SUNGARD

RELIUS GOVERNMENT FORMS
Solutions for retirement services

Web Client 2014 – Preparer Login

Overview

A new appearance and new features have been implemented for preparers in Web Client 2014.0. As we continue to develop RGF Web and migrate functionality from the Desktop 5500 application, new features and functionality will be made available in Web Client. This document goes over the new features available to preparers.

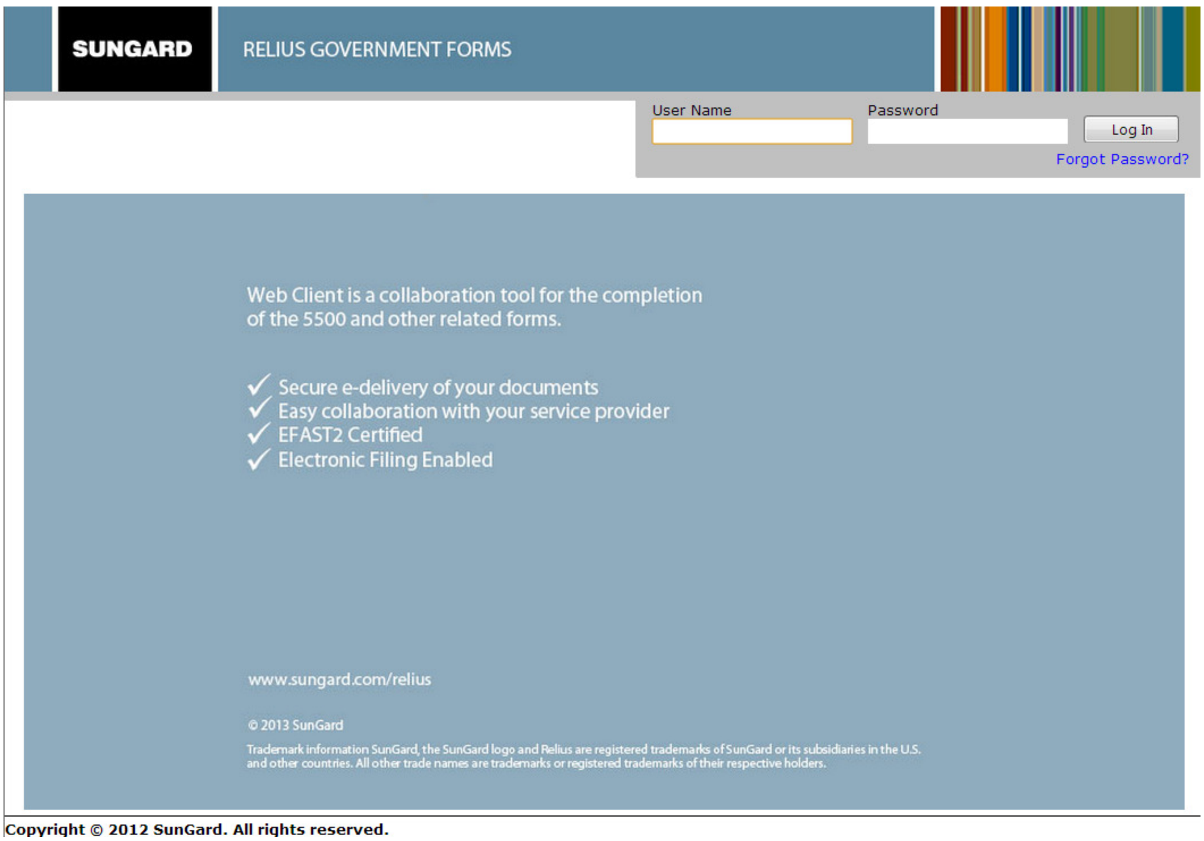


Figure 1

Updated 1/3/2014

Plan Dashboard

When the preparer logs in to Web Client, they will be directed to the new Plan Dashboard screen. The Plan Dashboard screen includes Find Plan, Alerts and Messages, Recent Plans, Links and Quick Access.

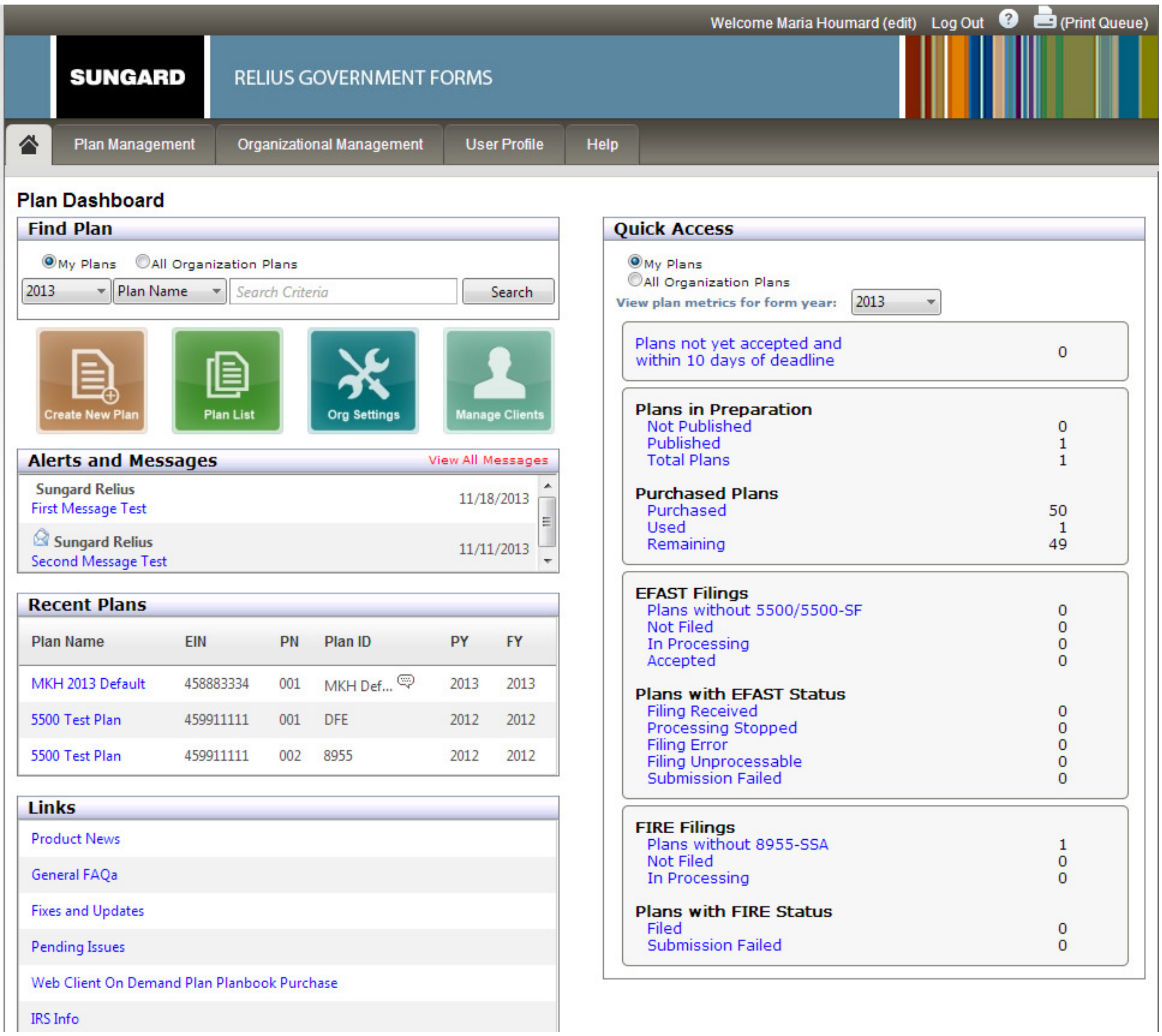


Figure 2

Find Plan – Allows the preparer to search for their plans or all organization plans. The user can choose to search by Plan Name, EIN, Plan Number, Plan ID, or Plan Year and what Form Year to search for.

