

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 <u>Create Your Password</u> 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 <u>assistance@nwpsbenefits.com</u>, 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.



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.

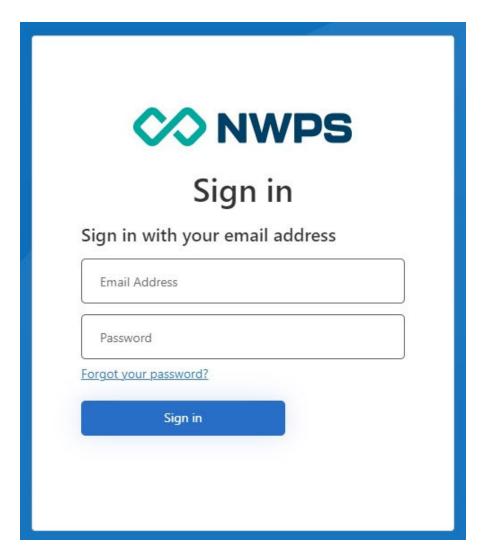
All new account creation requests will need to be approved by The Foursquare Church.

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:



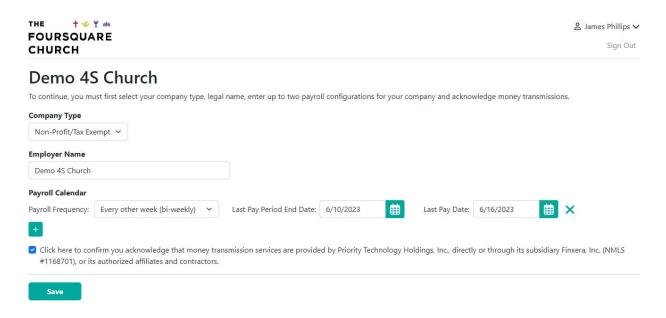
Add https://foursquare.clients.nwpsbenefits.com to your web browser's bookmarks.

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.

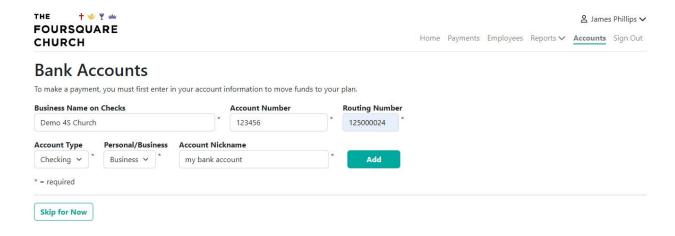


First Time on Portal

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.



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.

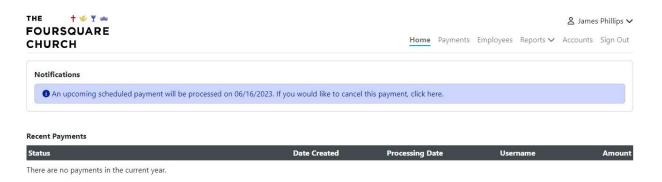


Home Page

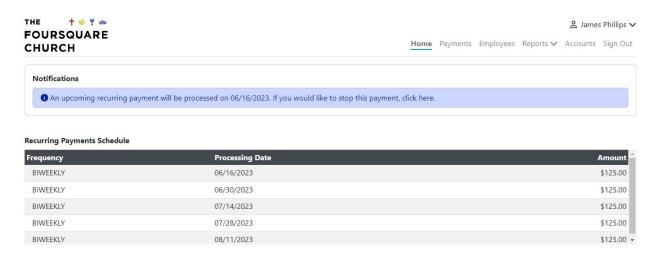
When you log in to https://foursquare.clients.nwpsbenefits.com you will land on your Home page (except for your very first login). This Home page has a summary of your recent and pending activity.



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.



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.



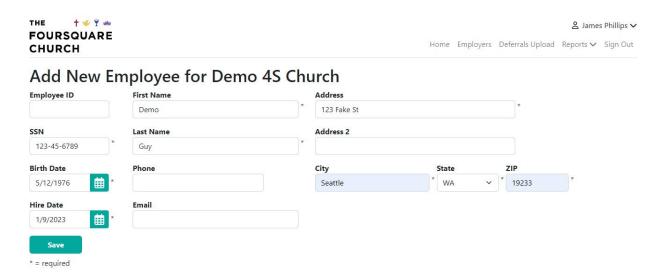
If you had payments transitioned from the Stewardship Technologies platform, you will see them on your Home page.

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.



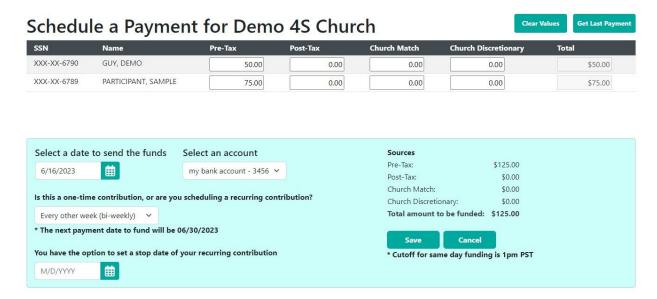
To **Add** an employee, click the "Add Employee" button and you will be brought to the following screen. If you were previously on the Stewardship Technologies platform, your employee data will have been imported already, so you would only need to do this for new hires.



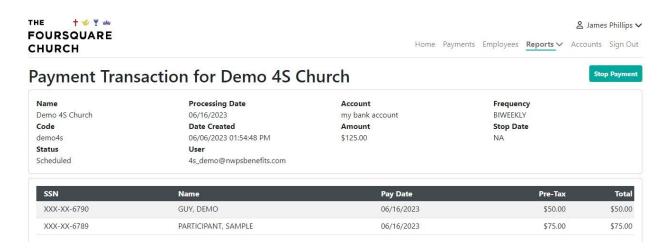
You may use the **Edit** option to update an employee's contact information or enter a date of termination if applicable.

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.



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



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.