

KTA SECURE UPLOAD PROCESS

Open your Internet Browser and Navigate to www.ktadministrators.com

Click “Plan Sponsor (Read More)”

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Click “Upload Portal (Login)” – **No User ID or Password Needed**

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PLAN SPONSOR

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Information Links

- Internal Revenue Service
- Internal Revenue Service - Retirement Plans
- Department of Labor
- Department of Labor - EFAST
- American Society of Pension Professionals & Actuaries

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Complete the requested information and click "Continue to File Drop"



Your Information

Before you upload files, please provide your contact information so we can tell who the files are from.

NOTE: This information is for internal tracking purposes only and will not be shared with third parties.

Email: *

First Name: *

Last Name: *

Company:

Store this information for next time

Remember my info and skip this step

[Continue to File Drop](#)



Choose the Recipient = Customer Service

Choose Files = Browse your computer for the file or files you wish to send

Click "Upload Files"



Upload Files to 'KTA Secure Transfer'

Select a user you want to send to. To upload a file, click Choose Files. Select files from the pop-up menu, or drag files from your computer on to the box. To upload multiple files at once, hold down the Shift or Control key as you select files.

Note: To upload a folder, click [here](#) for instructions.

If you have trouble uploading files, you can try using [Flash uploader](#) or [Standard Uploader](#).

Send to:

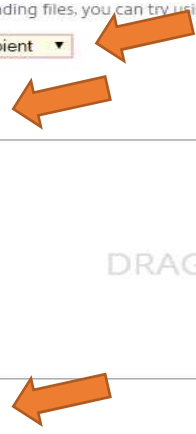
* Invalid member

[Choose Files](#)

[Clear All](#)

DRAG FILES HERE

[Upload Files](#)



KTA SECURE UPLOAD PROCESS

Your Upload is Complete



Files Uploaded Successfully

Your files have been uploaded successfully. To upload more files, [click here](#).