How do I add a Distribution in P3?

Follow these steps to create a distribution or Default / Missing Participant IRA:

Add Distribution - In the Start Menu, there will always be "Add Distribution". Once you click on Add Distribution, you are in the "Distribution Wizard" which will prompt you through the process of creating a distribution.

Plan Selection - select either a plan that already exists in P3 or select the option to create a new plan

Service Type / Processing Fees / TPA Fee - identify which service type is desired, who will be paying the processing fees and designate a TPA fee. This TPA fee is the fee per distribution.

Participant Creation - Add Participant Details and account details

Distribution Type - select the Distribution type and provide the necessary details. If you wish to leave this blank, click on Skip Distribution Details.

Batch Summary Page - here is where you can add more distributions to the existing batch. You can do this until you are ready to close the batch and click finish

Authorization Page - consent, disclosures and authorization

Confirmation Page - obtain a confirmation number and check and wiring instructions

NOTE - Express IRA, Full Service and Benefit Election Processing Service Types do not require any input of a Distribution Type and therefore will skip this step.