PEBA
SC Retirement Systems and State Health Plan

corebridge financial

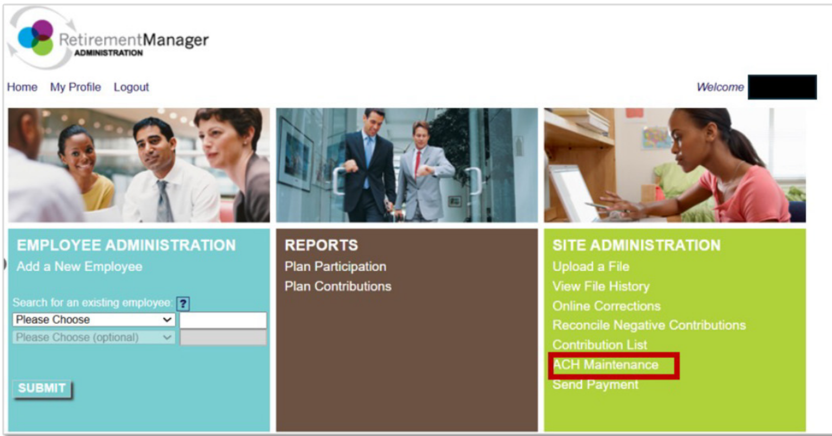
Administering State ORP online through Retirement Manager

Retirement Manager is an online administrative tool that allows State ORP participating employers to upload payroll files, submit contribution lists, process participant corrections and securely send payments to Corebridge Financial. Visit corebridgefinancial.com/rs/myretirementmanager and refer to this guide to get started.

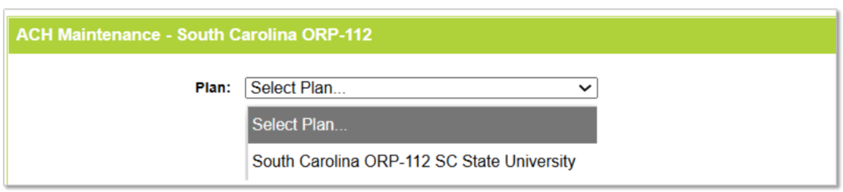
Questions? We're here to help.

If you need assistance with or access to Retirement Manager, contact Janet Campbell at janet.campbell@corebridgefinancial.com.

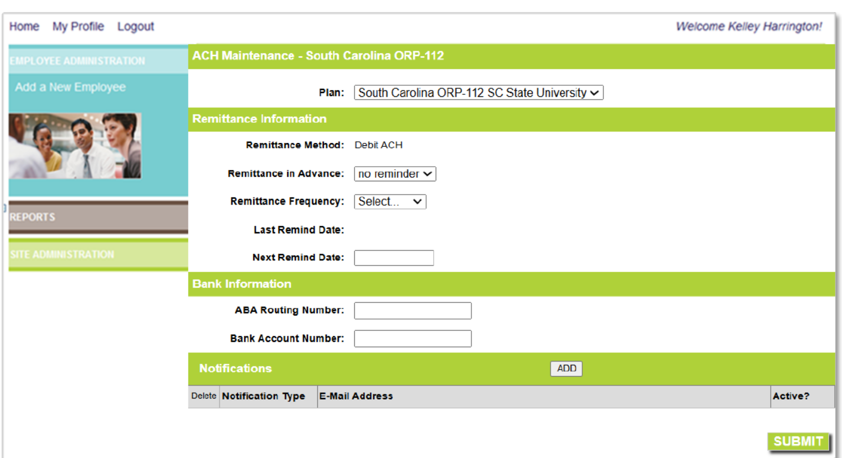
I Providing banking information



1. **Select ACH Maintenance.**
   If funding via Debit ACH, you must add banking information before uploading files. Select *ACH Maintenance* under the Site Administration tab to get started. Once this step is completed, it will not be required again unless your banking information changes

