WELCOME to the UA College Savings Plan Payroll Deduction Option. With this benefit program employees have a simple and consistent way to save for future higher education expenses for almost anyone, including a child, grandchild, relative, friend, or even themselves. This user guide will provide useful information for getting started, using the portal, and making changes to the employer’s payroll deduction program.
<table>
<thead>
<tr>
<th>REQUEST TYPE</th>
<th>DONE IN PORTAL</th>
<th>WHO CAN SUBMIT REQUESTS</th>
<th>STEPS</th>
<th>SECTION(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll an employer in the Payroll Deduction Option</td>
<td>No</td>
<td>Employer</td>
<td>• Submit the Payroll Deduction Option Portal Access form to the UA College Savings Plan</td>
<td>1.1</td>
</tr>
<tr>
<td>Open an employee’s UA College Savings Plan account</td>
<td>No</td>
<td>Employee</td>
<td>• An account can be opened online, over the phone, or by paper enrollment kit</td>
<td>2.1, 2.3</td>
</tr>
<tr>
<td>Enroll an employee in payroll deduction</td>
<td>No</td>
<td>Employer</td>
<td>• Employers should provide employees with the Employee Payroll Deduction form to fill out</td>
<td>2.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Once the form is completed, employers will fax or mail it to the UA College Savings Plan on behalf of their employee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Please note that an employee must first have an existing UA College Savings Plan account</td>
<td></td>
</tr>
<tr>
<td>Create a new roster</td>
<td>Yes</td>
<td>Employer</td>
<td>• From the Home screen, click Rosters</td>
<td>3.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Click New Roster to establish a new roster</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Enter a name for the roster, or accept the default roster name</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• A list of available employees is shown</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Enter employee contribution amounts in the EE field</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Click Submit when completed</td>
<td></td>
</tr>
<tr>
<td>Copy an existing roster</td>
<td>Yes</td>
<td>Employer</td>
<td>• From the Home screen, click Rosters</td>
<td>3.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Locate a roster to copy, then click Copy Roster</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Enter a name for the roster, or accept the default roster name</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• A list of available employees is shown</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Enter employee contribution amounts in the EE field</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Click Submit when completed</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** See Section 3.4 and 3.5 for more details on how to add or remove employees on a copied roster.
<table>
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</table>
| Temporarily add or remove employees on a Work-In-Progress roster | Yes            | Employer                 | • Go to roster  
• To add employees, click Add Employees and select from the available employees list (employees will be included on the available employees list once the employee’s Payroll Deduction form is processed)  
• To remove employees, click the box next to the employee name, then click Remove Employee, then Submit  
**Note:** See Section 3.6 for more details on how to permanently remove an employee from future payroll deductions. | 3.4, 3.5   |
| Delete rosters                                                | Yes            | Employer                 | • Go to roster screen  
• Click View Roster, then Delete and then Confirm (only Work-In-Progress rosters can be deleted) | 3.3        |
| Change an employee’s account allocation                       | No             | Employer                 | • Employers should provide employees with the Employee Payroll Deduction form to fill out and provide their new account allocation information  
• Once the form is completed, employers will fax or mail it to the UA College Savings Plan on behalf of their employee | 3.10       |
| Change an employee’s contribution amount                      | Yes            | Employer                 | • Employees should submit contribution changes directly to their employer following the employer’s procedures  
• Employers can enter the employee’s new contribution amounts in the EE field when submitting a roster | 3.9        |
| View prior rosters                                            | Yes            | Employer                 | • Click View Roster  
• A roster list is available for rosters submitted in the past 550 calendar days | 3.8        |
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Change/reset password</td>
<td>Yes</td>
<td>Employer</td>
<td>• From the login screen, click Change Password if Agent remembers password, OR</td>
<td>4.1, 4.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Click on Forgot Password if the Agent does not remember the password, and then enter responses for the three security questions and provide the Agent’s email address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note: The password can only be changed from the login screen and cannot be changed within the portal.</td>
<td></td>
</tr>
<tr>
<td>Change security questions</td>
<td>Yes</td>
<td>Employer</td>
<td>• From the Home screen, click on Edit under Company Information to make changes to security questions</td>
<td>4.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Click Next to verify changes, then Next twice to confirm</td>
<td></td>
</tr>
<tr>
<td>Change Authorized Person</td>
<td>No</td>
<td>Employer</td>
<td>• Employer may submit a Letter of Instruction signed by the Authorized Person and a copy of the updated company documentation</td>
<td>4.4</td>
</tr>
<tr>
<td>Change Agent</td>
<td>No</td>
<td>Employer</td>
<td>• Employer can submit a Letter of Instruction signed by the company Authorized Person</td>
<td>4.5</td>
</tr>
<tr>
<td>Change bank information</td>
<td>No</td>
<td>Employer</td>
<td>• Employer can submit a Letter of Instruction. Additionally, a voided check or a letter from the bank on bank letterhead with the details on the account number, registration or account, and routing number should be provided</td>
<td>4.6</td>
</tr>
<tr>
<td>Change plan information, addresses, and</td>
<td>No</td>
<td>Employer</td>
<td>• Employer may submit a Letter of Instruction signed by the company Authorized Person OR the Authorized Person may request an update by a phone call, provided the caller is able to verify the following information:</td>
<td>4.7</td>
</tr>
<tr>
<td>phone number</td>
<td></td>
<td></td>
<td>o Employer’s name&lt;br&gt;o Employer’s address&lt;br&gt;o Employer’s EIN&lt;br&gt;o Name of Authorized Person to make changes to the plan (as shown on Payroll Deduction Portal Access form)&lt;br&gt;o Authorized Person’s phone number&lt;br&gt;o Authorized Person’s email address</td>
<td></td>
</tr>
</tbody>
</table>
1.1 ESTABLISHING THE PAYROLL DEDUCTION OPTION

