

COPYING/CLONING A PRIOR COMPLETED WORKORDER

Log in to the Mutual of America portal at the website www.mutualofamerica.com, select “Login” > “Sponsor Login” > “Access Sponsor Connect”

Once you are logged in, select “Data Validation Web” tab in the upper left.

When the Workorders page appears, the first item should be the Work Order for your current payroll with a **New** status.

There will be an **Actions** drop down on the right side of that line.

Choose **Begin Entry**, and then select **Copy Existing Workorder with Financials** (if this option does not appear, select **Change Entry Method**)

Under the **Work Order Listing**, select the prior payroll workorder you want to copy and select Copy.

Your copied workorder will appear for you to review and make any needed adjustments. Once completed, select **Save, Complete**, then **Submit**.

The Work Order page will appear and go through a status update process.

You should hit the **Refresh** button (lower right) to update the page.

The process will go through some Status steps: **Loading, Awaiting Host Validation, Error Check, Awaiting Funding Initiation, Awaiting Funding Approval, Complete**.

When it shows **Awaiting Funding Approval**, select **View and Approve Funding** then select **Approve**. Once it shows **Complete**, please double-check the amount and then you can log off.

Errors Found - From time to time, you might receive an “**Errors Found**” status. If this happens, the upload process will stop, and you may need assistance. Select **Correct Errors** to see what the question/issue is. If you need help, please email us so that we can assist you.