

# Adding Plans to a Batch

10/01/2025 2:15 pm CDT

There are two options for adding plans to a batch. You can click on the "Add Plans" button near the top of the menu. Or you can use the "Add Plans From File" option available under the "Batch Options" menu.

Home > Batch Annual Notice - 12/2026 > Sample Annual Notice Batch

Batch: Annual Notice

Batch Name: Sample Annual N...

Batch ID: 345606

Month: 12

Year End: 2026

Count: 0

Complete: ☐

Publish: ☐

Error:

Print: ☐

Status:

Batch Options

Document Format: Word

Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

[Add Plans From File](#) | [Batch Edit Plan Grid](#) | [Edit Batch Name](#)

Add Plans

To add plans via the "Add Plans" button, the software will open a window displaying a list of all plans on your account that require an Annual Notice for the specified PYE. Keep in mind, if your batch is 403(b) Only, then 403(b) plans that require an Annual Notice will be listed.

Filters at the top of the window may be utilized to narrow the list of plans. You can choose to select plans individually or by checking the select all box. Once you have selected your desired plans, click on the "Add" button.

**PLEASE NOTE:** the software will prevent plans from being added to multiple batches for the same PYE. In addition, for efficiency, we recommend limiting the number of plans in your batch to 300 or less.

If you cannot locate a plan in the list, it is possible that the plan is already in another batch, the plan is marked as not responsible for Plan Documents, or you may need to review the plan provisions to determine why the plan is not on the list.

Add Plans

sample

Plan Name

PlanID

PlanNumber

☐

Company Name

Plan Name

PlanID

PlanNumber

☐

Sample Company

Sample Company 401(k) Plan

001

Add

Cancel

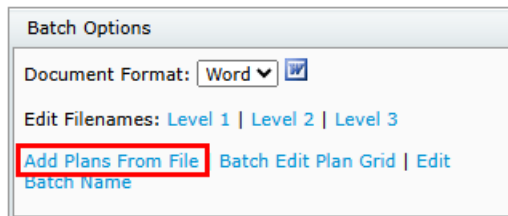
Current View Total: 1 / Number Selected: 0

Results are filtered


Export current view to CSV

To upload a list of plans, click on the link "Add Plans From File", located under the Batch Options menu. Download the "Export Plan List" first. This list will be the same as it appears on the "Add Plans" grid. You can filter the list using Excel and save your changes as a CSV file. This file contains the required IDs (FTWCustomerID and FTWPlanID) for the software to add the plans to the batch.

**PLEASE NOTE:** The required IDs columns should not be changed or eliminated.

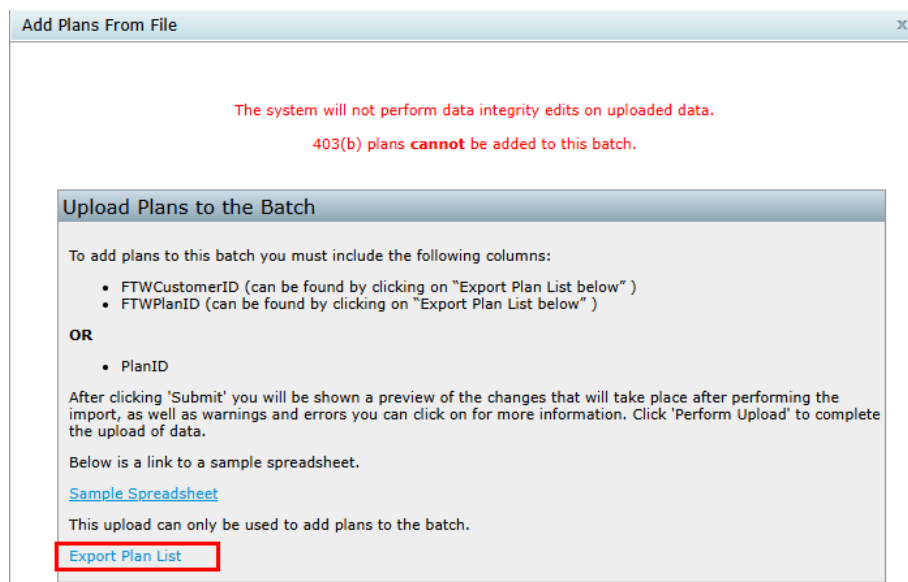


Batch Options

Document Format: Word 

Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

[Add Plans From File](#) | [Batch Edit Plan Grid](#) | [Edit Batch Name](#)



Add Plans From File

The system will not perform data integrity edits on uploaded data.

403(b) plans **cannot** be added to this batch.

**Upload Plans to the Batch**

To add plans to this batch you must include the following columns:

- FTWCustomerID (can be found by clicking on "Export Plan List below")
- FTWPlanID (can be found by clicking on "Export Plan List below")

**OR**

- PlanID

After clicking 'Submit' you will be shown a preview of the changes that will take place after performing the import, as well as warnings and errors you can click on for more information. Click 'Perform Upload' to complete the upload of data.

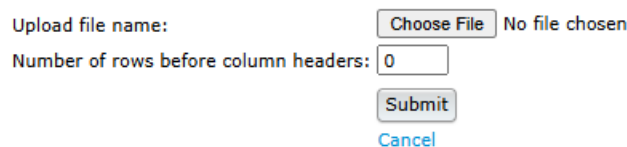
Below is a link to a sample spreadsheet.

[Sample Spreadsheet](#)

This upload can only be used to add plans to the batch.

[Export Plan List](#)

Next, you can upload your plans from the bottom of the "Upload Plans to the Batch" window. Choose the file that you saved. If rows were added to the file that are above the column headers, indicate the number of rows to ignore. Click on the "Submit" button to upload the file and add plans to your batch.



Upload file name:  No file chosen

Number of rows before column headers:

[Cancel](#)

**PLEASE NOTE:** If your batch is 403(b) only, you can only upload 403(b) plans. If your batch is not 403(b) only, then you cannot add or upload 403(b) plans to your batch.