90

DEGREE
BENEFITS

A Turn For The Better

90 Degree Benefits Service Center
User Guide

The Right Turn For Your Benefits

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'

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 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 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.

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.

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.