QS Part 1: Log-in and Access Compliance Module

06/26/2025 12:10 pm CDT

Like all the ftwilliam.com software modules, you will access the Compliance Module by selecting a plan. Or add a new company and plan. Once you have selected the plan you will be on the Edit Plan screen; click the “Compliance” button in the Plan Modules box.

You first need to add a new year-end. Select the year and month on the calendar that you want to use and click on the specific date that you want to use as last day of the new plan year or double click to enter the date. Click the “Add New Year End” button. You are now on the compliance home page; you will see the following:

- Compliance Plan Specifications – the first time in the Compliance Module for the plan you will need to set up your sources and/or investment accounts. Review the other plan specifications.
- Compliance Menu - this is in the upper right corner of most pages and where you can navigate to other parts of the module.

Note that in subsequent years the landing page will be the Compliance Tasks screen, where you will run the data scrub, allocate contributions and perform the testing. You can also quickly navigate between the census, the transaction and tasks pages using the tabs at each side of the screen.