To establish the UA Payroll Deduction Option the employer needs to submit the Payroll Deduction Portal Access form and provide the appropriate documentation detailing who is authorized to act on behalf of the organization. For example, such documents could include Business Licenses, Articles of Incorporation, etc. For questions regarding what company documents are required for the organization type, please call 844-529-5290.

Fax the completed form to 907-450-8023 or mail it to an address below.

RETURN THIS FORM TO:
UA College Savings Plan
P.O. Box 755120
Fairbanks, AK 99775-5120

EXPRESS MAIL ONLY:
UA College Savings Plan
2025 Yukon Dr., Suite 207
Fairbanks, AK 99775-5120

After the form is processed, the Agent(s), designated by the employer on the Payroll Deduction Portal Access form, will receive a welcome email with a temporary login/password and helpful resources. For questions regarding the process, please call 844-529-5290 to speak with a college savings specialist.
1.2 FIRST TIME LOGGING IN – SECURITY QUESTIONS AND PASSWORD

Once the temporary log in and password has been received, visit the Payroll Deduction Portal to log in to the employer account and get started by following these steps:

**STEP 1**

Log in to the Payroll Deduction Portal and enter in the Login ID and the temporary password provided in the welcome email.

**STEP 2**

If logging in for the first time, create a permanent password.

**STEP 3**

After logging in again with the permanent password, the site will require three security questions with answers and an email address. This information will be used to reset the password, if needed.
Read the Terms & Conditions and select I Accept to continue. The initial set up process is now complete.

1.3 MAIN SCREEN REVIEW

The Home screen provides the following:

- Rosters – Allows the Agent to access previous rosters and create new rosters.
- Employees – Allows the Agent to view available employees and their contribution history.
- Company Information – Lists the company information and allows the Agent to edit security questions.
2.1 PROCESS FOR ENROLLING EMPLOYEE IN PAYROLL DEDUCTION

**STEP 1**

To sign up for payroll deduction, employees must first have an existing UA College Savings Plan account.

