

## **User Guide for the Invesco Contribution Manager**

Invesco Contribution Manager (ICM) is an internet-based system for submitting contributions. Plan sponsors may also update participant allocations. ICM can draft directly from the designated bank account on file or accept contribution payments by check. Once contributions are submitted, you can use ICM to verify the trades. ICM is available on your schedule.

1. GETTING STARTED
2. VIEWING PLAN INFORMATION
3. MANAGING YOUR PLAN

## 1. Getting Started

### a. Signing Up for ICM

For questions, contact Invesco at 1-800-959-4246 from 7:00 A.M. to 6:00 P.M. Central Time, Monday through Friday. A representative will answer any questions you may have and walk you through the initial enrollment process.

### b. Bank Account Requirements

To process plan contributions via bank draft, the plan sponsor's bank must be an Automated Clearing House (ACH) member. Additionally, Invesco must receive the **Invesco Contribution Manager Access Form** or **Payroll Deduction IRA Employer Application** with the bank account section completed at least 10 business days before any contributions are made through ICM. These forms can be found at [invesco.com/us](https://www.invesco.com/us) under the Account Access & Forms option.

### c. System Requirements

We strongly recommend you use the most recent version of either Microsoft Edge or Google Chrome.

### d. Logging In

#### First Time Users

Once the **Invesco Contribution Manager Access Form** or **Payroll Deduction IRA Employer Application** form is received and the user ID is established, Invesco will send an email confirmation of enrollment with information necessary for logging on to the site. The first email will include your permanent user ID, group name and group ID. A second email will be sent with the temporary password.

**Important:** Your temporary password will expire after 7 calendar days. If your password has expired, please see the instructions under "Disabled Password" below.

**Important:** If more than one person will need access to ICM for your plan, each user must have a unique user ID and password. To obtain access for new or additional users or to terminate user access, please complete the **Invesco Contribution Manager Access Form** or **Payroll Deduction IRA Employer Application** or contact Invesco at 1-800-959-4256.

Using the assigned user ID and temporary password, please follow the steps below to log in:

- Access the site through [Invesco.com/us](https://www.invesco.com/us) by selecting 'Log In' and then selecting Invesco Contribution Manager from the access page:

Individual Investor & Retirement Plan Participant >

Retirement Plan Manager >

Invesco Contribution Manager >

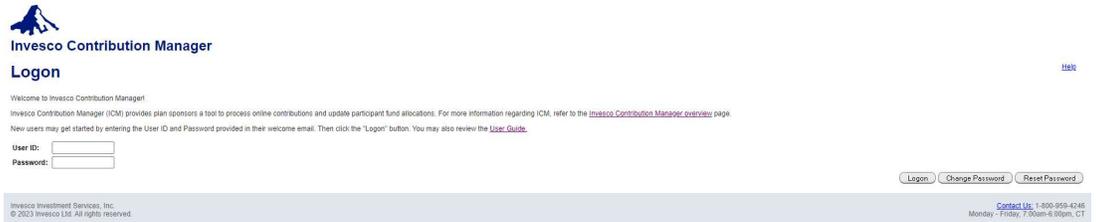
CollegeBound 529 >

Closed-end >

### Individual Investor & Retirement Plan Participant

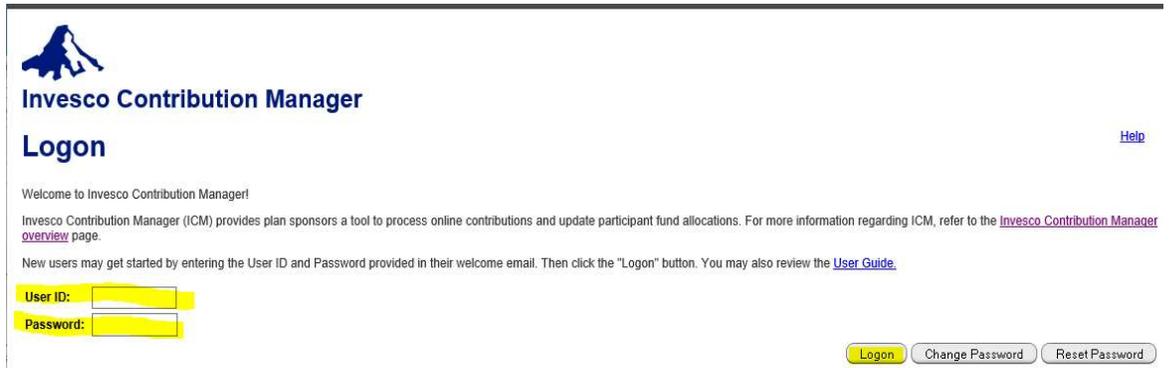
Access your individual, joint, IRA, SEP, and employer-sponsored plans here.

- The next page you will see is the Landing Page for ICM:



Here you will also have access to the Invesco Contribution Manager Overview page with additional information.

- From the ICM landing page, you will logon with the user credentials provided by Invesco.



- Upon logging in for the first time with your initial logon credentials, you will be prompted to change your password. Passwords are required to be eight (8) characters in length and include at least one alpha, one numeric and one special character. The password must be different than the last six passwords.

A confirmation statement will appear acknowledging your password change.

You will then be prompted to set up three Security Questions

**Invesco Contribution Manager**  
Operator Profile [Help](#) | [Logout](#)

Reset password question:

Reset password answer:

Reset password question:

Reset password answer:

Reset password question:

Reset password answer:

Email address:

When you first log in, you will be required to set up 3 Security Questions and provide your e-mail address.  
[Click Play to continue.](#)

Then review and accept the Terms and Conditions to proceed to your plan

**Invesco Contribution Manager**  
Terms and Conditions [Help](#) | [Logout](#)

NOTE: ACCESSING OR REQUESTING ACCOUNT INFORMATION THROUGH THIS SITE CONSTITUTES AND SHALL BE DEEMED TO BE AN ACCEPTANCE OF THE FOLLOWING TERMS AND CONDITIONS.  
The accuracy, completeness and timeliness of all group sponsor information provided is the sole responsibility of the group sponsor company that provides the information. No party that provides a connection between this web site and a group sponsor or its transfer agency system can verify or ensure the receipt of any information transmitted to or from a group sponsor or its transfer agent, or the acceptance by, or completion of any transaction with, a group sponsor.  
NO TRANSACTION SHALL BE DEEMED ACCEPTED UNTIL YOU RECEIVE A WRITTEN CONFIRMATION FROM THE FUND COMPANY.

I have read, understand and accept the terms and conditions described above.

