



Common Remitting Service

Web Client Tutorial

U.S. OMNI & TSACG Compliance Services
Compliance and Administration Service Provider
Client Services
73 Eglin Parkway NE
Fort Walton Beach, FL 32548
888.796.3786 Option 3
epars@tsacg.com

WEB CLIENT TUTORIAL

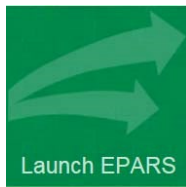
The following tutorial is designed to demonstrate the Web Client functionality of U.S. OMNI & TSACG Compliance Services (OMNI/TSACG) Electronic Process for Automated Remittance Services (EPARS) system which gives employers access to add, delete, and modify participant remittance information. The process steps covered in this tutorial include the following:

1. Logging into EPARS
2. Creating the current remittance file
3. Making modifications to the current file
4. Reviewing remittance reports
5. Submitting the current file
6. Funding the remittance

The funding process described in the tutorial is the use of OMNI/TSACG ACH debit functionality, which is an OMNI/ TSACG best practice. Should you choose to utilize an alternative funding method, those instructions will be provided to you via a different media.

Let's Get Started!

1. Open your browser and enter www.eparssystem.com into the URL field. Click on the green Launch EPARS Box to the right.



2. Log in by entering your username and password. Login information should be provided by an EPARS representative. If it is the first time logging in the password is the same as your username.



EPARS

STEPS

1. Disable pop-up blocker
2. Enter your username and password
3. Click Login

LOGIN

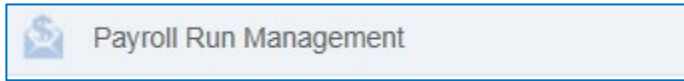
USERNAME

PASSWORD

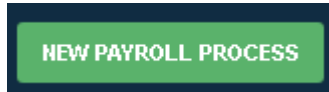
[Forgot your username or password?](#)

LOGIN

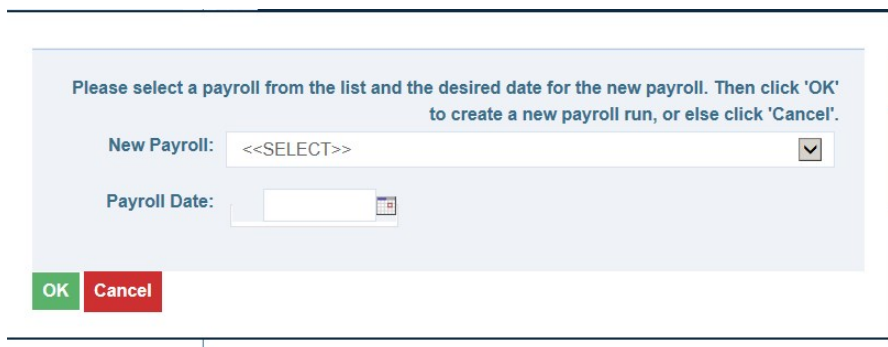
- EPARS should default to the payroll run management screen. If not, you can access by clicking on the employers tab on the left and clicking on Payroll Run Management:



Click on the green New Payroll Process button to the right:



Select your payroll name and enter payroll date. Click OK.


 A screenshot of a web application dialog box. The dialog has a light blue header area with the text: "Please select a payroll from the list and the desired date for the new payroll. Then click 'OK' to create a new payroll run, or else click 'Cancel'." Below the header, there are two input fields. The first is labeled "New Payroll:" and contains a dropdown menu with the text "<<SELECT>>" and a downward arrow icon. The second is labeled "Payroll Date:" and contains a text input field with a calendar icon to its right. At the bottom of the dialog, there are two buttons: a green "OK" button and a red "Cancel" button.

- Review Payroll Date and Remittance Total. If date is incorrect, press the red reset button to clear file and start new file with correct date.

You are now ready to manage your roster with additions, deletions or changes.

Editing existing deductions in the roster

1. If you need to edit a participant deduction, click on the first letter of the participant last name or click on the red ALL button to locate participant.



2. Click on the edit pencil to the left of the contribution amount:

	File Total
	\$250.00

3. Click on the pencil to the left of the investment provider name to edit deduction:

	Vendor Name
	Corebridge 403(b) EE

4. You can change the vendor from the drop down menu or enter new amount in the deduction amount field. Click OK then green checkmark to save changes.