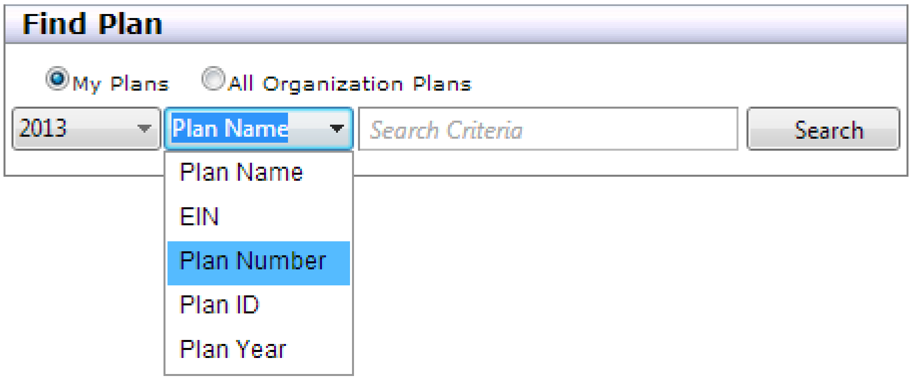


Figure 3

Icons – Also included on the Dashboard, are icons that allow the preparer to Create New Plan, View Plan List, go to Organization Settings and go to Manage Clients.

Figure 4

Alerts and Messages – Allows the preparer to view any alerts or messages that will be released by SunGard Relius. This information will include messages such as when Web Client will be down, if EFAST or IRS FIRE system is down, etc.

Recent Plans – Will list the five most recent plans accessed by the preparer. In this list, it will include the Plan Name, EIN, Plan Number, Plan ID, Plan Year and Form Year. The plan names are links that the user can select and be directed to the Plan Summary page.

Links – Will display useful links for the preparer such as Product News, General FAQs, Fixes and Updates, Pending Issues, Web Client On Demand Plan Planbook Purchase and IRS Info.

Quick Access – Provides metrics on the plan inventory and status. The preparer will be able to quickly identify how many plans are in the status of Preparation, Purchased Plans, EFAST Filings, Plan with EFAST Status, FIRE Filings and Plan with FIRE Status. The user can view this listing for only their plans or all plans in the organization. In addition, the user can select what form year to view.

If the preparer would like to see a list of the plans in a particular status, the user can select the link of the status and a list of only the plans in that status will be displayed (see Figure 5).

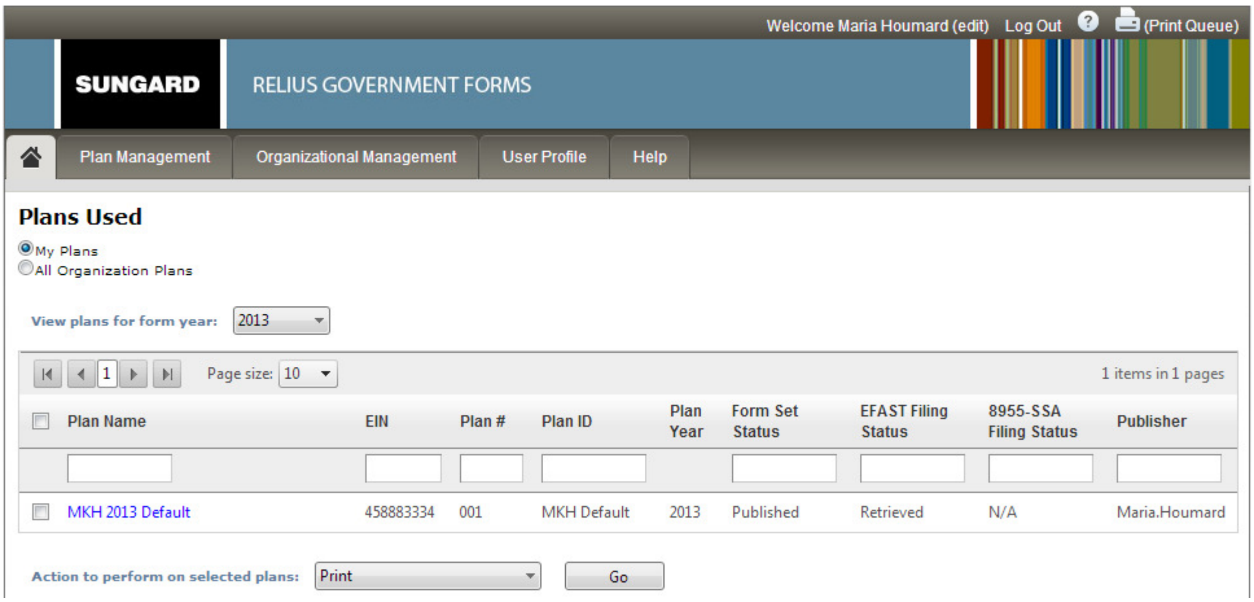


Figure 5

Plan List

The Plan List page will display the list of plans for just that preparer or all organization plans. The user can choose what form year to view. The list contains information for Plan Name, EIN, Plan #, Plan ID, Plan Year, Form Set Status, EFAST Filing Status, 8955-SSA Filing Status and the Publisher's name. On this page, the preparer can choose plan(s) that they want to Print, Disable Edit & Filing (Complete), View Status History, Re-send Client Invitation, E-FILE 5500 or 8955, Enable Filing for 5500 or 8955 and Clear Signatures. The user will be able to click on the Plan Name to go to the Plan Summary page for that plan.

