that is uploaded to the IRS FIRE site

f. Creating a Batch
   i. Select *Batch/Fulfillment* link under the 8955-SSA box
   ii. Screen will show all of the batches that you have added for that year
   iii. Click the Create New Batch button
   iv. Enter the name of the batch and create new batch
   v. Select the plans
   vi. Click the Update button
   vii. Return to the previous screen
      1. Here you can print out your forms, statements, and/or cover letters

   viii. Lock your batch by clicking on the lock symbol
      1. Filing through ftwilliam.com:
         a. Now you can submit for fulfillment by selecting the *FIRE E-File* link (this is using our fulfilment service)
            i. You will receive an invoice in the month following when your batch was submitted to ftwilliam.com

      2. Filing yourself:
         a. Click the *ZIP* link under Download FIRE Files
         b. Will create a .zip file containing individual .txt files for each plan within your batch
         c. The .txt file is what you upload to the FIRE site

13. Batch 5558

a. Click Wolters Kluwer button > Batches > 5500 Batch/Workflow

b. Select year

c. Select *Batch 5558* link

d. Create new batch and enter batch name

e. Add plans into your batch

f. Download as a .zip file or as one large .pdf

14. Support and Help Center

a. Email us at support@ftwilliam.com

b. Call us at 800.596.0714

c. User Guides
   i. Wolters Kluwer button > Support > User Guides > 5500 Forms Guide

d. Help Center
   i. Wolters Kluwer button > Support > Help Center
   ii. Q&As and video tutorials