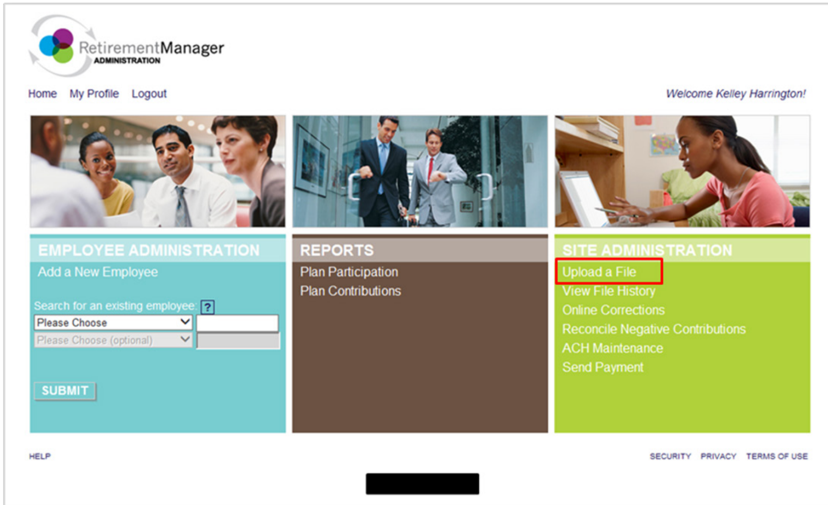


2. **Choose your plan(s).**
   To update banking information, click on *Select Plan* from the drop-down menu and choose the plan for which you are adding banking information. Banking information must be entered separately for each plan.

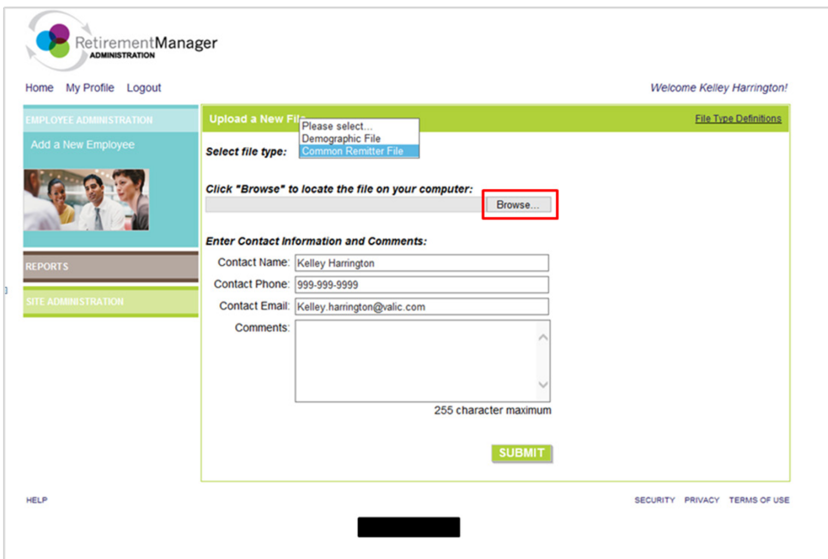


3. **Enter remittance and banking information.**
   Choose your Remittance Frequency with advance processing day details, select your Next Remind Date (typically the next payroll date), and enter your bank account and routing numbers, then click *Submit*.