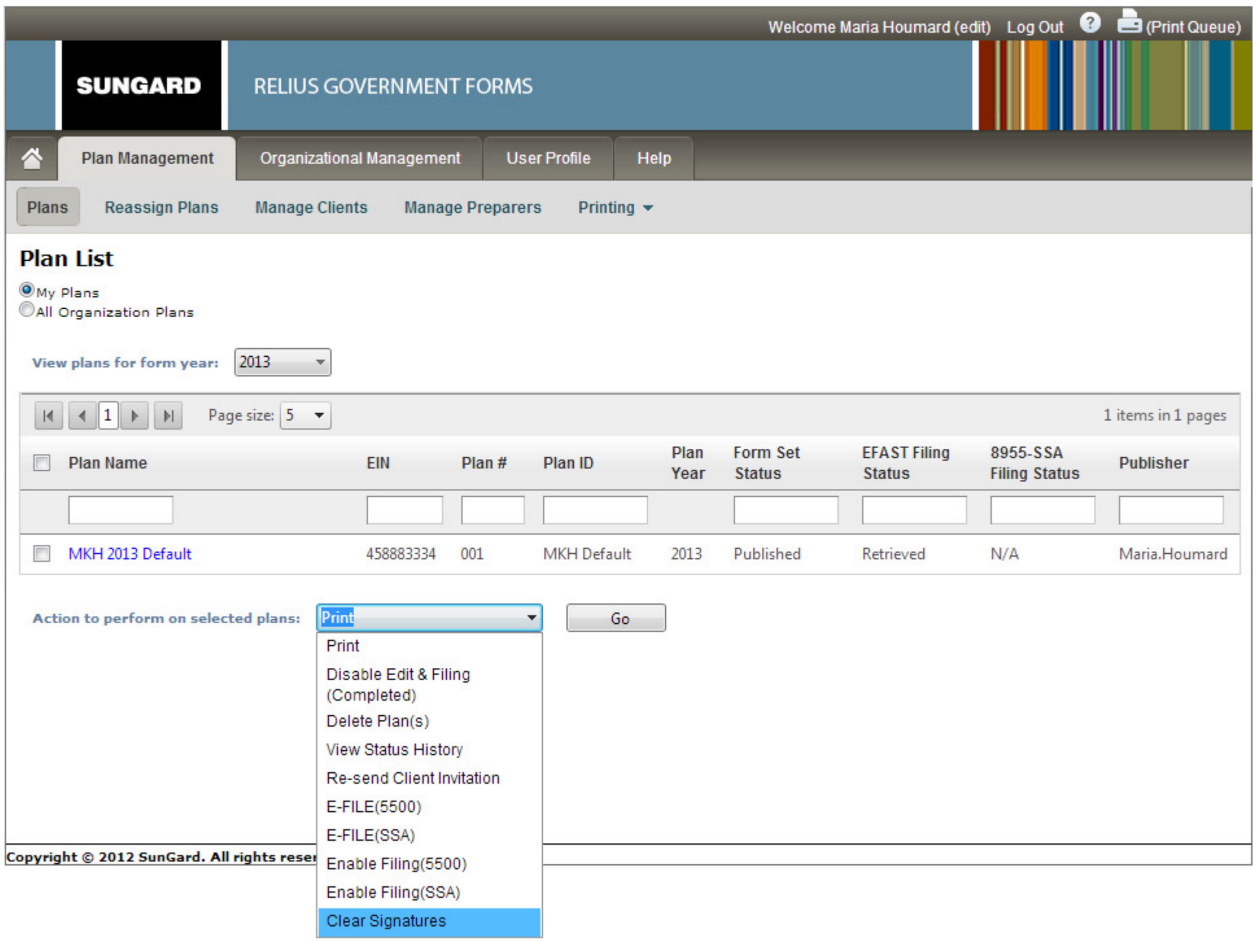


Figure 6

Create New Plan

The Create New Plan feature is new with Web Client 2014, and will allow the preparer to add a new plan directly on Web Client. NOTE: This is only available for 2013 form years and later. To create a new plan, the user must select the Create New Plan icon shown below in Figure 7 on the Plan Dashboard screen.

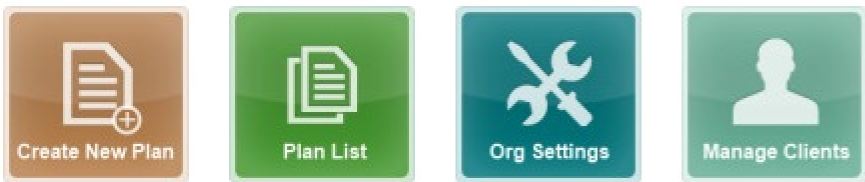


Figure 7

The user will then be presented with the screen below in Figure 8, and will need to complete the required information for the plan, such as Plan Name, Plan Year Begin and End date, EIN, Plan Number, and Alternate PlanID (optional) and then select Create Plan.