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Monday - Friday, 7:00am-6:00pm, CT

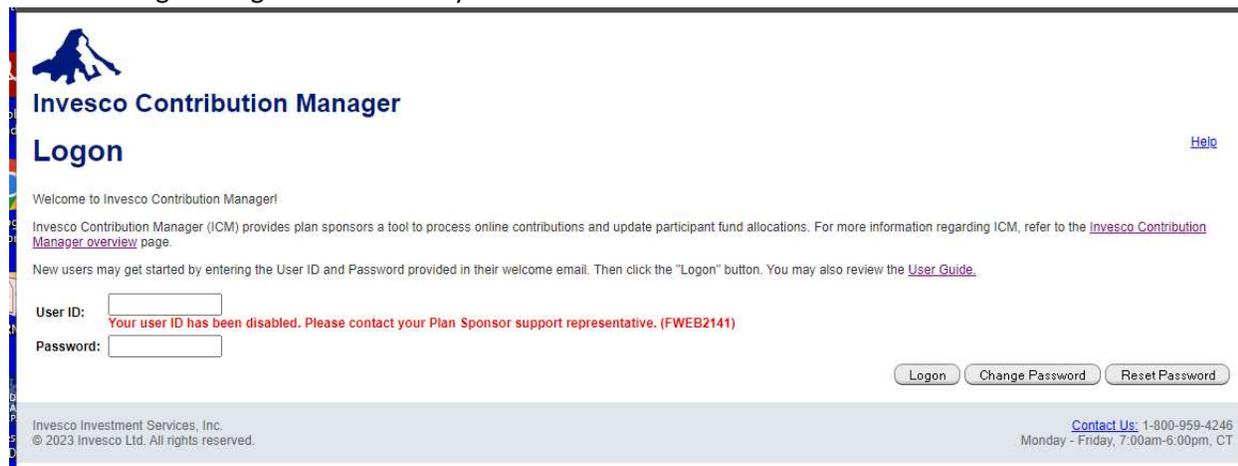
## To Change Your Password

You may voluntarily change your password at any time. Passwords are required to be eight characters in length and include at least one alphabetic and one numeric character. Must be different than the last six passwords. To change your password, follow these steps:

- Select Change Password
- Enter your User ID
- Enter your Current Password
- Enter your New Password

## Disabled User ID

The following messages indicate that your user ID has been disabled:

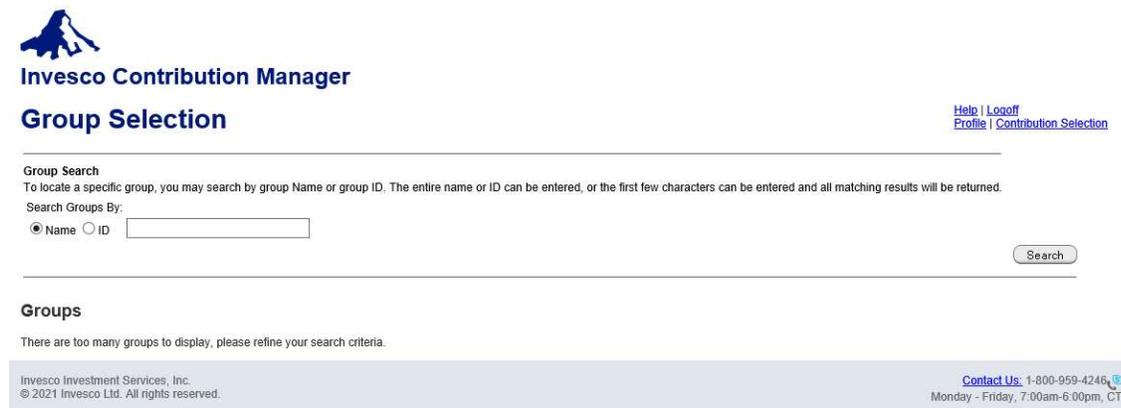


The screenshot shows the Invesco Contribution Manager Logon page. At the top left is the Invesco logo. The page title is "Invesco Contribution Manager Logon". Below the title, there is a "Welcome to Invesco Contribution Manager!" message. A paragraph explains that the Invesco Contribution Manager (ICM) provides plan sponsors a tool to process online contributions and update participant fund allocations. It refers to the "Invesco Contribution Manager overview" page. Another paragraph states that new users should enter their User ID and Password from their welcome email and click the "Logon" button, with a link to the "User Guide". Below this, there are input fields for "User ID:" and "Password:". A red error message is displayed: "Your user ID has been disabled. Please contact your Plan Sponsor support representative. (FWEB2141)". To the right of the input fields are buttons for "Logon", "Change Password", and "Reset Password". At the bottom left, it says "Invesco Investment Services, Inc. © 2023 Invesco Ltd. All rights reserved." At the bottom right, it says "Contact Us: 1-800-959-4246 Monday - Friday, 7:00am-6:00pm, CT".

## For Disabled User ID or Lost or Forgotten Passwords

Please contact Invesco at 1-800-959-4246 to have your password reset.

- e. Once logged in you will be allowed to access your plan(s). Administrators can access their plan by entering either the Name or ID of your plan.



The screenshot shows the Invesco Contribution Manager Group Selection page. At the top left is the Invesco logo. The page title is "Invesco Contribution Manager Group Selection". Below the title, there are links for "Help | Logoff", "Profile | Contribution Selection". Below this, there is a "Group Search" section. It says "To locate a specific group, you may search by group Name or group ID. The entire name or ID can be entered, or the first few characters can be entered and all matching results will be returned." Below this, there is a "Search Groups By:" label and two radio buttons: "Name" (selected) and "ID". To the right of the radio buttons is an input field. To the right of the input field is a "Search" button. Below this, there is a "Groups" section. It says "There are too many groups to display, please refine your search criteria." At the bottom left, it says "Invesco Investment Services, Inc. © 2021 Invesco Ltd. All rights reserved." At the bottom right, it says "Contact Us: 1-800-959-4246 Monday - Friday, 7:00am-6:00pm, CT".

## Top Navigation Links

**Help** – This will take you to an on-line help guide and will provide description(s) of the section you are currently on. There are two separate views: Pre-Login and Post-Login.

**Logoff** – This will log you off your current session of ICM.

**Profile** – This will take you to a screen for your security questions and your email address on file.

**Contribution Selection** – This will take you to the “Group Contribution Selection” page. If you did not enter your group on the Group Selection page, you will need to locate it on the “Contribution Selection” page in order to proceed with creating, editing, or searching for a contribution.

## f. Logging Off

To log off ICM, click the “Logoff” link in the top right of the page.