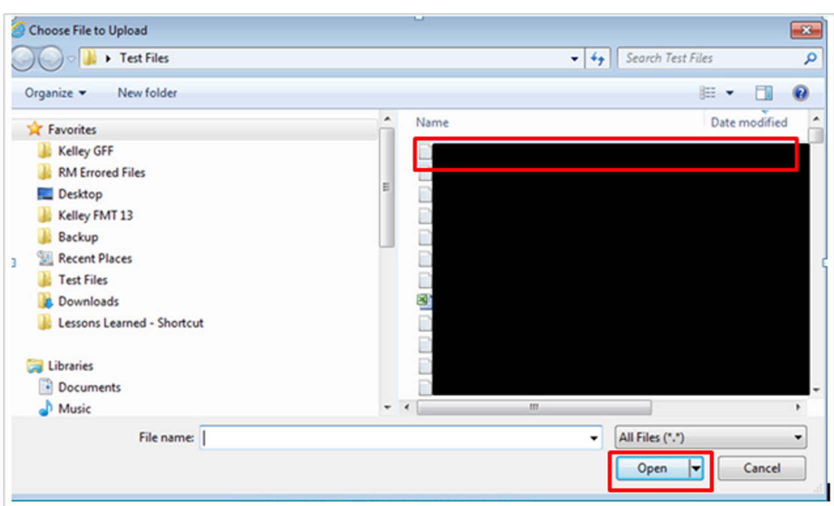
II Uploading a payroll file



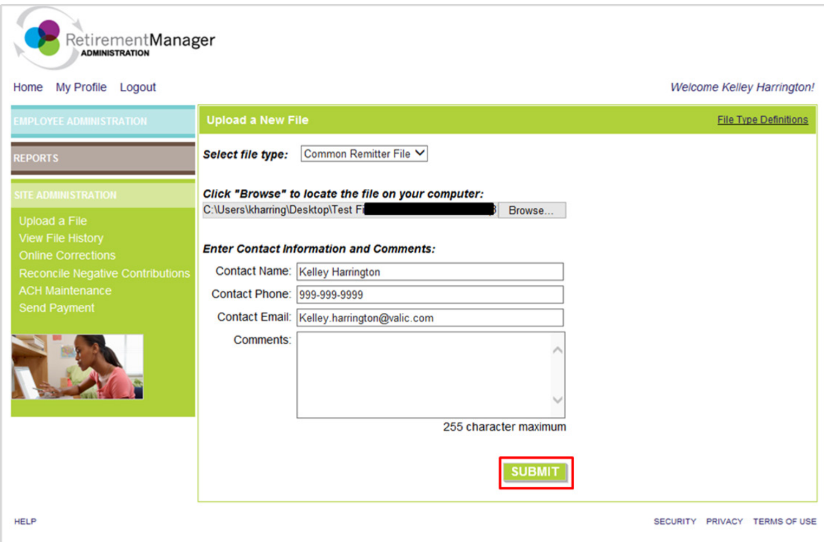
1. **Select Upload a File.**
   This allows you to submit a payroll file with contributions for a group of participants. To submit your file, select *Upload a File* under the Site Administration tab.



2. **Upload your file.**
   From the file type menu, select *Common Remitter File*, then select *Browse* to locate your remittance file on your computer.

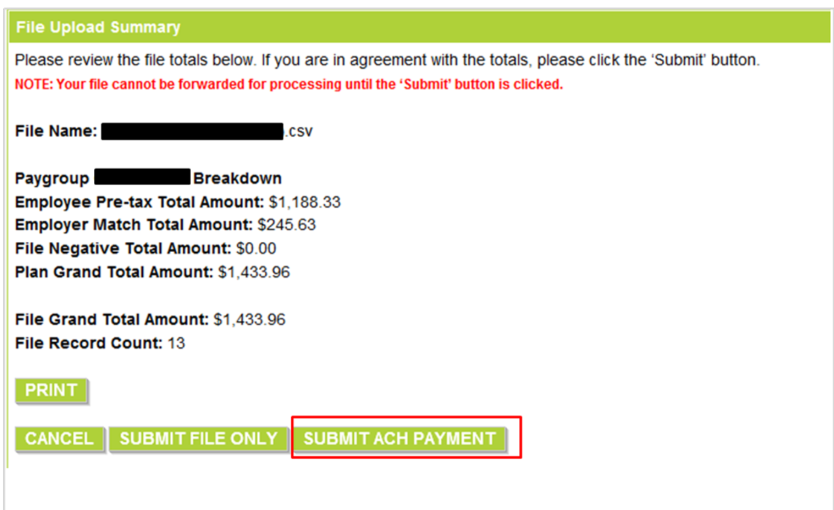


3. **Select your file.**
   Select the file you want to upload then click *Open*.



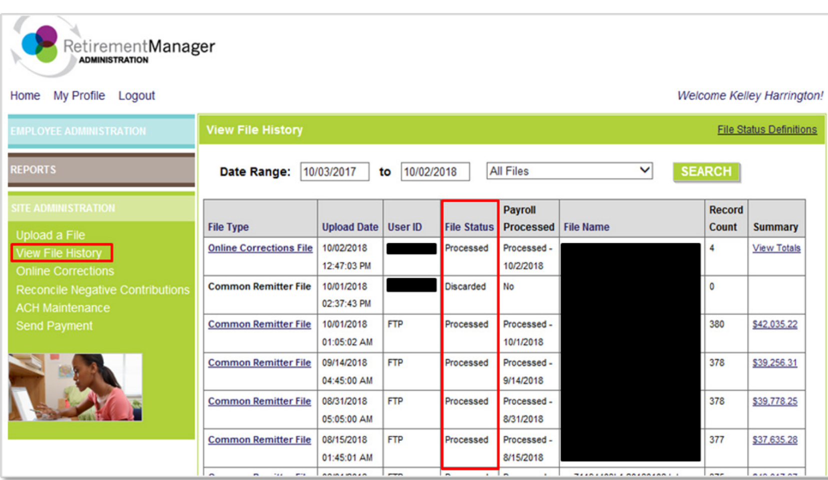
4. Provide your contact information.

