

UPLOADING YOUR CONTRIBUTION FILE

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 you land on the Data Validation Web page, look for the **View All Work Orders** link.

When the list 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 browse for your file. (make sure your file has no header line – otherwise format should remain the same.)

Upload your file.

Choose **View Work Order Detail** on the left side.

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.