Invesco Contribution Manager

Group Selection

[Help](#) | [Logoff](#)  
[Profile](#) | [Contribution Selection](#)

## 2. VIEWING PLAN INFORMATION

### a. Initial Landing Page

#### Group Details

[Expand All](#) | [Collapse All](#)  
[Group Information](#)

Group ID: 005355905  
Group Name: BLUE MARKETING GROUP  
BLUE MARKETING GROUP1  
Number of Shareholders: 2  
Contribution Type: N/A  
To update the contact information associated with this group, click [Update Group](#).

[Update Group](#)

#### Company Information

Name: BLUE MARKETING GROUP  
Address: 2903 SKYPARK DR  
HOUSTON, TX 77082  
To update the company information associated with this group, click [Update Company](#).

[Update Company](#)

#### Bank Information

Bank Name: CITIBANK, N.A.  
Bank Address: 153 E 53RD ST, 18TH FL  
153 E 53RD ST, 18TH FL NEW YORK CITY NY, 10043  
Bank Account Number: \*\*\*\*\*4666  
Name(s) on Account: CORP TEST  
ABA Routing Number: 021000089  
Bank Account Type: C  
To update the banking information associated with this group, click [Update Bank](#).  
To delete the banking information associated with this group, click [Delete Bank](#).

[Update Bank](#)

[Delete Bank](#)

#### Shareholders

To view or update a shareholder's allocation, click on the link of their name. This directs you to the Shareholder Allocation page where updates can be made to the shareholder's existing fund allocations for all applicable money types available to the group.  
For details of a shareholder's contributions for the current and prior tax years, click on the "Contributions" link next to the shareholder's name.

Name	SSN	Reg Type	
<a href="#">BLUE DONNA</a>	*****5566	N/A	<a href="#">Contributions</a>
<a href="#">BLUE SCOTT</a>	*****1258	N/A	<a href="#">Contributions</a>

[Access Contributions](#) | [Back](#)

- i. Once you locate your group on the **Group Selection** page, you will be taken to the Group Details – which includes:
  1. Group Information – group ID, group name, number of shareholders
  2. Company Information – Name and address
  3. Bank Information – Bank Name, Bank Address, Bank Account Number, ABA Routing Number, Bank Account Type
  4. Shareholders – there will be a list of each of the shareholders with name, truncated SSN, and contributions. **NOTE:** The name and contributions are hyperlinks that will allow you to get additional information. If you select the shareholder link, you will be taken to a new page where you access the shareholder allocations by money type. If you select the contributions link, you will be taken to a new page where you can see the prior and current year contributions by fund/account with a total.

### b. Group Information

- i. You can update and data in this section by selecting the “Update Group” button to the far right of the group summary.

### Group Details

[Expand All](#) [Collapse All](#)  
**Group Information**

Group ID:	00355905
Group Name:	BLUE MARKETING GROUP
Number of Shareholders:	BLUE MARKETING GROUP1
Contribution Type:	2
	N/A

To update the contact information associated with this group, click [Update Group](#).

[Update Group](#)

From the “Update” screen, you can modify the Group Name and add/update/delete Primary and Secondary e-mail addresses for the Group Sponsor.



### Invesco Contribution Manager

#### Group Information Update

[Help](#) | [Logout](#)  
[Profile](#) | [Contribution Selection](#) | [Group Selection](#)

Group ID:	00355905
Group Name Line 1:	BLUE MARKETING GROUP
Group Name Line 2:	BLUE MARKETING GROUP1
Group Sponsor Primary E-mail:	
Group Sponsor Secondary E-mail:	

[Next](#) [Cancel](#)

At any time, you can select “Cancel” to return to the previous page, or “Next”.  
NOTE: You can only select “Next” if you made changes to the page. This will take you to a verification page and display the change(s). At this point, you can “Confirm”, “Back” or “Cancel” from the verification page.

#### c. Company Information

- i. You can update and data in this section by selecting the “Update Company” button to the far right of the group summary.

#### Company Information

Name:	BLUE MARKETING GROUP
Address:	2903 SKYPARK DR HOUSTON, TX 77082

To update the company information associated with this group, click [Update Company](#).

[Update Company](#)



### Invesco Contribution Manager

#### Company Information Update

[Help](#) | [Logout](#)  
[Profile](#) | [Contribution Selection](#) | [Group Selection](#)

Company Name:	BLUE MARKETING GROUP
Company Address Line 1:	2903 SKYPARK DR
Company Address Line 2:	
Company Address Line 3:	
Company Address Line 4:	
City, State, Zip:	HOUSTON TX 77082
Company Phone:	
Company Fax:	
Group Sponsor Contact:	

[Next](#) [Cancel](#)

At any time, you can select “Cancel” to return to the previous page, or “Next”.  
NOTE: You can only select “Next” if you made changes to the page. This will take you to a verification page and display the change(s). At this point, you can “Confirm”, “Back” or “Cancel” from the verification page.

#### d. Shareholders

- i. From this section, you can update a shareholder’s allocation(s) for all applicable money types available to the group. In addition, you can select “Contributions” for the current and prior tax year contributions.

[Shareholders](#)

To view or update a shareholder's allocation, click on the link of their name. This directs you to the Shareholder Allocation page where updates can be made to the shareholder's existing fund allocations for all applicable money types available to the group. For details of a shareholder's contributions for the current and prior tax years, click on the "Contributions" link next to the shareholder's name.

Name	SSN	Reg Type	
<a href="#">BLUE_DONNA</a>	****6566	N/A	<a href="#">Contributions</a>
<a href="#">BLUE_SCOTT</a>	****1258	N/A	<a href="#">Contributions</a>

ii. If you select the shareholder name link, you will be taken to the following page:

**Invesco Contribution Manager**  
**Shareholder Allocation**

Group Name: BLUE MARKETING GROUP  
Group ID: 00335906  
SSN: \*\*\*\*1258  
Shareholder: BLUE\_SCOTT  
Reg Type: N/A

To change allocations for the shareholder enter the amounts and click Next.  
To advance to the appropriate money type, select the link below or use the scroll bar.

[Employee](#)      [Employer](#)      [Salary Reduction](#)

Allocations by:  Percentage

Existing Fund	Fund/Account Number	Amount Allocated
AIM LARGE CAP GROWTH FUND - CLASS A	0000840*****5806	0.000 %
		Total: %

**Employer**

Allocations by:  Percentage

Existing Fund	Fund/Account Number	Amount Allocated
AIM LARGE CAP GROWTH FUND - CLASS A	0000840*****5806	100.000 %
		Total: %

**Salary Reduction**

Allocations by:  Percentage

Existing Fund	Fund/Account Number	Amount Allocated
AIM LARGE CAP GROWTH FUND - CLASS A	0000840*****5806	100.000 %
		Total: %

[Add Fund](#)   [Next](#)   [Back](#)

This page is broken down into the following section: Summary of the shareholder you are viewing, allocations by investment vehicle and by money type. NOTE: Money types will be based by group type.