Enter your contact information and comments, if needed, then click *Submit*.



5. Review file totals.

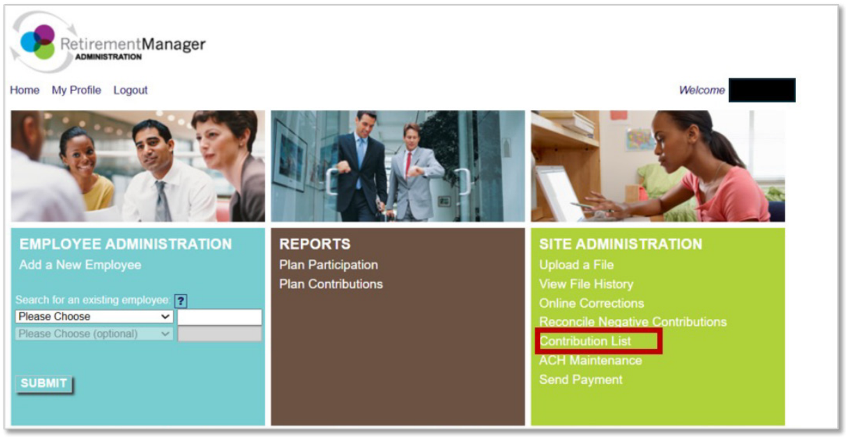
Review file totals for accuracy. Click *Submit File Only* if you are funding at a later date or by check or wire. To submit a Debit ACH payment with your file, click *Submit ACH Payment*.



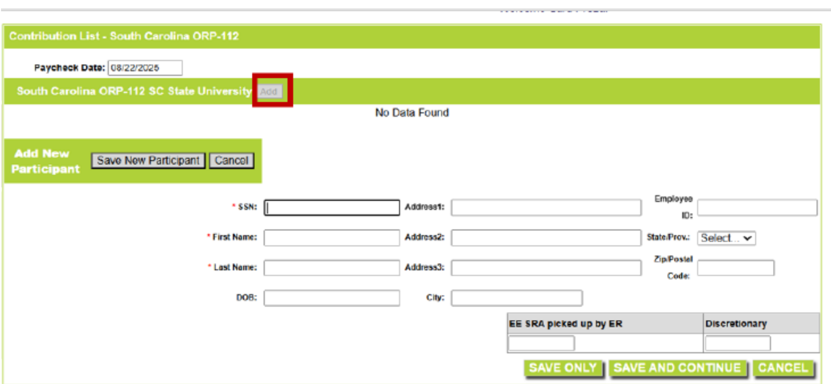
6. Review file status and past files.

To view the status of your file and previously submitted files, select *View File History* under the Site Administration tab. You can edit the date range, as needed.

III Submitting contribution lists

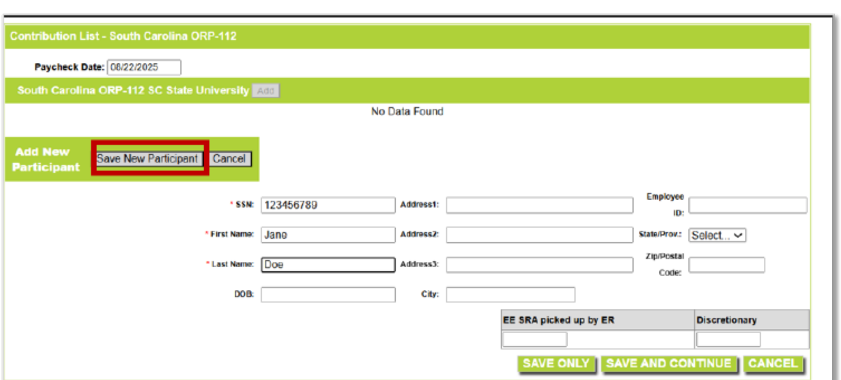


1. **Select Contribution List.**
   This allows you to manually enter contributions for a few participants. When you are ready to submit your contributions, click *Contribution List* under the Site Administration tab.

