How to Set Up Your MyCTSavings Employer Account

✓	✓	✓
Register	**Send Contributions**	**Ongoing Maintenance**
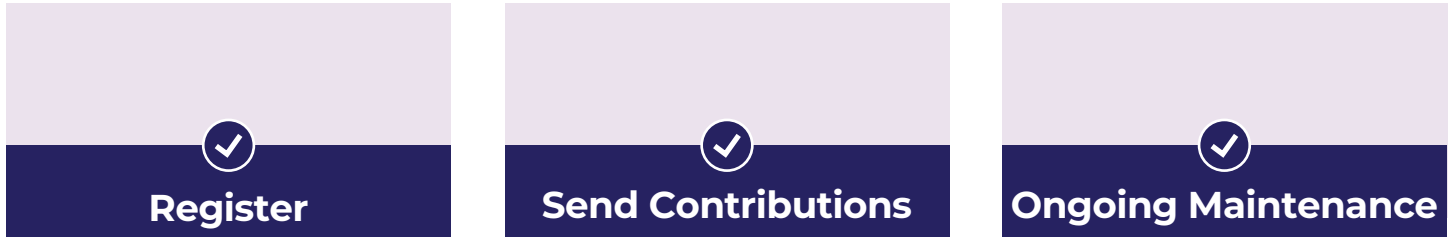
1. Register

Once you receive your unique Access Code, you're ready to start. You'll just need to provide basic information about your employees, payroll process, and banking information. Follow the steps below to walk you through onboarding.

✓ **Set up your business**
Get started by setting up your business online using your company's EIN and unique Access Code. This will be sent to you via email or mail when it's time to register. You can also retrieve your access code online if you misplace it.

✓ **Create a password**
Enter your business email as your username and create a password.

✓ **Add your payroll information**
Identify your payroll provider, if you use one (i.e. Quickbooks, Gusto and more), and input your payroll schedule(s).

✓ **Add your company's bank information**
Complete all fields including routing number, bank name, bank account number, and account type.

✓ **Add your employee information**
Employees must be at least 19 years old to be eligible for MyCTSavings. If your payroll provider would like to know what's required, or if you'd like to compile your employee information manually in advance, please download this .CSV template to be sure you have everything you need.

🌐 You can even invite a payroll representative to help you facilitate this process or set up a direct integration with your payroll provider. **Learn more about integrations at MyCTSavings.com/payroll.**

2. Send Contributions

Once you have added employees, we will communicate directly with them to explain their options during the 30 days they have to opt out or customize their account. At the end of the 30-day period, we will notify you of their choices and send a reminder to begin payroll deductions, and submit contribution information and funding for the employees who choose to stay in the program.

- Create a new deduction in your payroll system

- Create a contribution file or enter the information directly in the employer portal

- Enter the contribution on the employer portal

- For a quick review of this process, watch our helpful video here

3. Ongoing Maintenance

Keep your account up to date and stay in compliance by:

- Sending payroll for active employees every pay period

- Updating contribution rates as needed — we'll let you know if employees make a change

- Keeping employee list up to date — add new employees or mark employees no longer working for the company as terminated

Additional resources including video tutorials and answers to many common questions online at MyCTSavings.com/help