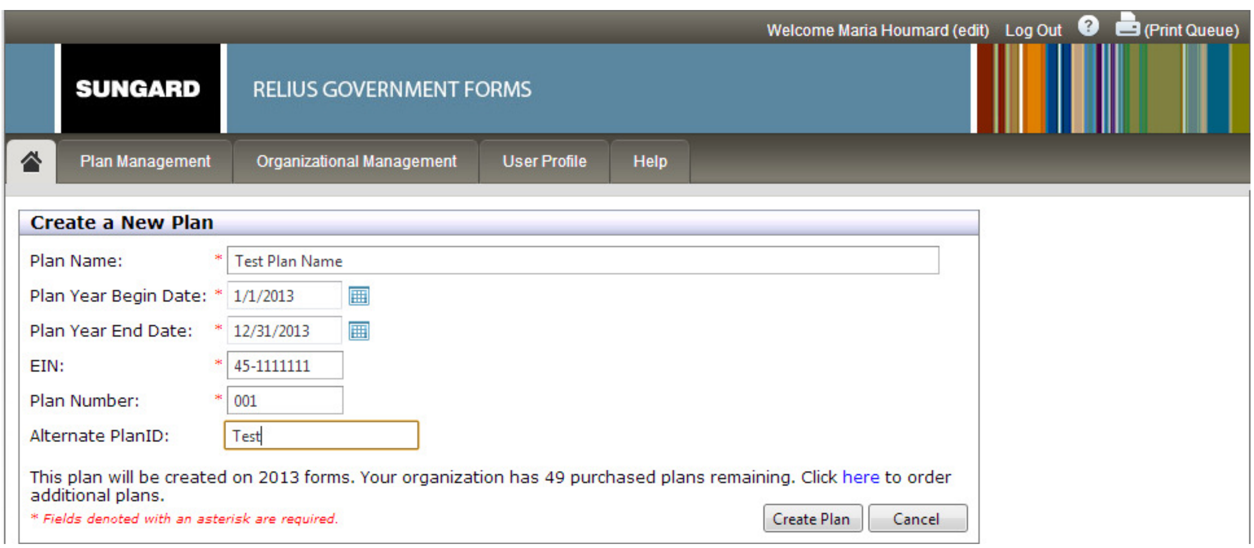
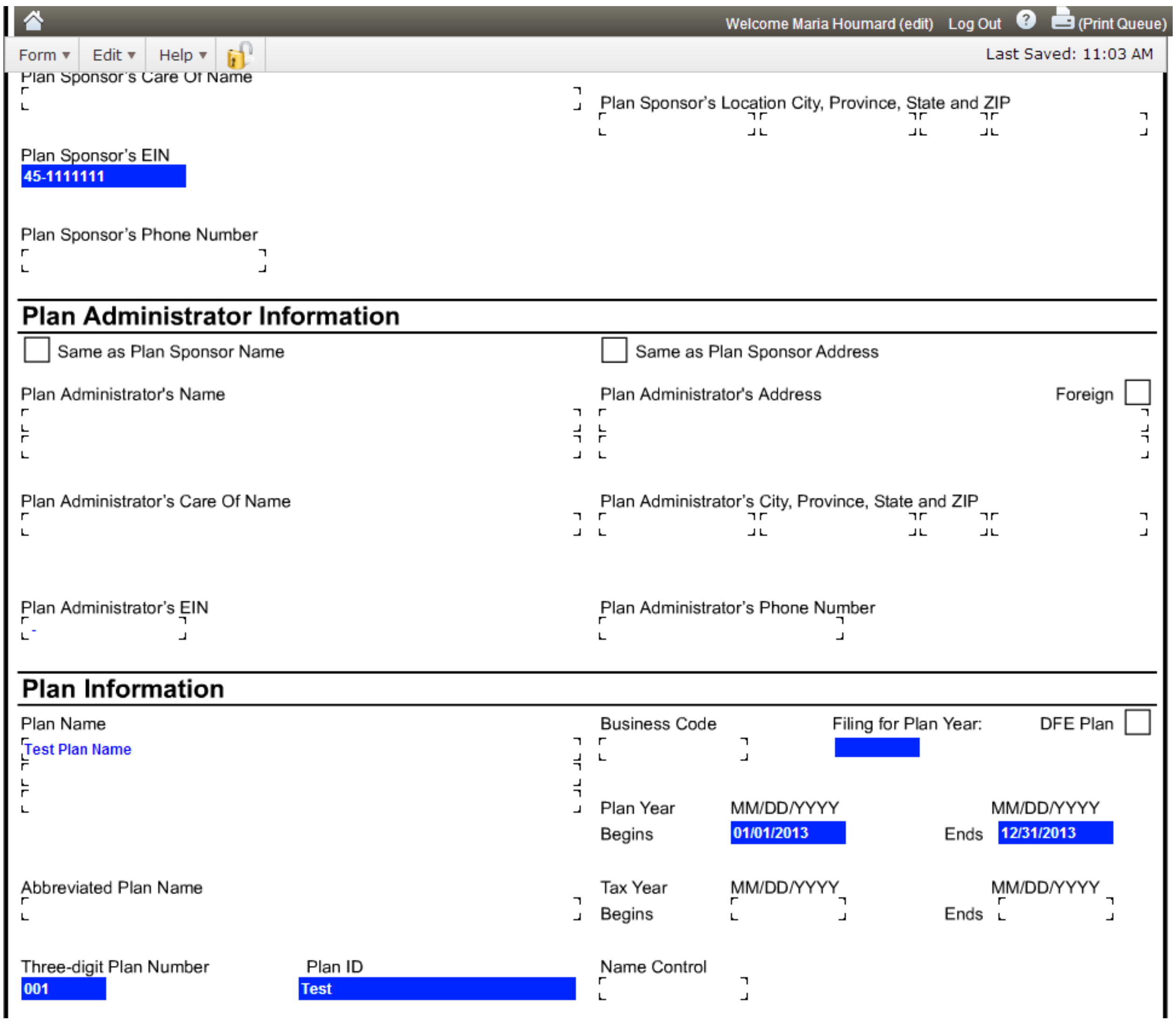


Figure 8

After the preparer selects Create Plan, the Plan Information Worksheet will open so that the user can fill out the rest of the Plan Information entries. The basic information that the Preparer entered to create the plan will automatically be filled in the form. As the user is working in the form, the form will be saved automatically. When the user is done, they will go to Form > Close Form. When the user closes the form, they will be directed to the Plan Summary Page.



Welcome Maria Houmard (edit) Log Out (Print Queue)
Form Edit Help
Last Saved: 11:03 AM

Plan Sponsor's Care Of Name
Plan Sponsor's Location City, Province, State and ZIP
Plan Sponsor's EIN
45-1111111
Plan Sponsor's Phone Number

Plan Administrator Information

Same as Plan Sponsor Name
Same as Plan Sponsor Address
Plan Administrator's Name
Plan Administrator's Address
Foreign
Plan Administrator's Care Of Name
Plan Administrator's City, Province, State and ZIP
Plan Administrator's EIN
Plan Administrator's Phone Number

Plan Information

Plan Name
Test Plan Name
Business Code
Filing for Plan Year:
DFE Plan
Plan Year Begins MM/DD/YYYY 01/01/2013
Ends MM/DD/YYYY 12/31/2013
Abbreviated Plan Name
Tax Year Begins MM/DD/YYYY
Ends MM/DD/YYYY
Three-digit Plan Number
001
Plan ID
Test
Name Control

Figure 9

Plan Summary

The Plan Summary page will display the basic information about the plan, such as Plan Name, EIN, Plan #, Plan ID, Plan Year End, Form Year, and Plan Year. It will also include the Form and Filing Status for the plan.

The Plan Summary page will serve as the processing hub for the selected plan. On this page the user will find options to Prepare Plan, Publish and E-file. This page will also display the Forms in the plan, and allow the user to quickly add new forms. On the bottom of the screen, the Invited Clients will display, and the user will have the ability to add new clients.