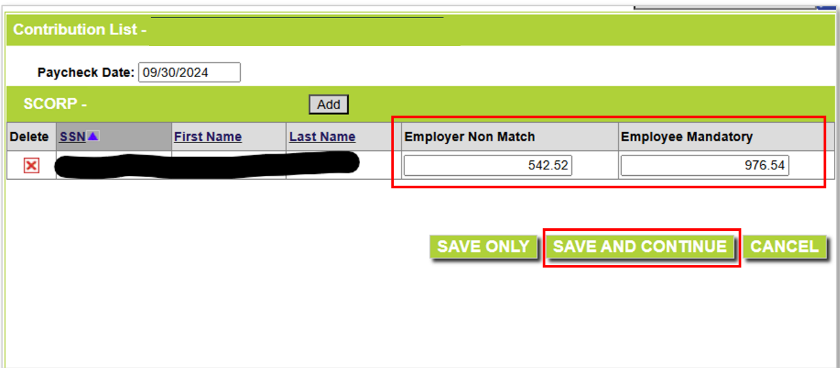


2. **Update paycheck date and add participants.**
   Update the Paycheck Date and add any additional participants to the list by clicking *Add*. You should only add participants who have an existing State ORP account with Corebridge. If a participant exists, the system will recognize and display their SSN as you enter in the information.

   If a participant does not populate, please contact Janet Campbell at janet.campbell@corebridgefinancial.com.

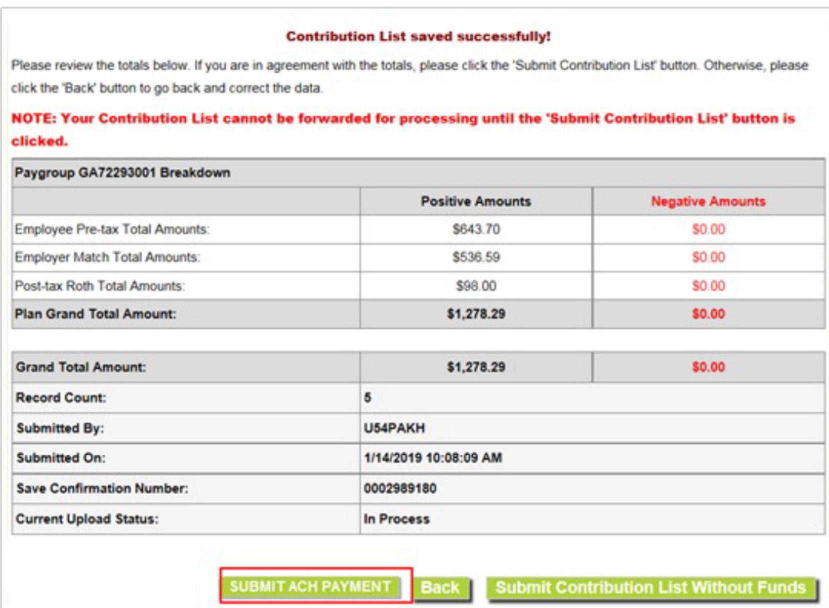


3. **Enter and save participant.**
   Enter the participant information and click *Save New Participant*.



4. **Update contribution amounts.**

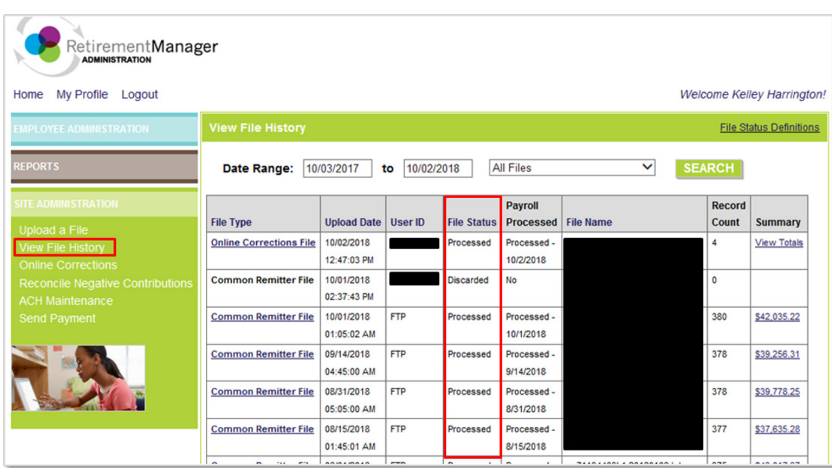
Update the contribution amounts for each participant and click *Save and Continue*.