Edit employee deductions

Deduction Information

Vendor

Corebridge 403(b) EE

Deduction Amount

250.00

OK

Cancel

Adding new participants

1. If you need to add a participant, you will click on the green ADD button to the left of the submit button on the top left of the screen.



2. The required data is dictated by an asterisk. The minimum required fields are SSN, Last Name, and First Name. We encourage you to enter date of births in order for our system to recognize employees who are 50 and older who can contribute more during the year. Click on green checkmark to save.

* SSN	
* Last Name	
* First Name	

3. Add contribution amount and vendor by clicking the pencil to the left of the SSN.

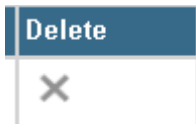
	SSN
	XXX-XX-5555

Removing participants

1. If you need to remove a participant who no longer wishes to contribute or is no longer employed, click on the first letter of the participant's last name or click on the red ALL button to locate participant.



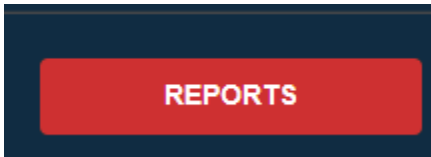
2. Click on the X button to the right to remove employee:



Reports

Once all modifications have been entered, it is now time to review the generated reports to ensure data is accurate. You have the ability to print or save these reports for your records.

1. Click on the red REPORTS button:



2. You can click on the view icon or the green arrow to download specified reports.
3. **Payroll Run Summary Report** – Gives you a vendor breakdown with the totals you are sending to each vendor. This also displays a grand total at the bottom, participant count and the payroll date on the top right.
Negative / Positive Report – This is an internal report we use if we need to refund money. You can disregard.
Differences Report – This report will compare the last report submitted with the current file and it will list the differences.
Modifications report – Serves as an audit log to show what user made changes to the roster. Displays a date/time stamp on all changes.
Contributions by Plan Time Report – Displays the employees in alphabetical order by the first letter of their last name and by plan type.
Vendor Reports Blue Tab – Detailed reports broken down by vendors. Will list all employees sent to that particular vendor.
Employee Reports Blue Tab – Displays all employees in alphabetical order or by the first letter of their last name.

Once data has been reviewed, you will then click on the blue X to exit the reports module:

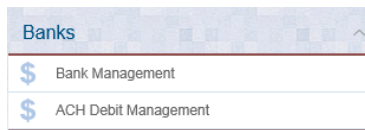


Once changes have been applied and report totals have been confirmed, you will click on the green SUBMIT button to submit the file to OMNI/TSACG:



Funding Contribution Files by ACH Debit

Select ACH Debit Management below Banks on the Task Bar:



Click the  sign to add account information:



Add the bank account name, ABA routing number, account number and account type. Check the Default Account check box if this account is the only account you will use to fund contribution files.

Account Management

Add/Edit Account

Account Information

* Account Name	
* ABA Routing Number	
* Account Number	
* Account Type	Checking ☐
Default Account	☐

Once account information has been entered, there are two ways to request funding for a payroll file:

1. Requests may be made in ACH Debit Management by selecting the payroll and transaction date and clicking the green check box to save the request.



Debit Request Management

Submit Debit Funding Request

Request Information

* Account Name: Imperial Empire Credit Union

* Debit Amount: KH PUBLIC MO PAYROLL - 3/13 (\$76,446.21)

* Transaction Date: 5/7/2020

The ACH debit request must be completed one day prior to the date the payroll file is processed to ensure funding is available and contributions are transmitted to your investment provider in a timely manner.

2. In Payroll Run Management after submitting your file, click the green FUNDING button.



IMPORT

Payroll

KH PUBLIC MO PAYROLL - Previous

Last Name

SSN

REPORTS

FUNDING

ALL B C F G H J K M N P R S T W

SEARCH

All Funding Receipts and a printable confirmation page are available under Banks – ACH Debit Request Management.

Once the SUBMIT and FUNDING buttons are not shown on the screen, they have been completed. If they are still showing, they have not been completed.