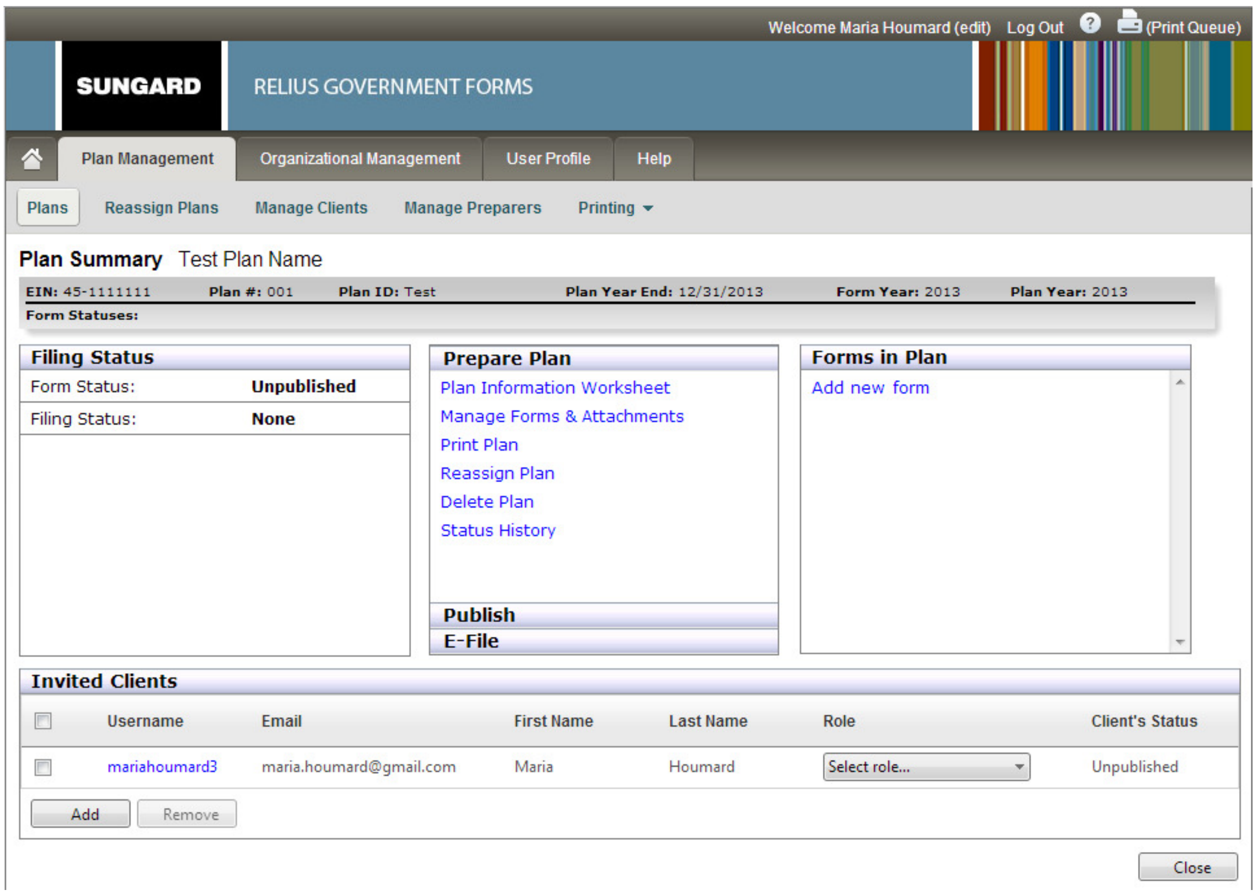


Figure 10

Filing Status – Will display the Form Status, EFAST Filing Status as well as the 8955 Filing Status. The Filing Status will also include when the filing is due and if the form has a 5558 extension included in it or not.

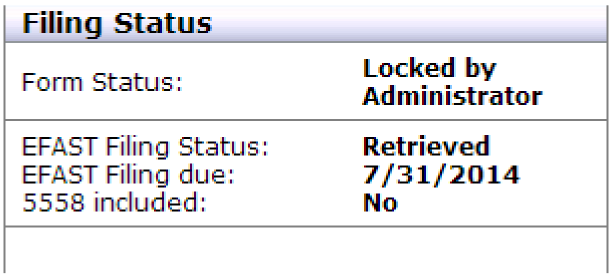


Figure 11

Prepare Plan – Provides the user the ability to open the Plan Information Worksheet, Manage Forms & Attachments (adding, editing, viewing), Print Plan, Reassign Plan, Delete Plan, and view Status History.

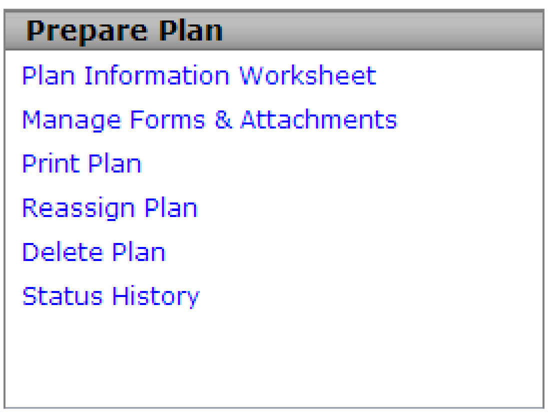


Figure 12

When the user selects **Manage Forms & Attachments** (see Figure 13), the user will be able to print the forms/attachments, create a new form/attachment, delete the forms/attachments and edit/view a form/attachment. The form types are links which allow the user to view/edit the form. The attachment descriptions are links that allow the user to open the attachment.

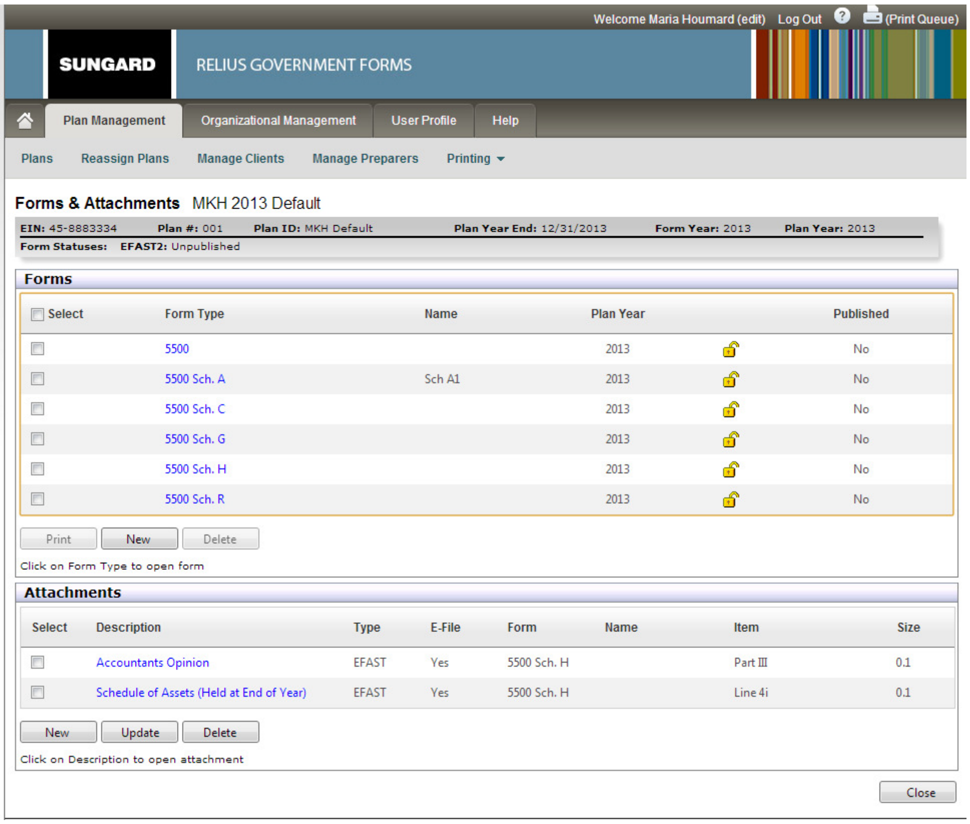


Figure 13

Publish – Provides the user the ability to Publish Plan to Clients, Unpublish Plan, Send Notifications and Disable Edit & Filing (Completed).

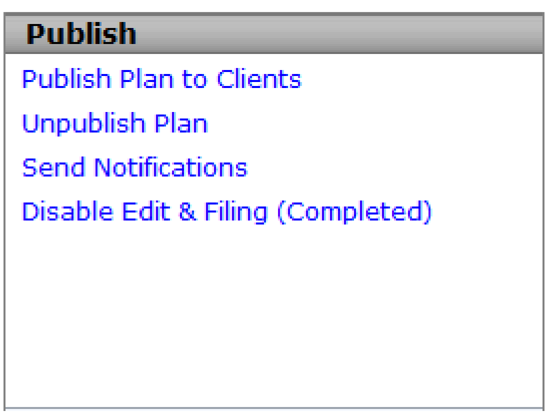


Figure 14

When the preparer selects **Publish Plan to Clients**, they will be able to choose which client(s) they want the plan to be published to and which client will receive the client invitation email (see Figure 15). This is a new feature that will allow the user to select to only publish the plan and not send the client invitation email, or select to both publish the plan and send the client invitation email. In addition, the user will able to select the publishing options, such as enable filing, enable editing and authenticating new clients.