5. **Review totals and select funding.**

Review totals for accuracy. Select *Submit Contribution List Without Funds* if you are funding at a later date or by check or wire.

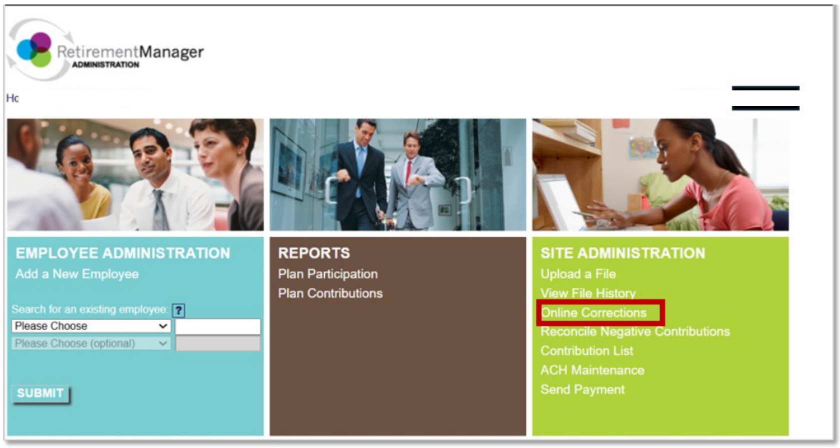
To submit a Debit ACH payment with your list, click *Submit ACH Payment*.



6. **Check past files.**

To review past files or contribution lists, click *View File History* under the Site Administration tab and edit the date range as needed.

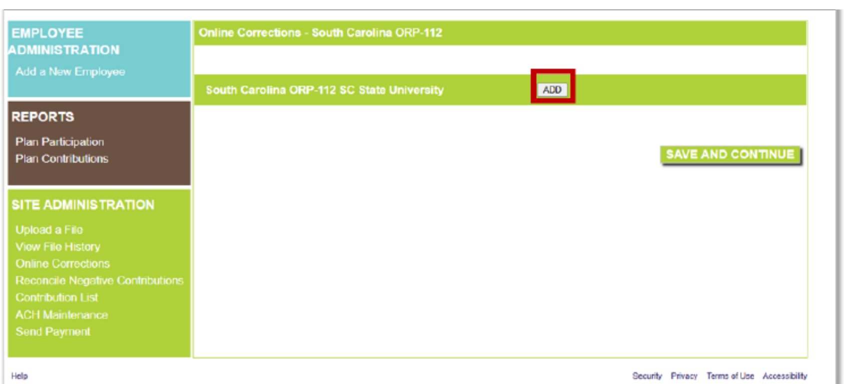
IV Submitting corrections



1. **Select Online Correction.**

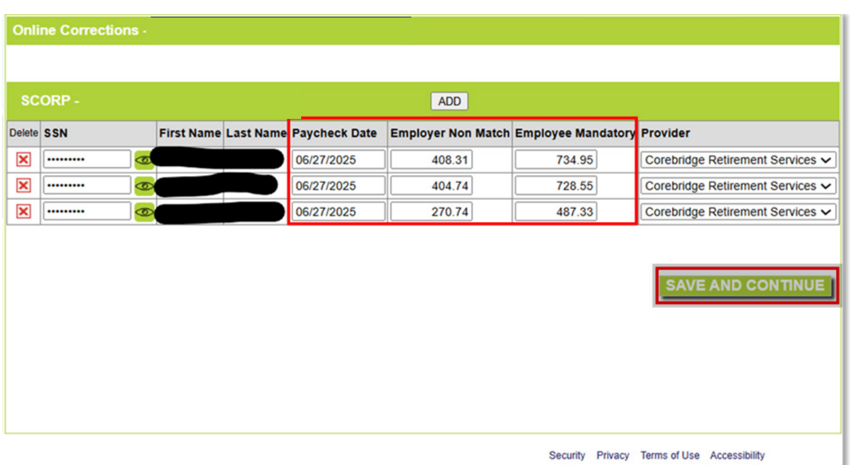
   If a contribution was submitted incorrectly or missed, you can complete an online correction.