From this page, updates can be made to the allocation percentages. NOTE: All allocations must be entered as a percentage.

Plan Sponsors can also add a new fund to the shareholder allocations by selecting the "Add Fund" at the lower right corner of the page. When this is selected, you are taken to the "Add Allocation Fund" page:

NOTE: If the fund you want to add is not listed, please contact Invesco at 1-800-959-4246 to have the fund added to the Group Plan.



# Invesco Contribution Manager

## Add Allocation Fund

**Group Name:** BLUE MARKETING GROUP  
**Group ID:** 005355905  
**SSN:** \*\*\*\*\*1258  
**Shareholder:** BLUE, SCOTT  
**Reg Type:** N/A

### Fund Name

<input type="checkbox"/>	0000841	AIM INCOME FUND - CLASS A
<input type="checkbox"/>	0000842	AIM OFI INTERNATIONAL GROWTH FUND - CL A
<input type="checkbox"/>	0000855	AIM CASH RESERVE SHARES
<input type="checkbox"/>	0001483	AIM LIMITED MATURITY TREASURY FUND - A
<input type="checkbox"/>	0001484	AIM GLOBAL EQUITY FUND - CLASS A
<input type="checkbox"/>	0002237	AIM EUROPEAN GROWTH FUND - CLASS A
<input type="checkbox"/>	0002452	AIM SELECT EQUITY FUND - CLASS A
<input type="checkbox"/>	0003233	AIM CONSTELLATION FUND - CLASS A
<input type="checkbox"/>	0003239	AIM GLOBAL HEALTH CARE FUND - CLASS A
<input type="checkbox"/>	0003242	AIM BALANCED FUND - CLASS A
<input type="checkbox"/>	0009063	INVESCO AMERICAN FRANCHISE FUND -CL A
<input type="checkbox"/>	0009069	INVESCO DIVERSIFIED DIVIDEND FD -CL A

From this page, you can:

- select Back to return to the previous page
- select Cancel to terminate the update process
- or select Next to move to the subsequent page in the process – Model Accounts



Invesco Contribution Manager

### Model Accounts

**Group Name:** BLUE MARKETING GROUP  
**Group ID:** 005355905  
**SSN:** \*\*\*\*\*1258  
**Shareholder:** BLUE, SCOTT  
**Reg Type:** N/A  
 To setup a new account please select the account that you would like to model from by using the drop-down list next to your new fund.

**Fund**      **Model Account**  
 AIM INCOME FUND - CLASS A      0000841\*\*\*\*\*5006

Back Next Cancel

From this page, you can:

- select Back to return to the previous page
- select Cancel to terminate the update process
- or select Next to move to the subsequent page in the process – Shareholder Allocation.

Once updates are completed, the plan sponsor is returned to the Shareholder Allocation page, where you can now add new allocations to the new fund/by money type:

**Invesco Contribution Manager**  
**Shareholder Allocation**

Group Name: BLUE MARKETING GROUP  
Group ID: 005355905  
SSN: \*\*\*\*\*1258  
Shareholder: BLUE, SCOTT  
Reg Type: N/A

To change allocations for the shareholder enter the amounts and click Next.  
To advance to the appropriate money type, select the link below or use the scroll bar.

Employee Salary Reduction

Allocations by:  Percentage

Existing Fund	Fund/Account Number	Amount Allocated
AIM LARGE CAP GROWTH FUND - CLASS A	0000840*****5806	0.0000 %

New Fund	Fund/Account Number	Model Fund/Account Number	Amount Allocated
AIM INCOME FUND - CLASS A	0000841NEW ACCOUNT	0000840*****5806	0.0000 %

Total: 15

### 3. PROCESSING A CONTRIBUTION

- From the primary landing page, you can select “Contribution Selection” in the upper right-hand corner or “Access Contribution” in the lower right corner under “Shareholders”

**Invesco Contribution Manager**

Select “Access Contributions” in the lower right corner to create and modify an existing contribution. You will be redirected to the “Contribution Selection” page where you can import, establish, or model a contribution for the shareholders in the group.

**Group Details**

Expand All Collapse All  
Group Information

Group ID: 005355905  
Group Name: BLUE MARKETING GROUP  
Group Sponsor E-mail: BLUE MARKETING GROUP1  
Number of Shareholders: 2  
Contribution Type: PATRICIA.CHRISTENSEN@INVESCO.COM  
N/A

To update the contact information associated with this group, click **Update Group**.

**Shareholders**

To view or update a shareholder's allocation, click on the link of their name. This directs you to the Shareholder Allocation page where updates can be made to the shareholder's existing fund allocations for all applicable money types available to the group. For details of a shareholder's contributions for the current and prior tax years, click on the “Contributions” link next to the shareholder's name.

Name	SSN	Reg Type	Contributions
BLUE, DONNA	*****6566	N/A	<a href="#">Contributions</a>
BLUE, SCOTT	*****1258	N/A	<a href="#">Contributions</a>

**Access Contributions** **Back**

Once selected, you will be directed to the “Contribution Selection” page.



# Invesco Contribution Manager

## Contribution Selection

Group Name: MUMS & MORE  
Group ID: 146196939  
Contribution Type: N/A

To import transaction data from an existing file, click [Import](#).  
To establish a new contribution containing all shareholders within the group, click [New Contribution](#).  
To model from an existing contribution, locate the contribution below and click [Access Contribution](#).

[Import](#) [New Contribution](#) [Copy from Default Contribution](#)

### Contribution Search

To locate a specific contribution, you may search by contribution status and the contribution status date, or a specific period of time.

Contribution Name:

By Status:  All  Expired  Held  Processed  Rejected  Released  Work-In-Progress

Group ID: 146196939  
Confirm Number:

Payment Amount:  User ID:

Payment Type:  All  Check  Wire  ACH  N/A

By Status Date:  mm/dd/yyyy to  mm/dd/yyyy  
or  
 All

2 results found...