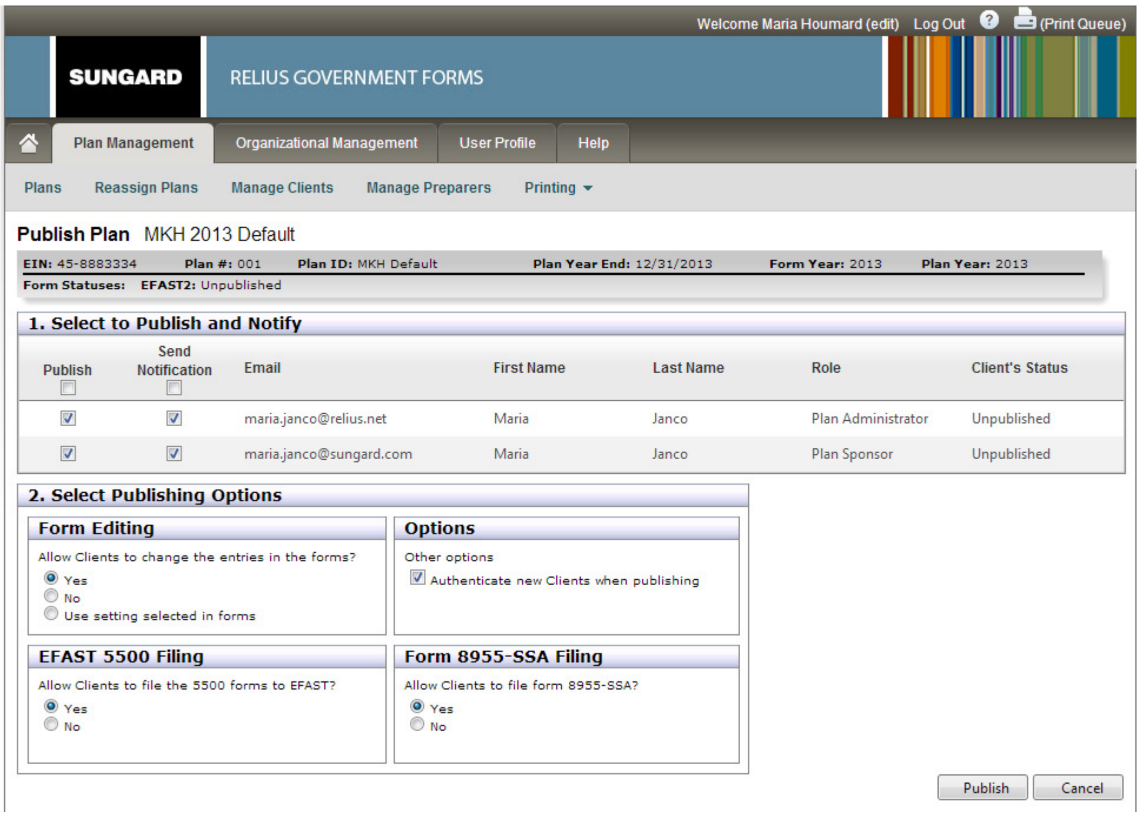


Figure 15

When the preparer selects **Unpublish Plan**, they will be able to choose which client(s) they want the plan to be unpublished for (see Figure 16).

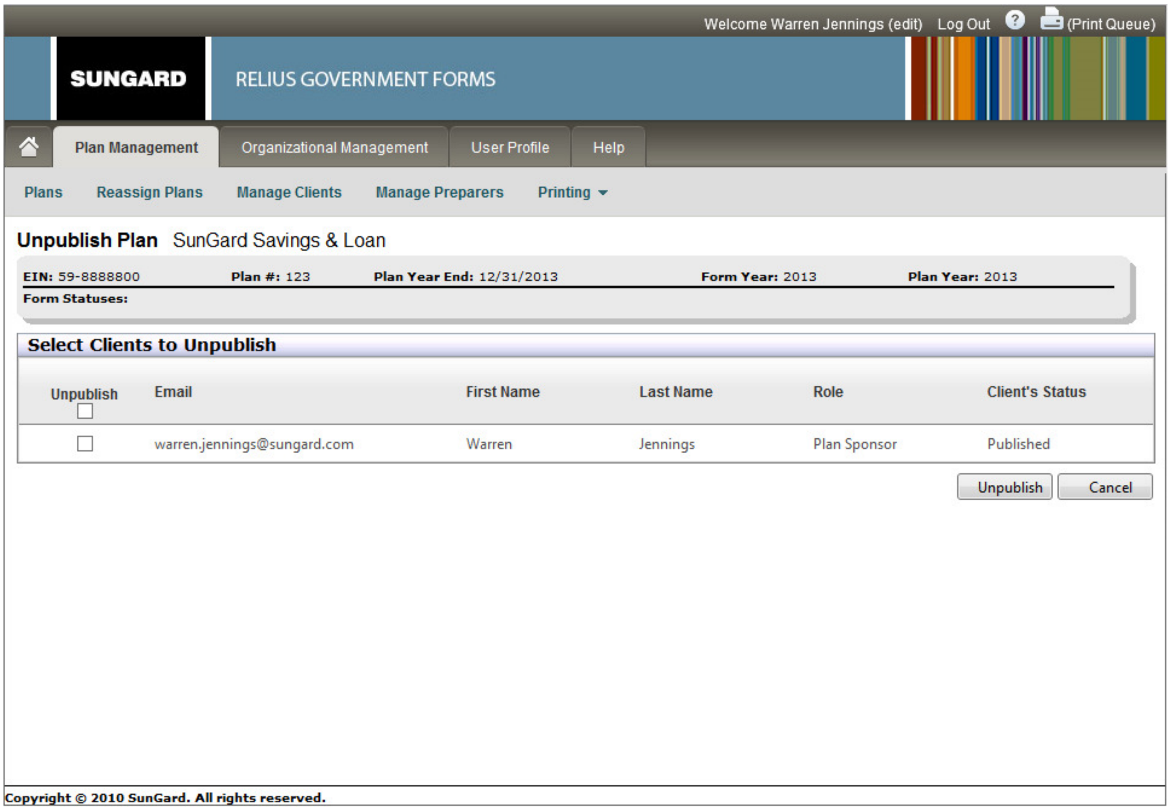


Figure 16

When the preparer selects **Send Notifications**, the user can select the client(s) to send the notification to, and which notification to send; the user can select to send the Client Invitation email, or the Client Invitation Republish email.