Employees can open an account in the following ways:

- Online by visiting [UACollegeSavings.com](http://UACollegeSavings.com). Please see Section 2.3 for more details on the online account opening process.
- Over the phone by calling 866-277-1005.
- Via paper form by completing and submitting the New Account Agreement form.

**STEP 2**

Once the account is established, an employee must fill out an Employee Payroll Deduction form and provide it to their employer.

**STEP 3**

The employer is responsible for submitting the form to the UA College Savings Plan on behalf of the employee. Please make note of the total contribution amount per month provided on the form by the employee. This information will be needed when submitting the roster with this new employee in the portal.

The form and documentation can be faxed to 907-450-8023 or mailed to an address below:

UA College Savings Plan  
P.O. Box 755120  
Fairbanks, AK 99775-5120

**EXPRESS MAIL ONLY:**  
UA College Savings Plan  
2025 Yukon Dr., Suite 207  
Fairbanks, AK 99775-5120
2.2 PROMOTIONAL MATERIALS

We offer the following materials to help employers promote their new benefit to employees:

- Poster – These can be hung up in employee break rooms. To submit an order, call 844-529-5290.
- Employee flyers – Download the flyers to print out or send to employees electronically.
- Employee Payroll Deduction form – Once an employee has established a UA College Savings Plan account, please provide the Employee Payroll Deduction form to sign up for payroll deductions. This form will need to be completed by the employee and returned to the employer. The employer will submit this form on behalf of the employee. Please see Section 2.1 for more information on the process.

2.3 EMPLOYEE PROCESS FOR OPENING UA COLLEGE SAVINGS PLAN ACCOUNTS ONLINE

Employees can open accounts online using the following steps:

**STEP 1**

Visit UACollegeSavings.com and click Open An Account.
Visit the Open an Account page and under the “Open Your Account Online” section, select the option that applies to get started. If you do not currently have a UA College Savings Plan account, other T. Rowe Price accounts, or a saved application from a previous visit, select “Open a UA College Savings Plan account” from the Welcome New Customers menu.

If you are not an Alaska resident, you should compare this Plan with any 529 college savings plan offered by your home state or your beneficiary’s home state and consider, before investing, any state tax or other state benefits, such as financial aid, scholarship funds, and protection from creditors that are only available for investments in the home state’s plan. You can call 1-866-277-1005 or visit our site to request a Plan Disclosure Document, which includes investment objectives, risks, fees, charges and expenses, and other information that you should read and consider carefully before investing. T. Rowe Price Investment Services, Inc., Distributor/Underwriter.

Review the account requirements needed to complete the online application. Click Get Started.
STEP 4

Fill out personal information and select Next.
STEP 5
Make a portfolio selection and click Next.

STEP 6
Select the funding method of Recurring and a pop up menu will appear. From the menu, select Employer Payroll Deduction and click Continue.
Once the contribution method has been selected, the employee is instructed to complete an Employee Payroll Deduction form and submit it to their employer. The form and instructions are available at the end of the new account set up process. Review the contribution method for accuracy and click Next.

STEP 7

Review the account information, check I Agree and click Submit.
To complete the process of opening an account, the employee selects the Employee Payroll Deduction form button to fill out and submit to their employer for processing. The account is now set up but the employee is not automatically enrolled for online access. In order to complete the online account access setup process, click the Complete Access button.

Please note that from here the employee should make note of their account number and must submit an Employee Payroll Deduction form to complete the payroll deduction process. See Section 2.1 for more information.
Employee Rosters

Employee rosters are a list of employees that are scheduled and submitted for payroll deduction. There are two options when submitting a roster:

- Creating a new roster – This will establish a new roster. This process will need to be followed the first time an employer sets up a roster. To do so, follow the instructions outlined in Section 3.1.
- Copying a roster – This will copy from an existing roster. To do so, follow the instructions outlined in Section 3.2.