Default Contribution	Status	Contribution Name	Confirm Number	Trade Date	Total Amount	SSN Count	Payment Type	User ID	Last User ID	Release User ID	
<input type="radio"/>	Work-In-Progress		0291-2413-22015	N/A	\$0.00	0	NA	BOXVM	BOXVM	N/A	<a href="#">Access Contribution...</a>
<input type="radio"/>	Released		3838-3395-05311	03/01/2023	\$100.00	1	ACH	OCONNK	OCONNK	OCONNK	<a href="#">Access Contribution...</a>

From this view, you can Import a new contribution or process a New Contribution:

To Import a new contribution, select Import



**Invesco Contribution Manager**

**Contribution Selection**

Group Name: MUMS & MORE  
 Group ID: 146196939  
 Contribution Type: N/A

To import transaction data from an existing file, click [import](#).  
 To establish a new contribution containing all shareholders within the group, click [New Contribution](#).  
 To model from an existing contribution, locate the contribution below and click [Access Contribution](#).

[Import](#) [New Contribution](#) [Copy from Default Contribution](#)

**Contribution Search**

To locate a specific contribution, you may search by contribution status and the contribution status date, or a specific period of time.

Contribution Name:

By Status:  All  Expired  Held  Processed  Rejected  Released  Work-In-Progress

Group ID: 146196939  
 Confirm Number:

Payment Amount:  User ID:

Payment Type:  All  Check  Wire  ACH  N/A

By Status Date:  mm/dd/yyyy to  mm/dd/yyyy  
 or  
 All

2 results found...

Default Contribution	Status	Contribution Name	Confirm Number	Trade Date	Total Amount	SSN Count	Payment Type	User ID	Last User ID	Release User ID	
<input type="radio"/>	Work-In-Progress		0291-2413-22015	N/A	\$0.00	0	NA	BOXVM	BOXVM	N/A	<a href="#">Access Contribution ...</a>
<input type="radio"/>	Released		3838-3395-05311	03/01/2023	\$100.00	1	ACH	OCONNK	OCONNK	OCONNK	<a href="#">Access Contribution ...</a>

This functionality is only available to plans that have banking instructions established on their plan. If selected, then you will be taken to the import page.



**Invesco Contribution Manager**

**Import - Select File and Template**

Group Name: MUMS & MORE  
 Group ID: 267769392

**Create Your Import File**

Please select the link below to download the file format for importing contributions. Enter the participant name(s), social security numbers and contribution amounts under the applicable money types. NOTE: For any money types that are not applicable, enter '0' for those fields. Once this file format has successfully been downloaded, please save and use for importing future contributions.

[Download a copy of the template](#)

**Import Your File**

To import, click Choose File below to select the file that you previously downloaded.

No file chosen

[Help](#) | [Logout](#) | [Screen Selection](#)

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- Initially, you will need to download the import template. This will open an Excel spreadsheet with the required data elements (participant name, SSN, and the available money types) to use the import option for new contributions.

	A	B	C	D	E	F	G
1	PARTICIPANT NAME	SSN	SALARY REDUCTION	IRA CURRENT YEAR	EMPLOYER	PURCHASE	
2	FIRST LAST	123456789	0	0	0	0	
3							
4							
5							
6							
7							
8							
9							

- The template will need to be saved to your computer and completed for your new contribution – including participant (shareholder) first and last name, SSN, and dollar values for each money type you are contributing to. NOTE: You will need to remove the information from line 2 and complete with your own information. For any money types not being used for your contribution, please add a “0”.
- You will then need to save the file with a unique name (Example: Payroll 3.15.2023) and then attach to the screen under Choose File:



Invesco Contribution Manager

Import - Select File and Template

Group Name: MUMS & MORE  
Group ID: 28776932

Create Your Import File

Please select the link below to download the file format for importing contributions. Enter the participant name(s), social security numbers and contribution amounts under the applicable money types. NOTE: For any money types that are not applicable, enter '0' for those fields. Once this file format has successfully been downloaded, please save and use for importing future contributions. Download a copy of the [template](#).

Import Your File

To import, click Choose File below to select the file that you previously downloaded.

[Choose File](#) No file chosen

[Help](#) | [Logout](#) | [Group Selection](#)

[Import](#) [Back](#)

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Monday - Friday, 7:00am-6:00pm, CT

Once you select the file to import and select the “Import” button.

You will be taken to this screen while the file imports



Invesco Contribution Manager

In Progress

Please wait while your transactions are being processed.

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[Contact Us](#): 1-800-959-4246  
Monday - Friday, 7:00am-6:00pm, CT

If there are any errors in the file that you submitted, they will be listed on the “Import – Shareholder Import Financial List” page:



### Invesco Contribution Manager

#### Import - Shareholder Import Financial List

Group Name: MUMS & MORE  
Group ID: 267769352

##### Financial Errors

The following errors have occurred. Please correct the data.

SSN	Group ID	Full Name	Reg Type	Prch Amt DP	Prch Amt EE	Prch Amt ER	Prch Amt SR	Data In Error	Errors
123457626	267769352	LISA BACH	N/A	0	100	0	0	267769352	SSN is not linked to the plan
123457626	267769352	LISA BACH	N/A	0	100	0	0	123457626	SSN is not linked to the plan

[Update](#)

##### Valid Financial Import Data

No valid data to import.

You will need to cancel from this screen (button in the lower right corner), correct any issues in your spreadsheet and import the updated file.

Once corrected the Import-Shareholder Import Financial List screen will appear



### Invesco Contribution Manager

#### Import - Shareholder Import Financial List

Group Name: MUMS & MORE  
Group ID: 146198939

##### Financial Errors

There were no errors.

##### Valid Financial Import Data

To import the following financial data, click Confirm.

Name	SSN	Reg Type
LISA BACH	123457626	N/A

[Help](#) | [Logout](#)

[Confirm](#) [Cancel](#)

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[Contact Us](#): 1-800-959-4242  
Monday - Friday, 7:00am-6:00pm, C

- Click Confirm
- Review the Confirmation screen and click Continue to Contribution Details



### Invesco Contribution Manager

#### Import - Shareholder Import Financial Confirmation

Group Name: MUMS & MORE  
Group ID: 146198939

##### Import Financial Results

Financial transactions were imported successfully for the shareholders listed below.

Name	SSN	Reg Type
BACH, LISA	123457626	N/A

To access the Contribution Details page and begin contribution processing, click the [Continue to Contribution Details](#) button.