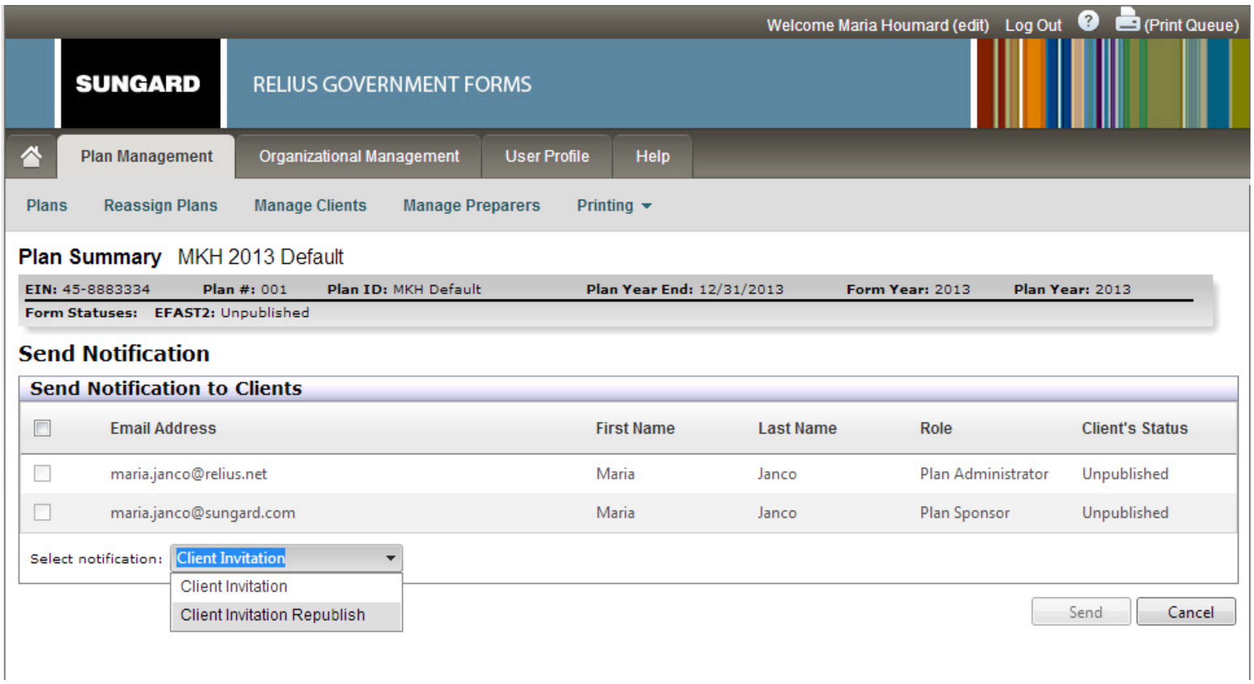


Figure 17

E-File – Allows the preparer to electronically file the 5500 or the 8955-SSA.

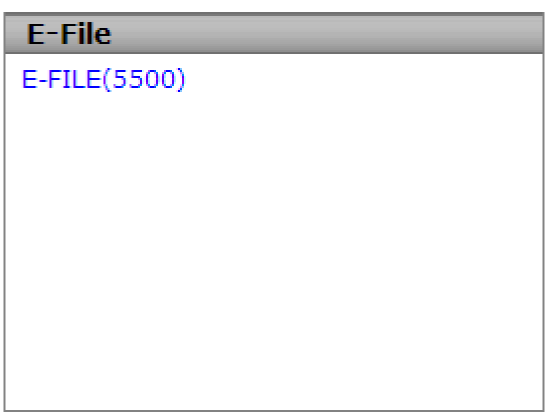


Figure 18

Forms in Plan – Allows the preparer to quickly view/edit existing forms and schedules included in the plan, or Add a new form.

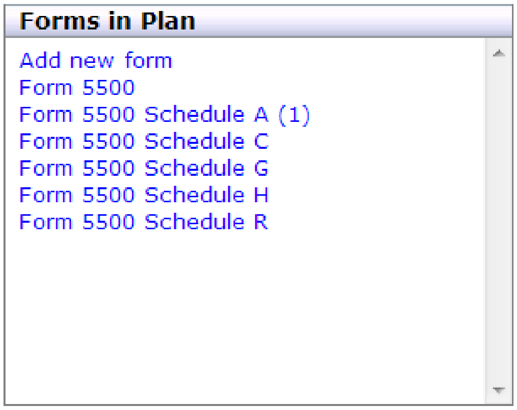


Figure 19

When the preparer selects **Add new form**, they will have the option to select the form or schedule to add.

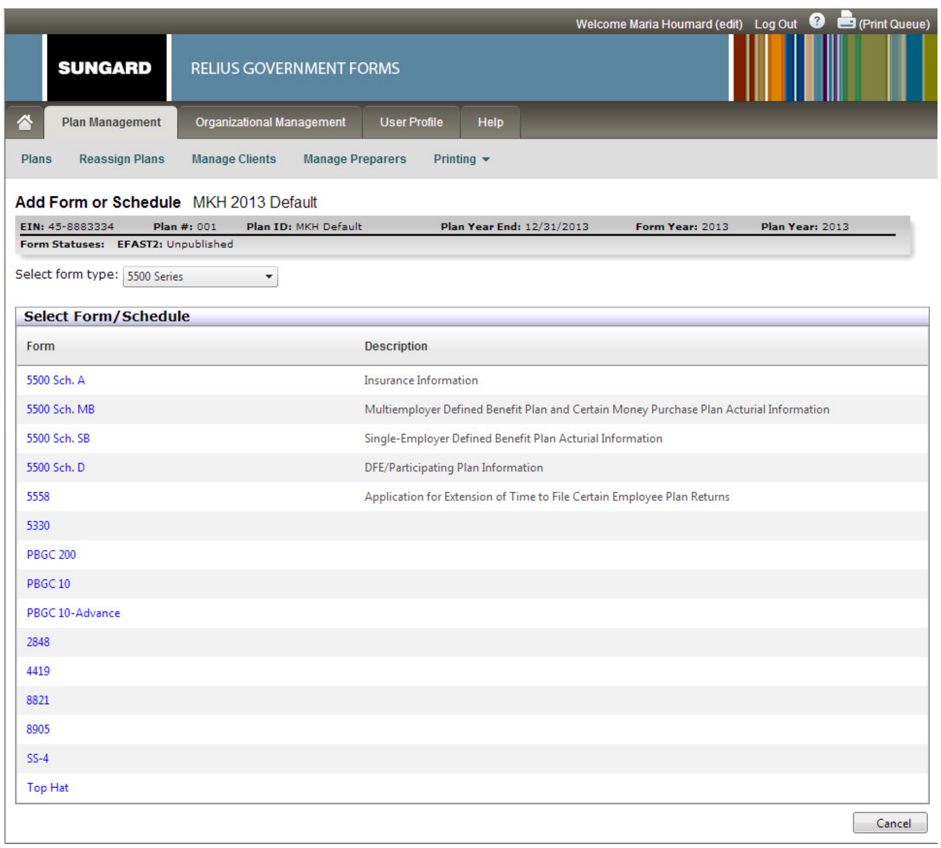


Figure 20

Invited Clients – Will list the client(s) that the preparer has added to the plan. The preparer can change the Role for the client(s). To add a new client select Add, which will display a list of existing clients for the organization. User can select an existing client, or select to Add Client (see figure 22).