   Under the Site Administration tab, click *Online Correction*.



2. **Add the participant(s).**

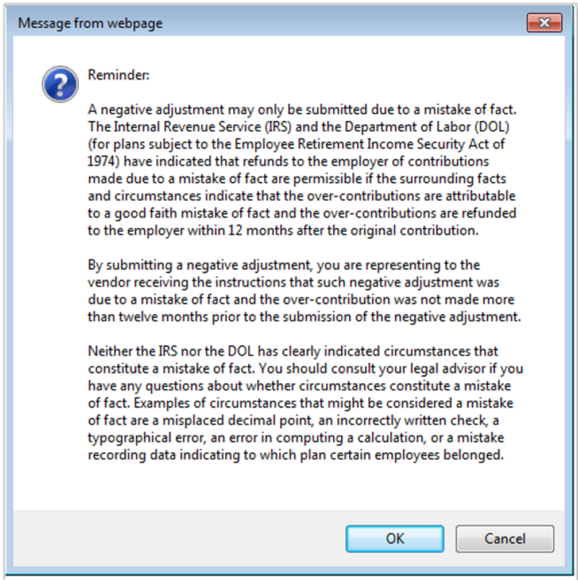
   After the online correction form opens, click *Add* and enter the participant SSN.

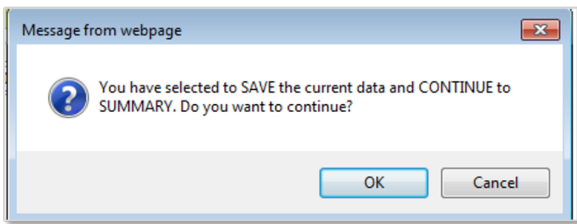


3. **Enter correction details.**

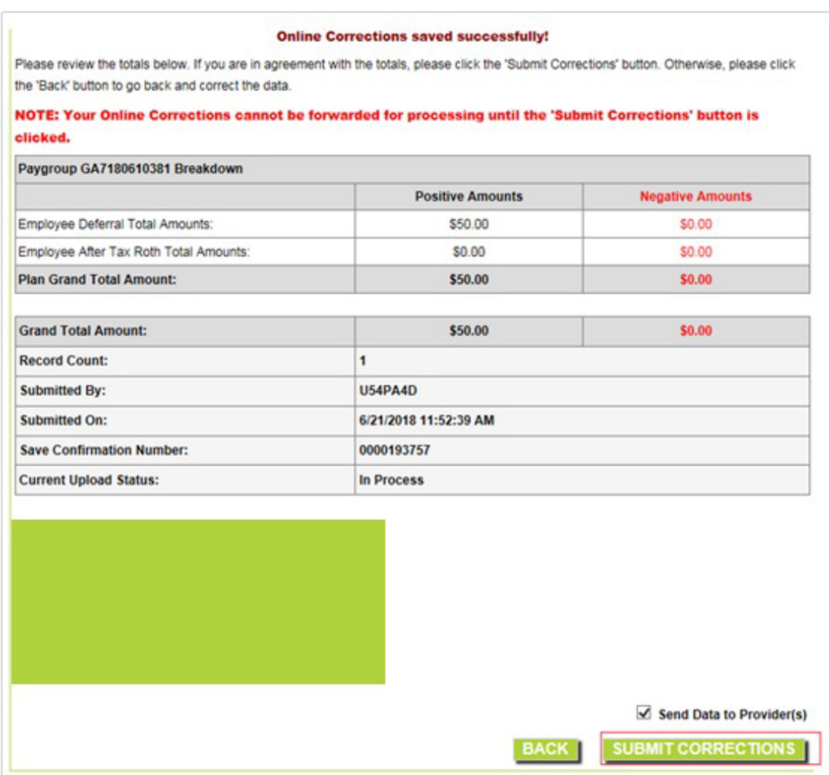
   Enter paycheck date, contributions by type and click *Save and Continue*. Make sure to input the difference for each contribution source. If you are submitting a negative correction, enter the negative sign in front of the entire amount. For example, if you submitted a $50 employee deferral on the remittance file but it should have only been $40, submit a correction for -10 in the employee deferral field.