[Continue to Contribution Details](#)

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Monday - Friday, 7:00am-6:00pm, C

The Contribution Details screen will appear, here you may select ACH as your payment type and then click Submit Contribution (or Save Contribution if you are not submitting at this time)



## Invesco Contribution Manager

### Contribution Details

[Help](#) | [Logout](#)  
[Group Selection](#) | [Contribution Selection](#)

To make a copy of this contribution, click [Model Contribution](#) ([Model Contribution](#))

With Zero Purchase Amounts

Group Name: MUMS & MORE  
Group ID: 146196939  
Contribution Type: N/A  
Status: Work-in-Progress

Contribution Name: [Edit](#)  
Established Date: 03/01/2023 01:50:59 PM  
Contribution Year:  Current  Prior (only applies to fiduciary accounts)  
Payment Type:  ACH  Check

#### Shareholder Information

To remove shareholders from the contribution, select the checkboxes next to the shareholders and click [Remove Shareholders](#).  
To view or update a shareholder's allocation, click on the link of their name. This directs you to the Shareholder Allocation page where updates can be made to the shareholder's existing fund allocations for all applicable money types available to the group.  
To select a contribution year different from the Contribution Default, click the Contribution Year drop-down list.  
To submit a one-time amount change for a shareholder, enter the amount for the appropriate money type.

Name	SSN	Reg_Type	Contribution Year	Employee	TOTAL
<input type="checkbox"/> <a href="#">BACH, LISA</a>	****7626	N/A	Current Year	\$ 100.00	\$ 100.00
TOTAL:				\$ 100.00	\$ 100.00

[Remove Shareholders](#)

Last saved: 03/01/2023 01:50 PM

[Save Contribution](#) [Submit Contribution](#) [Delete Contribution](#) [Return to Contribution Selection](#)

The final Contribution Verification screen will appear, click Confirm



## Invesco Contribution Manager

### Submit Contribution Verification

[Help](#)

Group Name: MUMS & MORE  
Group ID: 146196939

You have chosen to submit the following contribution.

Status	Status Date	Release Date	Contribution Year	Total Amount	SSN Count	Payment Type	User ID
Work-in-Progress	03/01/2023	03/01/2023	Current	\$100.00	1	ACH	OCONNK

[Confirm](#) [Back](#) [Cancel](#)

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From here you can see the contribution was successfully submitted and you may return to Contribution Selection



## Invesco Contribution Manager

### Submit Contribution Confirmation

[Help](#) | [Logout](#)  
[Contribution Selection](#)

Group Name: MUMS & MORE  
Group ID: 146196939  
Confirmation Number: 3838-3395-05311

The following contribution was submitted successfully.

Status	Status Date	Trade Date	Contribution Year	Total Amount	SSN Count	Payment Type	User ID	Last User ID
Released	03/01/2023	03/01/2023	Current	\$100.00	1	ACH	OCONNK	OCONNK

[Return to Contribution Selection](#)

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The status will show as "Released" and will update to "Confirmed" once funds are collected from the bank



## Invesco Contribution Manager

### Contribution Selection

Group Name: MUMS & MORE  
Group ID: 146196939  
Contribution Type: N/A

To import transaction data from an existing file, click [Import](#).

To establish a new contribution containing all shareholders within the group, click [New Contribution](#).

To model from an existing contribution, locate the contribution below and click Access Contribution.

[Import](#) [New Contribution](#) [Copy from Default Contribution](#)

#### Contribution Search

To locate a specific contribution, you may search by contribution status and the contribution status date, or a specific period of time.

Contribution Name:

By Status:  Payment Amount:  User ID:

Group ID: 146196939

Confirm Number:

Payment Type:  All  Check  Wire  ACH  N/A

By Status Date:  mm/dd/yyyy to  mm/dd/yyyy  
or  
 All

2 results found...

Default Contribution	Status	Contribution Name	Confirm Number	Trade Date	Total Amount	SSN Count	Payment Type	User ID	Last User ID	Release User ID	
<input type="radio"/>	Work-In-Progress		0291-2413-22015	N/A	\$0.00	0	NA	BOXVM	BOXVM	N/A	<a href="#">Access Contribution...</a>
<input type="radio"/>	Released		3838-3395-05311	03/01/2023	\$100.00	1	ACH	OCONNK	OCONNK	OCONNK	<a href="#">Access Contribution...</a>

[Back](#)

To process a New Contribution, select New Contribution



## Invesco Contribution Manager

### Contribution Selection

Group Name: MUMS & MORE  
Group ID: 146196939  
Contribution Type: N/A

To import transaction data from an existing file, click [Import](#).

To establish a new contribution containing all shareholders within the group, click [New Contribution](#).

To model from an existing contribution, locate the contribution below and click Access Contribution.

[Import](#) [New Contribution](#) [Copy from Default Contribution](#)

#### Contribution Search

To locate a specific contribution, you may search by contribution status and the contribution status date, or a specific period of time.

Contribution Name:

By Status:  Payment Amount:  User ID:

Group ID: 146196939

Confirm Number:

Payment Type:  All  Check  Wire  ACH  N/A

By Status Date:  mm/dd/yyyy to  mm/dd/yyyy  
or  
 All

2 results found...

Default Contribution	Status	Contribution Name	Confirm Number	Trade Date	Total Amount	SSN Count	Payment Type	User ID	Last User ID	Release User ID	
<input type="radio"/>	Work-In-Progress		0291-2413-22015	N/A	\$0.00	0	NA	BOXVM	BOXVM	N/A	<a href="#">Access Contribution...</a>
<input type="radio"/>	Released		3838-3395-05311	03/01/2023	\$100.00	1	ACH	OCONNK	OCONNK	OCONNK	<a href="#">Access Contribution...</a>

[Back](#)

This option will bring you to the New Contribution Wizard.  
Step 1: Contribution Name – Select a name for your contribution. Example “Payroll 3.15.2023”. Click Next

The screenshot shows the 'New Contribution Wizard' interface. At the top left is the Invesco logo and the text 'Invesco Contribution Manager' and 'New Contribution Wizard'. On the right, there are links for 'Help | Logout | Profile | Contribution Selection | Group Selection'. Below the header, there is a summary of the group information: Group Name: MUMS & MORE, Group ID: 146196939, Contribution Type: N/A, Status: Work-in-Progress, and Established Date: 03/01/2023 01:58:52 PM. The main content area is titled 'Step 1: Contribution Name' and asks 'What would you like to call this Contribution?'. It includes a sub-step indicator on the left with 'Step 2: Employees' highlighted. The main text says 'Click Next to accept the default contribution name. Otherwise, please enter the contribution name.' Below this is a text input field containing 'NEW CONTRIBUTION NAME' and two buttons: 'Cancel' and 'Next'.

