

## Plan Sponsor First Time Login Instructions

Please use the following instructions to access the sponsor site:

Go to [www.nationwide.com](http://www.nationwide.com)

In the bottom right hand corner of the screen, find the drop down box labeled “For Business Partners”, select “Employer/Plan Sponsor” and then “Go”.

You should now be at the screen with the login window. I recommend adding this page to your *Favorites* for future access. On the right, select “Ready to Set-up Access?”

Enter the Tax ID number of the company at the top of the screen with no dashes or spaces. (Entering the Customer Account Number is not required.) Scroll down and at the bottom right of the screen please check the box labeled "I am a Group Pension Series Plan Sponsor" and hit "Next".

You will then be prompted to establish a username and password for future access.

### **FastPay Easy Steps for Hand Keying Contributions**

- 1) After logging into Nationwide's Plan Sponsor site...  
Select "**Process Contributions**" from the tabs at the top
  - 2) Select the orange box at the bottom of the screen labeled "**Create**"
  - 3) File Type:                   leave default as "contribution"  
New Pay Period:            enter the pay period ending date  
Description:                you can enter anything you'd like to call the file (*ie: Contribution*)  
Originator:                 leave default as Plan Sponsor  
Select "**Save**"
  - 4) Enter the dollar amounts in the correct source boxes (*ie: employee pre-tax deferral*).
  - 5) Click "**Update Page Amounts**"
  - 6) Verify total in the bottom corner. If correct, click "**Continue**"
  - 7) The Contribution Payment Selection page appears. Verify the information. Choose Debit ACH/  
Check or Wire from the drop down box then click "**Submit**"  
\*If you are remitting a check or wire, a case deposit form will appear. Print this and send to Nationwide.  
\*If you enter your banking information for ACH Debit it will be saved for future use. Be sure to click "Next" to  
submit your ACH payment. You will not need to send any additional documents to Nationwide.
- \*\*If you find any errors after you have submitted payment to Nationwide, please contact InWest.  
We will unlock the file so that you can resubmit.**