3.1 CREATING A NEW ROSTER

This section will provide details on how to set up the employer’s first employee roster and create new rosters.

STEP 1

In order to see the list of employees who have enrolled in the Payroll Deduction Plan, click on the Employees tile or tab on the Home screen.

STEP 2

To create a new roster, click the Rosters tile or tab on the Home screen and then click New Roster.
**STEP 3**

Enter a roster name, or click Next to accept the default name.

**STEP 4**

Check the box next to the employee(s) to be added to the roster and click Next. Add all employees in the portal by marking the box for Select All Employees.
Enter the dollar amount each employee wants to contribute in the EE column. This information should be provided directly to the employer on the Employee Payroll Deduction form by the employee.

- To enter the same amount for all employees, click the second radio button and enter a dollar amount.
- Click Next to go to the verification page.

Verify the information and click Submit to continue.

Note: To go back to the previous screen, select Back. The Internet browser back function will not work within the portal.
Next, the final confirmation for the roster will appear. Select Print to open a new window with a printable version of the confirmation. Click on Return to Rosters to view all rosters available in the portal.

### 3.2 COPYING AN EXISTING ROSTER

This section will provide details on how to copy an existing roster.

#### STEP 1

Click on the Rosters tile or tab to access employee rosters.
To copy a roster, click Copy from Existing Roster or Copy from Default Roster on the Roster screen. A default roster can be selected in advance and updated as needed.

Note:

- Past rosters can be accessed in the portal for 550 days.
- The Roster Search allows the employer to search specific rosters.
- The rosters can be sorted by clicking on the column title. For example, to search by the amount contributed, click on Payment Amount.

- **Status**
  - Work-In-Progress – Roster that has been started and not finished. Only Work-In-Progress rosters can be deleted from the portal.
  - Released – Roster that has been submitted by the employer, but has not yet been processed.
  - Processed – Roster that has been processed and completed.

- **Roster Name** – Title of the roster.
- **Status Date** – Date the item was submitted.
- **Payment Amount** – Amount processed.
- **Employees** – How many employees are involved in roster.
- **Confirmation #** – System generated.
STEP 3

To copy a previous roster, click the paper icon in the Copy Roster column next to roster to be copied. On the next screen, enter a name for the roster or click Next to accept the default name.

STEP 4

The copied roster will populate and the information will be shown on the screen. From here, make changes as necessary:

- Add employees to the roster by selecting the check box(es) next to their name.
- Click Next, then update contribution amounts in the EE column.
- Click Next, then Save for later to save the information and come back to it later.
- Click Submit Roster to send the roster for processing.
Once the roster is submitted, the confirmation screen appears. From here, select Print to print the confirmation or Return to Rosters to go back to the roster list.

3.3 DELETING ROSTERS

This section will walk through the process for deleting Work-In-Progress rosters from the portal. Please note that Released or Processed rosters cannot be deleted from the system. In the event of a submission error, when status is Released, please contact our office immediately at 844-529-5290.

STEP 1

Select View Roster next to the applicable roster that should be deleted.
**STEP 2**

Select Delete.

**STEP 3**

The verification screen appears. Verify the information, and click Confirm to continue.

Note: To go back to the previous screen, select Back. The Internet browser back function will not work within the portal.

**STEP 4**

The roster has now been deleted and a confirmation notice is provided. Select Print to open a new window with a printable version of the confirmation. Click on Return to Rosters to view all rosters available in the portal.
3.4 ADDING EMPLOYEES TO A ROSTER

This section will cover how to add employees to a Work-In-Progress roster. Please note that in order to add an employee to the Payroll Deduction Portal, the employee must have an existing account and must have completed an Employee Payroll Deduction form. See Section 2.1 for more details on the process for enrolling employees in the program.