Select all Employees to be included in this contribution, click Next

The screenshot shows the 'New Contribution Wizard' interface at Step 2: Employees. The header and group information are the same as in the previous screenshot. The main content area is titled 'Step 2: Employees' and asks 'Select employees to include on the Contribution'. It includes a sub-step indicator on the left with 'Step 2: Employees' highlighted. The main text says 'Select All Employees' with a checked checkbox. Below this is a table with two columns: 'Employee Name' and 'SSN'. The first row shows 'BACH, LISA' with a checked checkbox and a masked SSN '\*\*\*\*\*7626'. There are 'Back', 'Cancel', and 'Next' buttons at the bottom right of the table area.

Choose ACH or check for the payment method. Choose the type of contribution and dollar amount for each employee. Then click Next



## Invesco Contribution Manager

### New Contribution Wizard

Group Name: MUMS & MORE  
 Group ID: 146196939  
 Contribution Type: N/A  
 Status: Work-in-Progress  
 Established Date: 03/01/2023 01:58:52 PM

- Step 1: Contribution Name
- Step 2: Employees
- Step 3: Contribution Amount**
- Step 4: Verify Contribution

#### Please verify or edit the employee contribution amounts

Choose option below to update ALL contribution amounts or review them individually in the list below

- Clear all contribution amounts. I'll enter them myself.  
 Update all contribution amounts to: \$

Contribution Year:  Current  Prior (only applies to fiduciary accounts)

Payment Type:  ACH  Check

Please make check payable to Invesco Investment Services, Inc. (IIS). IIS does not accept the following types of payment: Cash, Credit Card Checks, Temporary/Starter Checks, and Third Party Checks.

#### Direct Mail

Invesco Investment Services, Inc.  
 P.O. Box 219078 c/o DST Systems, Inc. 430 W. 7th Street  
 Kansas City, MO 64121-9078

#### Overnight Mail

Invesco Investment Services, Inc.  
 430 W. 7th Street  
 Kansas City, MO 64105-1407

For additional assistance please contact an Invesco Client Services representative at 800-959-4246, weekdays, 7 a.m. to 6 p.m. Central Time.

Employee Name	SSN	Contribution Year	Employee
BACH, LISA	*****7626	Current Year	\$ 100.00

TOTAL: \$ 100.00

Verify your information, then click Save for Later, if you are not submitting now. Or click Submit



## Invesco Contribution Manager

### New Contribution Wizard

Group Name: MUMS & MORE  
 Group ID: 146196939  
 Contribution Type: N/A  
 Status: Work-in-Progress  
 Established Date: 03/01/2023 01:58:52 PM

- Step 1: Contribution Name
- Step 2: Employees
- Step 3: Contribution Amount
- Step 4: Verify Contribution

#### Please verify the following information

Contribution Name: PAYROLL 3.15.2023

Status: New  
 Status Date: 03/01/2023  
 Release Date: 03/01/2023  
 Contribution Year: 2023

Payment Type: Check  
 Total Amount: \$100.00  
 Participating Employees: 1

Operator: OCONNK

Employee Name	SSN	Contribution Year	Employee
BACH, LISA	*****7626	Current Year	\$100.00

TOTAL: \$ 100.00

Verify your contribution has been submitted, then Return to Contribution Selection



## Invesco Contribution Manager

### Submit Contribution Confirmation

Group Name: MUMS & MORE  
 Group ID: 146196939  
 Confirmation Number: 1456-5725-85311

The following contribution was submitted successfully:

Status	Status Date	Trade Date	Contribution Year	Total Amount	SSN Count	Payment Type	User ID	Last User ID
Held	03/01/2023	03/01/2023	Current	\$100.00	1	Check	OCONNK	OCONNK

[Help](#) | [Logout](#)  
[Contribution Selection](#)

[Return to Contribution Selection](#)

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Contribution will show in Held status until the check has been received and processed by Invesco



# Invesco Contribution Manager

## Contribution Selection

Group Name: MUMS & MORE  
Group ID: 146196939  
Contribution Type: N/A

To import transaction data from an existing file, click [import](#).  
To establish a new contribution containing all shareholders within the group, click [New Contribution](#).  
To model from an existing contribution, locate the contribution below and click [Access Contribution](#).

[Import](#) [New Contribution](#) [Copy from Default Contribution](#)

### Contribution Search

To locate a specific contribution, you may search by contribution status and the contribution status date, or a specific period of time.

Contribution Name:

By Status:

- All
- Expired  Rejected
- Held  Released
- Processed  Work-in-Progress

Group ID: 146196939

Confirm Number:

Payment Amount:

User ID:

Payment Type:

- All
- Check  ACH
- Wire  N/A

By Status Date:

to

or

[Search](#)

3 results found...

Default Contribution	Status	Contribution Name	Confirm Number	Trade Date	Total Amount	SSN Count	Payment Type	User ID	Last User ID	Release User ID	
<input type="radio"/>	Work-In-Progress		0291-2413-22015	N/A	\$0.00	0	NA	BOXVM	BOXVM	N/A	<a href="#">Access Contribution ..</a>
<input type="radio"/>	Held	PAYROLL 3.15.2023	1458-5725-85311	N/A	\$100.00	1	Check	OCONNK	OCONNK	N/A	<a href="#">Access Contribution ..</a>
<input type="radio"/>	Released		3838-3395-05311	03/01/2023	\$100.00	1	ACH	OCONNK	OCONNK	OCONNK	<a href="#">Access Contribution ..</a>

[Back](#)

You may also use Copy from Default Contribution. Select the default contribution you wish you mirror from the available list and click Copy from Default Contribution



## Invesco Contribution Manager

### Contribution Selection

Group Name: MUMS & MORE  
 Group ID: 146196939  
 Contribution Type: N/A

To import transaction data from an existing file, click [Import](#).  
 To establish a new contribution containing all shareholders within the group, click [New Contribution](#).  
 To model from an existing contribution, locate the contribution below and click Access Contribution.

[Import](#) [New Contribution](#) [Copy from Default Contribution](#)

#### Contribution Search

To locate a specific contribution, you may search by contribution status and the contribution status date, or a specific period of time.

Contribution Name:

By Status:  All  Expired  Held  Processed  Rejected  Released  Work-In-Progress

Group ID: 146196939  
 Confirm Number:

Payment Amount:  User ID:

Payment Type:  All  Check  Wire  ACH  N/A

By Status Date:  mm/dd/yyyy to  mm/dd/yyyy  
 or  
 All

3 results found...

