



NWPS Benefits Payment Portal User Guide

Welcome to the NWPS Benefits Payment Portal (<https://foursquare.clients.nwpsbenefits.com>). This user guide will walk you through how to get online, add your employees to the Portal, and how to set up both one-time and recurring payments. If you previously used the payment platform offered by Stewardship Technologies, you should find the NWPS Portal to be intuitive and familiar. Any data you had in the Stewardship Technologies platform has been migrated to the NWPS Portal, including your employees, banking information, and scheduled future payments.

Register Your Account

You will receive an invitation email like the below to join the Portal. Your Username will always be your email. This invitation email will remain active for two weeks. You will need to request a new invitation be sent if you did not register during the two-week window.

Register Your New NWPS Portal


Your new NWPS Benefits Payment Portal login has been created. This portal will allow you to send retirement contribution payments to your Foursquare retirement account managed by The Foursquare Church.

Click this [Create Your Password](#) link to set up the password for your new account. Once your password is created, you will sign into your account using your email as your Username.

If you have any questions or need assistance, you can reply to this email, send an email to assistance@nwpsbenefits.com, or call 800-613-2250. Please don't hesitate to contact us should you need help in any way. We are always happy to assist!

Sincerely,
NWPS Benefits

The "Create Your Password" link on the invitation email will take you to a page where you can set a password for your account. **Please note that you cannot change your email address on this page. Any email change you submit here will not update your account.** If you need your account assigned to a different email address, or you need an account set up for an additional individual in your organization, please contact us so that we can assist.



Verified Email Address

Normally an account is associated only with a single organization. However, if you are responsible for the payment processing of multiple locations, please contact us so that we can adjust your permissions to allow you to administer all of your organizations from a single email address.

All new account creation requests will need to be approved by The Foursquare Church.

Need help? Call 800-613-2250 or email assistance@nwpsbenefits.com. We're happy to help!

You will be logged into the Portal immediately after setting up a password. On subsequent visits, you will access the Portal from <https://foursquare.clients.nwpsbenefits.com>, which looks like this:



Add <https://foursquare.clients.nwpsbenefits.com> to your web browser's bookmarks.

After clicking "Sign In", the next page where you enter your email and password is always a unique session which expires after 15 minutes for security reasons. **Do not bookmark this page** (with the email and password fields). It only valid for one login session, and then will not work for signing in.

The image is a screenshot of a web page titled 'NWPS Sign in'. At the top, there is a logo consisting of a teal geometric shape followed by the text 'NWPS' in a bold, dark blue, sans-serif font. Below the logo, the text 'Sign in' is centered in a large, dark grey, sans-serif font. Underneath, the text 'Sign in with your email address' is centered in a smaller, dark grey, sans-serif font. There are two input fields: the first is labeled 'Email Address' and the second is labeled 'Password'. Both labels are in a small, grey, sans-serif font. Below the password field is a link that says 'Forgot your password?' in a small, teal, sans-serif font. At the bottom of the form is a blue rectangular button with the text 'Sign in' in white, sans-serif font. The entire form is enclosed in a blue border.

Need help? Call 800-613-2250 or email assistance@nwpsbenefits.com. We're happy to help!

First Time on Portal

The first time you log in, you will be prompted to complete a short questionnaire, and check a box acknowledging that ACH services are being provided. Below please find an example of how this would normally be completed. Please note that the section regarding your payroll calendar is used by the Portal to provide a reminder if it thinks you missed a payment.

Demo 4S Church

To continue, you must first select your company type, legal name, enter up to two payroll configurations for your company and acknowledge money transmissions.

Company Type

Non-Profit/Tax Exempt ▾

Employer Name

Demo 4S Church

Payroll Calendar

Payroll Frequency: Every other week (bi-weekly) ▾

Last Pay Period End Date: 6/10/2023 

Last Pay Date: 6/16/2023  



☒ Click here to confirm you acknowledge that money transmission services are provided by Priority Technology Holdings, Inc., directly or through its subsidiary Finxera, Inc. (NMLS #1168701), or its authorized affiliates and contractors.

Save

On the second page of this questionnaire, you will be prompted to provide your banking information if no bank account is currently on file. If you were previously on the Stewardship Technologies platform, your banking information was transferred to NWPS, and you will not need to complete this page.

Bank Accounts

To make a payment, you must first enter in your account information to move funds to your plan.

Business Name on Checks

Demo 4S Church *

Account Number

123456 *

Routing Number

125000024 *

Account Type

Checking ▾ *

Personal/Business

Business ▾ *

Account Nickname

my bank account *

Add

* = required

Skip for Now

Home Page

When you log in to <https://foursquare.clients.nwpsbenefits.com> you will land on your Home page (except for your very first login). This Home page has a summary of your recent and pending activity.