Figure 21

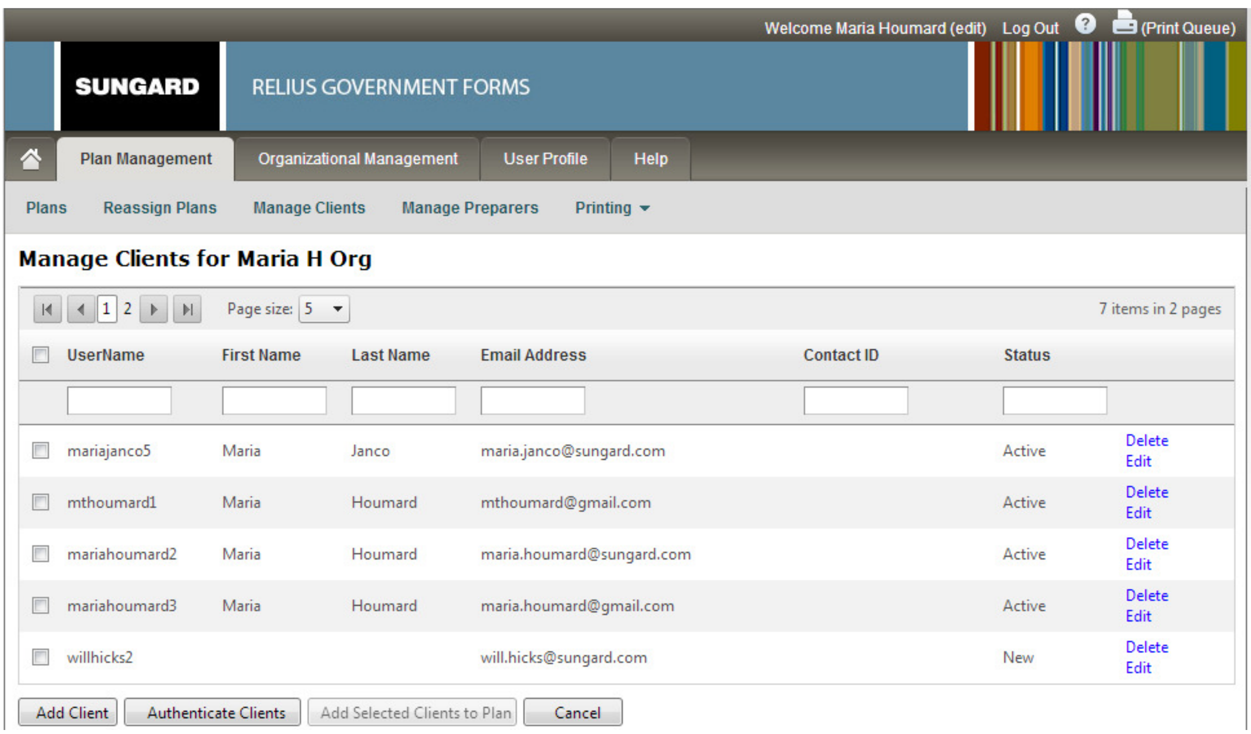


Figure 22

Manage Preparers

A new role has been created to better manage what access preparers have in Web Client. Prior to the 2014 release preparers did not have access to create new plans and edit certain information directly on Web Client. As we migrate additional functionality to Web Client, access that previously wasn't available to users may now be. A new role – "Preparer Read-only" has been created to limit access available on Web Client. Below is a description of the roles that can be defined for each preparer by the Organization Admin.

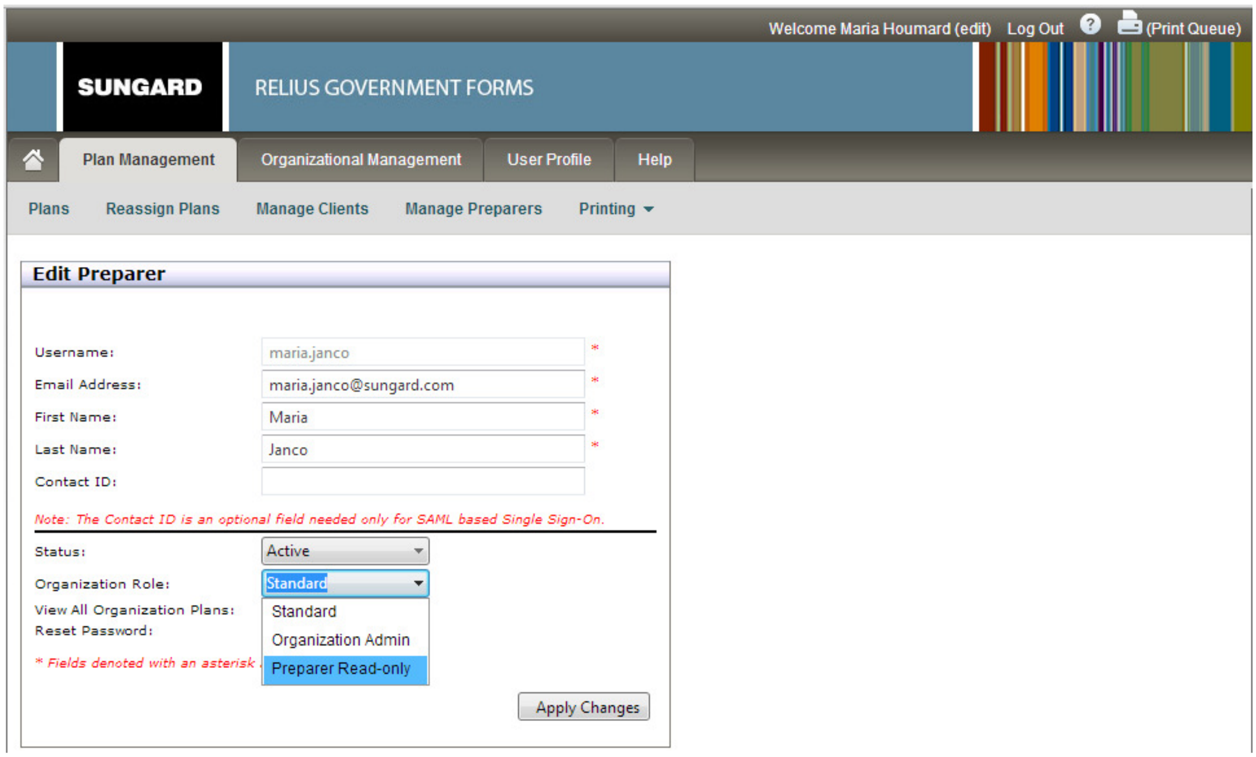


Figure 23

Standard – This role will give rights to the preparer, such as viewing forms, editing the forms, publishing, enable filing, e-filing, managing clients, and running reports. This role will also provide the ability for the preparer to add new plans on Web Client.

Organization Admin – This role gives the same rights to the preparer as the Standard role, as well as managing preparers and Organization Settings.

Preparer Read-only – This role ONLY allows the preparer to view the forms, enable filing, send notifications, view all organization plans(if enabled), manage clients and change the role of the client. However, this role will not allow the preparer to add plans, add forms, edit forms, delete forms, publish/republish or unpublish plans, change the status to completed, e-file or delete clients.