**STEP 1**

Select the roster to add employees to by clicking on View Roster.

**STEP 2**

Select Add Employees.
STEP 3
Check the box next to each employee that needs to be added to the roster and select Next.

STEP 4
The verification screen appears. Verify the employee information, and select Confirm to continue. Note: To go back to the previous screen, select Back. The Internet browser back function will not work within the portal.
**STEP 5**

The employee has now been added to this roster and confirmation is provided. Select Return to Roster Details to return to the roster.

**STEP 6**

From here:

- Enter the dollar amount each Employee wants to contribute in the EE column.
- Click Save to save the information and come back to it later.
- Click Submit to finish the roster submission. Rosters must be submitted for each payroll. Please note that Submit must be clicked for the roster to be submitted for processing.
3.5 REMOVING EMPLOYEES FROM A ROSTER

This section will cover how to remove an employee from a Work-In-Progress roster. Please note that an employee will only be removed from this roster. If the employee needs to be permanently removed from future payroll deductions, then see Section 3.6 for more details.

STEP 1

Select View Roster next to the roster to remove the employees.

STEP 2

Select the employees to be removed from the roster, and select Remove Employees.
STEP 3

The verification screen appears. Verify the employee information, and select Confirm to continue.

Note: To go back to the previous screen, select Back. The Internet browser back function will not work within the portal.

STEP 4

The employee has now been removed from this roster and confirmation is provided. Select Return to Roster Details to return to the roster.
STEP 5

From here:

- Enter the dollar amount each employee wants to contribute in the EE column.
- Click Save to save the information and come back to it later.
- Click Submit to finish the roster submission. Rosters must be submitted for each payroll. Please note that Submit must be clicked for the employer’s roster to be submitted for processing.

3.6 PERMANENTLY REMOVING EMPLOYEES FROM FUTURE PAYROLL DEDUCTIONS

To permanently remove an employee from the payroll deduction portal, the employer must mail or fax (see Section 5.2) a Letter of Instruction on official company letterhead including the following information:

- Request to permanently remove the employee.
- Agent name, phone number, employer’s address, employee name, and company ID number (which can be found on the portal homepage).
- Signature of a designated Agent as outlined on the employer’s Payroll Deduction Portal Access form.

The employee will be removed from the Employees section and will not be included when selecting New Roster. Please note that if an employer copies off of a previous roster that includes the permanently removed employee, then the employee will appear in the copied roster. However, in this instance the site will block any contributions to his or her account. If a terminated employee appears on a Work-In-Progress roster, an error message will show letting the employer know to delete the employee in order to proceed.
3.7 SAVING WORK-IN-PROGRESS ROSTERS

This section will walk through the process for saving Work-In-Progress rosters.

**STEP 1**

Create a new roster or copy an existing roster to begin the process. See Section 3.1 for details on how to create a new roster, and see Section 3.2 for details on how to copy an existing roster.

**STEP 2**

To save a Work-In-Progress roster, select Save from the Roster Details screen. After saving the roster, click on Return to Rosters. This roster will be saved and can be accessed on the Rosters screen for future use. Please note that selecting Save only saves the roster and does not submit it for processing.
3.8 VIEWING A PREVIOUS ROSTER

Previous rosters can be viewed by clicking on the Rosters tile or tab on the Home screen. Rosters submitted in the past 550 calendar days can be viewed. A roster may have the following status:

Work-In-Progress – The roster is still in progress and has been saved for future use.
Released – The roster has been submitted by the employer and is waiting to be processed.
Processed – The roster process is complete.

3.9 CHANGING EMPLOYEE CONTRIBUTION AMOUNTS

Employee contribution changes can be made directly in the portal by editing the EE amount shown on the Roster Details screen. Please work with the employee directly to receive their updated contribution amount.

