

You have two options for submitting your members' contributions to Manulife:

- **Option 1:** Submit a contribution listing (if you only have a few members)
- **Option 2:** Submit a contribution file (if you have many members)

Select the option you prefer and follow the instructions below. All contributions must be remitted via the Plan Sponsor Secure Site.

## Option 1: Submit a Contribution listing

### Step 1:

Select **Manage Your Plan** and then select **Submit contribution listing** from the left hand menu.

**MANAGE YOUR PLAN**

- [Submit contribution file](#)
- [Submit contribution listing](#)
- [Enrol a Member](#)
- [Send a file](#)
- [Review E-Enrolments](#)

### Step 2:

Specify the **contribution period** (i.e. the pay period start and end date that the contributions apply to).

### Step 3:

Enter the **contribution amounts**, separating the member and plan sponsor contributions (if applicable), for each member. This page will be pre-populated with the list of all active members in the plan and the last contribution amount for each member. Only update the amounts that have changed in this contribution period.

Click **Next** to move to the next screen.

Go to Step 4 at the top of page 3.

## Option 2: Submit a Contribution file

### Step 1:

Go to [manulife.ca/GRO](http://manulife.ca/GRO), select 'Forms' from the right-hand menu, and then choose 'Find plan sponsor forms' and select the 'Contribution remittance template'.

Without changing the file format or layout, enter the required information for each member.

Save your file - Save the completed file to a preferred location as a .txt file. When you save a file as a text document, it assigns a .txt extension. Be sure you save the file to a location that you can easily access next time.

	A	B	C	D	E	F	G
1	Plan Name	RRSP					
2	Division						
3	Policy Number	20000472					
4	Total Amount Being Contributed	450.00					
5	Contribution Period Ending Date (YYYYMMDD)	2015Dec31					
6	Payment by PreAuthorized Debit	450.00					
7	Payment by Wire Transfer						
8	Payment by Cheque						
9	Payment by Variance						
10	Payment by Forfeiture						
11	Member Number	Member Last Name	Member First Name	Member Required	Sponsor Required	Member Voluntary	Sponsor Voluntary
12	729535955	Alain-Lachance	Horane	50	50	50	
13	12345	Jones	Terry	50	50	50	
14	733966592	Tinapay	Stanley Kwok Fai	50	50	50	
15							

### Step 2:

Once you have your contribution file completed, log into the plan sponsor secure website. Select **Manage Your Plan** and then select **Submit contribution file**.

### Step 3:

Specify the **contribution period**. Then select the **Browse** button and find the contribution file you want to upload to Manulife.

Click **Continue**.

*Steps 4 through 6 are the same for both submission options.*

## Step 4:

Review your contribution summary to ensure the correct amounts are in the appropriate contribution categories. If there are any errors with the file, the contribution file must be adjusted and then re-uploaded.

### Provide contribution payment

ABC Company  
Registered Retirement Savings Plan

Policy number: 22222222

Provide payment information: [Help](#)

submit  
payment  
contribution

Thank you. A summary of your contribution and payment due is provided here.

### Contribution summary for period ending: June 30, 2014

Contribution category	Amount (\$)
Member Required	745.38
Sponsor Required	745.38
Member Voluntary	0.00
Total contribution accepted	1,490.76

### Payment details:

Select a payment method:  for payment amount \$

Pre-Authorized Debit account: 123456789

Click the **Next** button to verify your choices.

Click the **Next** button.

## Step 5:

Select Pre-Authorized Debit, cheque or wire as payment method from the dropdown list available. For your convenience, you can also pay any billed charges owing (if applicable) with your contribution payment.

## Step 6:

Verify the amounts entered and make any corrections, then select **Submit**.

### Submit a contribution

ABC Company  
Registered Retirement Savings Plan

Policy number: 22222222

Verify and submit contribution and payment request: [Help](#)

submit  
payment  
contribution

You have completed all the steps to prepare this contribution. Simply verify the information below, then click the *Submit* button to complete the contribution submission. To stop the contribution, click the *Cancel* button.

### Payment summary:

Description	Payment (\$)
Regular contribution payment for the period ending: <b>June 30, 2014</b>	745.38
Total amount paid	745.38

### Payment method:

Pre-Authorized Debit - \$745.38

To **complete** the contribution, click the *Submit* button.  
To **stop** the contribution, click the *Cancel* button.

<< Back Submit Cancel



Write down the reference number provided in the confirmation message you receive or print the confirmation page and keep it for your records. **If the contribution is submitted online before 4 p.m. ET on a business day with the payment method of Pre-Authorized Debit, the contribution will be processed the same day.**



Manulife Investments, the Block Design, the Four Cube Design, Strong Reliable Trustworthy Forward-thinking, Manulife Ideal Signature Select and i-Watch are trademarks of The Manufacturers Life Insurance Company and are used by it, and its affiliates under licence.

CS3737E 04/16