Recent Payments

Status	Date Created	Processing Date	Username	Amount
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There are no payments in the current year.

On this page, you will be able to see any future scheduled payments on your account. Below is what a one-time (not recurring) payment looks like. You can click on the record for details or to cancel the scheduled payment.

Notifications

ⓘ An upcoming scheduled payment will be processed on 06/16/2023. If you would like to cancel this payment, click here.

Recent Payments

Status	Date Created	Processing Date	Username	Amount
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There are no payments in the current year.

You will also be able to see any recurring payments that have been set up, as well as the next five scheduled payment dates. Similar to a one-time scheduled payment, you can click on the record for details or to cancel the recurring payment.

Notifications

ⓘ An upcoming recurring payment will be processed on 06/16/2023. If you would like to stop this payment, click here.

Recurring Payments Schedule

Frequency	Processing Date	Amount
BIWEEKLY	06/16/2023	\$125.00
BIWEEKLY	06/30/2023	\$125.00
BIWEEKLY	07/14/2023	\$125.00
BIWEEKLY	07/28/2023	\$125.00
BIWEEKLY	08/11/2023	\$125.00

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If you had payments transitioned from the Stewardship Technologies platform, you will see them on your Home page.

Employee Records

Use the top navigation bar and click “Employees” to see the listing of your employees. From this page you can **Add** new employees, **Edit** the records of existing employees, or **Delete** an employee record if they have never had a payment.

THE
FOURSQUARE
CHURCH

James Phillips

Home Employers Deferrals Upload Reports Sign Out

Demo 4S Church Employees

Add Employee Create Payment

SSN	Name	Employee ID	Date of Birth	Status	YTD		
XXX-XX-6789	PARTICIPANT, SAMPLE		02/16/1980	Active	\$0.00	Edit	Delete

To **Add** an employee, click the “Add Employee” button and you will be brought to the following screen. If you were previously on the Stewardship Technologies platform, your employee data will have been imported already, so you would only need to do this for new hires.

THE
FOURSQUARE
CHURCH

James Phillips

Home Employers Deferrals Upload Reports Sign Out

Add New Employee for Demo 4S Church

Employee ID

First Name

Address

SSN

Last Name

Address 2

Birth Date

Phone

City

State

ZIP

Hire Date

Email

Save

Demo

123 Fake St

123-45-6789

Guy

5/12/1976

Seattle

WA

19233

1/9/2023

* = required

You may use the **Edit** option to update an employee’s contact information or enter a date of termination if applicable.

Setting Up Payments

You can access the Payments screen either using the top navigation bar, or from the "Create Payment" button on the Employees page. On this page will be a list of all of your active employees (those without dates of termination). You can set up either one-time payments or recurring payments for your employees. If you have more than one bank account on file, you can select which you would like to use.

Schedule a Payment for Demo 4S Church

[Clear Values](#)[Get Last Payment](#)

SSN	Name	Pre-Tax	Post-Tax	Church Match	Church Discretionary	Total
XXX-XX-6790	GUY, DEMO	50.00	0.00	0.00	0.00	\$50.00
XXX-XX-6789	PARTICIPANT, SAMPLE	75.00	0.00	0.00	0.00	\$75.00

Select a date to send the funds

Select an account

Sources
Pre-Tax: \$125.00
Post-Tax: \$0.00
Church Match: \$0.00
Church Discretionary: \$0.00
Total amount to be funded: \$125.00

Is this a one-time contribution, or are you scheduling a recurring contribution?

* The next payment date to fund will be 06/30/2023

You have the option to set a stop date of your recurring contribution

[Save](#) [Cancel](#)

* Cutoff for same day funding is 1pm PST

Once you have saved your payment record, you will see the below confirmation page, where you can review the record.

Payment Transaction for Demo 4S Church

[Stop Payment](#)

Name Demo 4S Church	Processing Date 06/16/2023	Account my bank account	Frequency BIWEEKLY
Code demo4s	Date Created 06/06/2023 01:54:48 PM	Amount \$125.00	Stop Date NA
Status Scheduled	User 4s_demo@nwpsbenefits.com		

SSN	Name	Pay Date	Pre-Tax	Total
XXX-XX-6790	GUY, DEMO	06/16/2023	\$50.00	\$50.00
XXX-XX-6789	PARTICIPANT, SAMPLE	06/16/2023	\$75.00	\$75.00

Contact Information

If you need help with the Portal, please contact us at assistance@nwpsbenefits.com or 800-613-2250 from 8am - 5pm PST, Monday - Friday.

Need help? Call 800-613-2250 or email assistance@nwpsbenefits.com. We're happy to help!