3.10 CHANGING EMPLOYEE ACCOUNT ALLOCATIONS

If the employee would like to change the UA College Savings Plan account that their payroll deduction contributions are being directed into, then the employee must submit an Employee Payroll Deduction form to their employer. The employer will submit the form to the UA College Savings Plan on behalf of the employee.

4.1 CHANGING A PASSWORD

An Agent may change their password from the login screen. If the Agent remembers the password, please select Change Password. If the Agent does not remember the password, then select Forgot Password. In order to reset the password, the Agent will need to answer the three security questions and provide the email address associated with the Agent’s portal access.

4.2 RESETTING A DISABLED PASSWORD

If a password is disabled, please call 866-277-1005 to have the password reset, and make sure to have the following information on hand:

- Employer name
- Employer EIN
- Employer’s address
- Agent’s name
- Agent’s phone number
- Agent’s email address

Please note that when accessing the site after a disabled password has been reset, the Agent will need to agree to the Terms & Conditions of the site.
4.3 CHANGING SECURITY QUESTIONS

Security questions can be changed in the portal under Company Information.

**STEP 1**

Click Edit next to Security Questions.

**STEP 2**

Input the new security question information and click Next.
4.4 CHANGING OR ADDING AUTHORIZED PERSONS

Authorized Persons are authorized to act on behalf of the employer to make decisions including: assigning Agent’s access, providing bank information, changing company information, etc. To change or add an additional Authorized Person, the employer must provide a signed Letter of Instruction and updated documentation to show that they are authorized to act on behalf of the employer. For example, such documents could include Business Licenses or Articles of Incorporation. For questions regarding what company documents are required for the organization type, please call 844-529-5290. The Letter of Instruction should be provided on official company letterhead and include the group number, EIN, employer name, and new contact information for the new Authorized Person. See Section 5.2 for more details on where to send this documentation.

4.5 CHANGING OR ADDING AGENTS

Agents will receive plan administrator rights and separate logins to access the portal. Agents are authorized to create, edit, and submit employee rosters for processing on behalf of their employer. To remove or add Agents to the portal, send a Letter of Instruction signed by the Authorized Person. The Letter of Instruction should be on official company letterhead and include the new Agent’s name and email, group number, EIN, employer name, and signature of Authorized Person. See Section 5.2 for more details on where to send the Letter of Instruction. The additional Agent will receive a welcome email with their temporary login/password information once the request has been processed.

4.6 CHANGING BANK INFORMATION

To change bank information, please have the Authorized Person provide the following information:

• A voided check OR a letter from the bank on bank letterhead with the details on the account number, registration or account, and routing number, and
• A Letter of Instruction. The letter of instruction should be provided on official company letterhead and include the employer’s name, group number, EIN, signature of the Authorized person, and the details of the instruction.

See Section 5.2 for more details on where to send this documentation.
4.7 CHANGING EMPLOYER INFORMATION

To change any employer information, including phone number, address, or other plan information, an employer may do one of the following:

- Submit a Letter of Instruction signed by the Authorized Person with the employer name, group number, and details of the instruction.
- Call 844-529-5290 to speak with a college savings specialist. Please be prepared to verify the following information on the call:
  - Employer’s name
  - Employer’s address
  - Employer’s EIN
  - Name of Authorized Person to make a change to the plan (as shown on the Payroll Deduction Portal Access form)
  - Authorized Person’s phone number
  - Authorized Person’s email address

5.1 PHONE NUMBER

Employees and employers can call 844-529-5290 to speak with a college savings specialist, Monday – Friday 8 a.m. to 5 p.m. Alaska time.

5.2 MAILING ADDRESS AND FAX

Letter of Instruction, forms, and documentation can be sent:

Via Fax at 907-450-8023

**BY MAIL:**
UA College Savings Plan
P.O. Box 755120
Fairbanks, AK 99775-5120

**EXPRESS MAIL ONLY:**
UA College Savings Plan
2025 Yukon Dr., Suite 207
Fairbanks, AK 99775-5120