4. **Review confirmation pages.**
   Follow the prompts to review the disclaimer and click *Ok* to confirm you understand and want to continue.





5. **Review and submit corrections.**
   Review the totals and if correct, check the *Send Data to Provider(s)* box before selecting *Submit Corrections*.



Online Corrections saved successfully!

Please review the totals below. If you are in agreement with the totals, please click the 'Submit Corrections' button. Otherwise, please click the 'Back' button to go back and correct the data.

NOTE: Your Online Corrections cannot be forwarded for processing until the 'Submit Corrections' button is clicked.

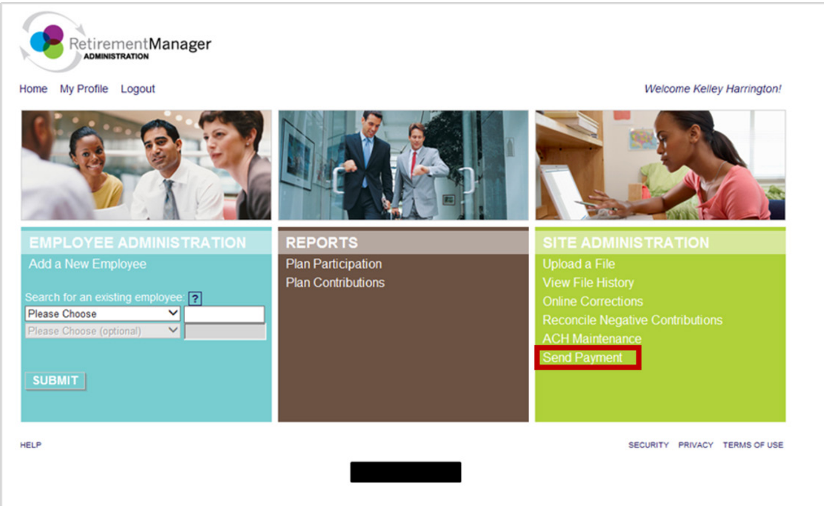
Paygroup GA7180610381 Breakdown		
	Positive Amounts	Negative Amounts
Employee Deferral Total Amounts:	$50.00	$0.00
Employee After Tax Roth Total Amounts:	$0.00	$0.00
Plan Grand Total Amount:	**$50.00**	**$0.00**

Grand Total Amount:	**$50.00**	**$0.00**
Record Count:	**1**	
Submitted By:	**U54PA4D**	
Submitted On:	**6/21/2018 11:52:39 AM**	
Save Confirmation Number:	**0000193757**	
Current Upload Status:	**In Process**	

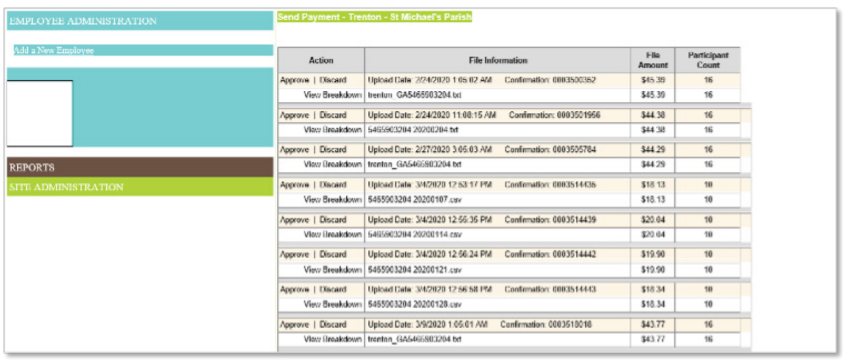
☑ Send Data to Provider(s)

BACK SUBMIT CORRECTIONS

V Sending payments for previously submitted files



1. **Select Send Payment.**
   To approve funding for a file that was previously submitted, select *Send Payment* on the Site Administration tab.



2. **Elect to approve or discard.**
   On the Send Payment screen, you can elect to approve funding for a file that was uploaded or elect to discard the funding/file. Once the funding is approved, the file will be removed from this screen and the payment will be sent via Debit ACH.

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We're here to help you take action

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