Default Contribution	Status	Contribution Name	Confirm Number	Trade Date	Total Amount	SSN Count	Payment Type	User ID	Last User ID	Release User ID	
<input type="radio"/>	Work-In-Progress		0291-2413-22015	N/A	\$0.00	0	NA	BOXVM	BOXVM	N/A	<a href="#">Access Contribution...</a>
<input checked="" type="radio"/>	Held	PAYROLL 3.15.2023	1458-5725-85311	N/A	\$100.00	1	Check	OCONNK	OCONNK	N/A	<a href="#">Access Contribution...</a>
<input type="radio"/>	Processed		3838-3395-05311	03/01/2023	\$100.00	1	ACH	OCONNK	PROCESSED	B10261	<a href="#">Access Contribution...</a>

Select a name for the contribution and click Next



## Invesco Contribution Manager

### Copy Contribution Wizard

Group Name: MUMS & MORE  
 Group ID: 146196939  
 Contribution Type: N/A  
 Status: Work-In-Progress  
 Established Date: 03/03/2023 01:19:05 PM

[Help](#) | [Logout](#) | [Profile](#) | [Contribution Selection](#) | [Group Selection](#)

What would you like to call this Contribution?  
 Click Next to accept the default contribution name. Otherwise, please enter the contribution name.

Step 1: Contribution Name

Step 2: Employees

Step 3: Contribution Amount

Step 4: Verify Contribution

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The Employees and contribution amounts will prefill with the same information as the default contribution previously selected.



## Invesco Contribution Manager

### Copy Contribution Wizard

[Help](#) | [Logout](#)  
[Profile](#) | [Contribution Selection](#) | [Group Selection](#)

Group Name: MUMS & MORE  
Group ID: 145196939  
Contribution Type: N/A  
Status: Work-in-Progress  
Established Date: 03/03/2023 01:19:05 PM

- Step 1: Contribution Name
- Step 2: Employees**
- Step 3: Contribution Amount
- Step 4: Verify Contribution

#### Select employees to include on the Contribution

Select All Employees

Employee Name	SSN
<input checked="" type="checkbox"/> BACH, LISA	*****7626

[Back](#) [Cancel](#) [Next](#)

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## Invesco Contribution Manager

### Copy Contribution Wizard

[Help](#) | [Logout](#)  
[Profile](#) | [Contribution Selection](#) | [Group Selection](#)

Group Name: MUMS & MORE  
Group ID: 145196939  
Contribution Type: N/A  
Status: Work-in-Progress  
Established Date: 03/03/2023 01:19:05 PM

- Step 1: Contribution Name
- Step 2: Employees
- Step 3: Contribution Amount**
- Step 4: Verify Contribution

#### Please verify or edit the employee contribution amounts

Choose option below to update ALL contribution amounts or review them individually in the list below

- Update to amounts on the Roster I copied from.
  - Clear all contribution amounts. I'll enter them myself.
  - Update all contribution amounts to: \$
- Contribution Year:  Current  Prior (only applies to fiduciary accounts)

Payment Type:  ACH  Check

Please make check payable to Invesco Investment Services, Inc. (IIS). IIS does not accept the following types of payment: Cash, Credit Card Checks, Temporary/Starter Checks, and Third Party Checks.

<b>Direct Mail</b>	<b>Overnight Mail</b>
Invesco Investment Services, Inc. P.O. Box 219078 c/o DCT Systems, Inc. Kansas City, MO 64121-9078	Invesco Investment Services, Inc. 430 W. 7th Street Kansas City, MO 64105-1407

For additional assistance please contact an Invesco Client Services representative at 800-959-4246, weekdays, 7 a.m. to 6 p.m. Central Time.

Employee Name	SSN	Contribution Year	Employee
BACH, LISA	*****7626	Current Year	\$ 100.00

TOTAL: \$ 100.00

[Back](#) [Cancel](#) [Next](#)



## Invesco Contribution Manager

### Copy Contribution Wizard

[Help](#) | [Logout](#)  
[Profile](#) | [Contribution Selection](#) | [Group Selection](#)

Group Name: MUMS & MORE  
Group ID: 145196939  
Contribution Type: N/A  
Status: Work-in-Progress  
Established Date: 03/03/2023 01:19:05 PM

- Step 1: Contribution Name
- Step 2: Employees
- Step 3: Contribution Amount
- Step 4: Verify Contribution**

#### Please verify the following information

Contribution Name: PAYROLL 3.17.2023

Status: New  
Status Date: 03/03/2023  
Release Date: 03/03/2023  
Contribution Year: 2023

Payment Type: Check  
Total Amount: \$100.00  
Participating Employees: 1  
Operator: OCONNK

Employee Name	SSN	Contribution Year	Employee
BACH, LISA	*****7626	Current Year	\$100.00

TOTAL: \$ 100.00

[Back](#) [Cancel](#) [Save for Later](#) [Submit](#)



# Invesco Contribution Manager

## Contribution Selection

[Help](#) | [Logout](#)  
[Profile](#) | [Contribution Selection](#) | [Group Selection](#)

Group Name: MUMS & MORE  
Group ID: 146196939  
Contribution Type: N/A

To import transaction data from an existing file, click [Upload](#).  
To establish a new contribution containing all shareholders within the group, click [New Contribution](#).  
To model from an existing contribution, locate the contribution below and click [Access Contribution](#).

[Import](#) | [New Contribution](#) | [Copy from Default Contribution](#)

### Contribution Search

To locate a specific contribution, you may search by contribution status and the contribution status date, or a specific period of time.

Contribution Name:

Payment Amount:  User ID:

By Status:

All  Expired  Held  Processed  Rejected  Released  Work-in-Progress

Group ID: 146196939

Confirm Number:

Payment Type:

All  Check  Wire  ACH  N/A

By Status Date:

to

or

4 results found...

Default Contribution	Status	Contribution Name	Contribution Number	Trade Date	Total Amount	SSN Count	Payment Type	User ID	Last User ID	Release User ID	Access Contribution
<input type="radio"/>	Work-in-Progress		0291-2413-22015	N/A	\$0.00	0	NA	BOXVM	BOXVM	N/A	<a href="#">Access Contribution</a>
<input checked="" type="radio"/>	Held	PAYROLL 3 15 2023	1456-9725-85311	N/A	\$100.00	1	Check	OCONNK	OCONNK	N/A	<a href="#">Access Contribution</a>
<input type="radio"/>	Held	PAYROLL 3 17 2023	4354-4250-91313	N/A	\$100.00	1	Check	OCONNK	OCONNK	N/A	<a href="#">Access Contribution</a>
<input type="radio"/>	Processed		3838-3385-95311	03/01/2023	\$100.00	1	ACH	OCONNK	PROCESSED	B10261	<a href="#">Access Contribution</a>

Click Next through the above screens and Submit. You will then have a new pending contribution with the same information as the default contribution.