



A Turn For The Better



# 90 Degree Benefits Service Center **User Guide**

 **The Right Turn For Your Benefits**

[90DegreeBenefits.com](http://90DegreeBenefits.com)

# Manage CRSP 403(b) Contributions with Ease

The 90 Degree Benefits Service Center makes uploading your worker's Concordia Retirement Savings Plan 403(b) contributions quick and easy. With the service center, you can upload contribution information and have it validated immediately—giving you peace-of-mind that your worker's contributions have been properly managed.

## Accessing the 90 Degree Benefits Service Center

To access the 90 Degree Benefits Service Center visit <https://crsp403b-90db.com>. If you are a new user, select "Register as a new user" and follow the steps. If you are a returning user, enter your username and password on the login screen.

After logging in, you'll be taken to the service center home page. From there, click "Contributions" at the top of the page.

You have a variety of functions available to you on the Contributions page. You can upload a new contribution, manually edit previous contributions and view contribution history.

## Uploading a Contribution

1. Click "Upload Contribution File." If you're uploading a contribution to the 90 Degree Benefits Service Center for the first time, simply download the template.
2. Fill out the template with your workers' retirement contribution information and save to your computer.
3. Click "Choose File" on the Contributions page.
4. Select the correct file from your computer and click "Upload."

If your contribution was successful, you'll instantly receive a green validation message on the screen.

If your contribution upload wasn't successful, you'll receive an error message notifying you of missing or unrecognized information. Simply correct the information by clicking the edit button to submit.

Then, you can log out knowing your workers'

The screenshot shows the login page for the 90 Degree Benefits Service Center. At the top, there is a logo for Concordia Plans and a "Home" link. Below the logo, the text reads "Welcome to the 90 Degree Benefits Service Center for the Concordia Retirement Savings Plan 403(b)." There are two input fields: "User ID" and "Password". Below these fields is a blue "Log in" button. At the bottom of the form, there are two links: "Forgot your password?" and "Register as a new user".

The screenshot shows the user dashboard after logging in. At the top, there is a logo for Concordia Plans, a "Home" link, and the user's name "Hello John Doe!" with a "Logout" link. Below the header, the text reads "Hello John Doe!" and "Contributions".

The screenshot shows the "Contributions" page. At the top, there is a logo for Concordia Plans, a "Home" link, and the user's name "Hello John Doe!" with a "Logout" link. Below the header, the text reads "Contributions". There are several links: "Upload Contribution File", "Manage Contribution Files", "Manual Contribution Entry", "View Historical Contribution Files", "Contribution Detail Report", and "Home".

The screenshot shows the "Contribution Upload" page. At the top, there is a logo for Concordia Plans, a "Home" link, and the user's name "Hello John Doe!" with a "Logout" link. Below the header, the text reads "Contribution Upload". There is a "Select contribution file" section with a "Choose File" button and the text "No file chosen". To the right of this section, there are two links: "Download Excel Template" and "Download Excel 97-2003 Template". Below the "Choose File" button is a blue "Upload" button. At the bottom of the page, there is a link for "Contribution Home".

## Entering a Contribution manually

The 90 Degree Benefits Service Center has a new feature for manual entry, making adding workers after your initial contribution template upload simple!

1. Select "Manual Contribution Entry" from the menu on the left side of the Contributions page.
2. Enter the payroll date
3. From the dropdown menu, select the worker.
4. Enter the amount under the correct contribution type and choose whether or not it is a recurring contribution.
5. Finally, click "Add Contribution." If it is a recurring contribution, you will be asked to include your payroll frequency as well as payroll dates.

The screenshot shows the 'Contribution Manual Entry' form. At the top, there is a navigation bar with the Concordia Plans logo, 'Home', and user information 'Hello John Doe!' and 'Logout'. The form title is 'Contribution Manual Entry'. It includes a dropdown for 'Employer' (00002 LCMS OIM), a date field for 'Next Payroll Date' (04/29/2021), and another dropdown for 'Employee' (Please select employee). A note states: 'To add a new employee to the CRSP 403(b), please contact Concordia Plans at info@ConcordiaPlans.org or 888-927-7526.' Below this is a 'Contribution Description' field with the instruction 'Please enter contribution amounts below.' A table for contribution types is shown:

PTE	EC	ATR	LP	QNE	OTH
0.00	0.00	0.00	0.00	0.00	0.00

There is also a 'Recurring Contribution' dropdown set to 'No'. At the bottom, there are 'Add Contribution' and 'Reset' buttons, and a status message 'No contributions entered.'

The worker's information will be automatically added to the contribution file for the next payroll date.

You can also manually edit an worker's information on your previous contribution upload right from this page without having to re-submit a new contribution file.

## Viewing Previous Contribution Files

You can view previous contribution uploads any time with the 90 Degree Benefits Service Center!

1. Click "View Historical Contribution Files" in the Contributions page menu.
2. Enter the payroll start and end dates for the period you'd like to see.
3. Click "View."

The screenshot shows the 'View Historical Contribution Files' page. It has a navigation bar with the Concordia Plans logo, 'Home', and user information 'Hello John Doe!' and 'Logout'. The page title is 'View Historical Contribution Files'. It features two date input fields: 'Upload From Date' and 'Upload To Date', both with a calendar icon. Below the fields is a blue 'View' button and a link for 'Contribution Home'.

The 90 Degree Benefits Service Center will show you all contribution upload files within the payroll dates selected, and you'll be able to export contribution reports within the dates entered.

## Exporting Contribution Reports

With the 90 Degree Benefit Service Center, you can save contribution upload reports to your desktop anytime.

1. Click "Contribution Detail Report" on the Contributions page.
2. Enter the dates for which you'd like to generate a report.
3. Click "Export Report" to download a report on your desktop.

The screenshot shows the 'Contribution Detail Report' page. It has a navigation bar with the Concordia Plans logo, 'Home', and user information 'Hello John Doe!' and 'Logout'. The page title is 'Contribution Detail Report'. It includes a 'From Date' field, a 'Through Date' field, and a 'Group' dropdown (00002). Below these are 'View Report' and 'Export Report' buttons, and a link for 'Contribution Home'.

If you simply want to view a report, you can click "View Report" after entering your chosen dates and view a contribution upload report without downloading it to your desktop.



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The 90 Degree Benefits Service Center makes uploading your worker's CRSP 403(b) contributions easier than ever with instant validation!

Visit <https://crsp403b-90db.com> and use the 90 Degree Benefits Service Center today.

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