Login to Your CPro2 Account

To **log into your CPro2 account**, please go to: https://censuspro.bpas.com/DVW/.

- For first-time users, BPAS will provide you with your CPro2 username and password; both are case-sensitive.
- Type in username
- Type in your password and click "Log on"

Important: You'll need to reset your password annually. We'll send you an email reminder prior to the password expiration date.

Password requirements: 8 characters; at least 1 uppercase letter, 1 lowercase letter, 1 number, and one special character: ' ! " $ % & # ( ) = ? + * /

Add Work Order

For regularly scheduled payroll dates, Work Orders are automatically created for you. You may manually add a work order for off-cycle dates, cases where a scheduler is not used, or if you need to start over.

To add a work order, click on the **Payroll** drop-down menu and choose **Create New Financial Payroll.** To submit employee indicative data only, choose **Create New Non-Financial Payroll** and follow the same process below:

- Choose a **Client Work Order Type Name** from the drop-down menu. The name will typically be your plan number and division code, if applicable. (Note: special cases may call for other naming conventions.)
- Type in a **Description**, i.e., plan name, pay frequency and date, or anything of your choosing
- Enter **Dates** (Start, End, and Due date) – please enter the check date in all 3 boxes
- Choose your **payroll frequency** from the drop-down menu
- **Do NOT check test mode**
- Click **Create**

You'll get a message that your request is being processed. You may view Work Order details by selecting the "Here" link or choose the **Advanced Search** to return to the Work Order list screen.

Data Submission

Locate the appropriate work order and click on **Begin Entry** in the **Actions Required** column on the right side of the screen.

- **Populate an Existing Work Order** – Choose the process for how you'd like to submit data (file upload or prepopulate for manual entry). For the initial file upload, you'll need to coordinate with the Census team to create a map that will read your file. Then, you'll use the same format for future files.
- Depending on your setup, you'll access the following screens:
  — **Populate Work Order via File Upload** –Browse to choose your file from your directory, then choose Upload
  — **Prepopulate With Recordkeeping Data** – This process will gather your current employee data from our recordkeeping system and allow you to manually edit and update.

After completing the steps above, you'll receive a confirmation/successful message. This message means the system is reading your file or gathering your current data. You may choose **Click here to view the Work Order Detail screen** or select **Advanced Search** to see the status of your Work Order and available **Action** icons.

Note: You'll need to refresh your screen as the system goes through multiple steps. To refresh your status, click on the **Advanced Search** link at the top of the screen or you may also use your browser refresh feature.

Status List and Meaning

Below is a list of the various status messages and actions you may see during the process:

- **Loading** – the system is reading your file or gathering current data; please wait and refresh.
- **In Process** – the system has retrieved your current data file. You may now select the **Edit Data** action to update your information. After entering your data, click **Save** and then **Complete**. Be sure to review and verify the totals before submitting.
- **File Loading Error** – this status means there is something wrong with your file and a message was sent to the Census Team. For this status, click on **View Loading Errors and Reset.** Important: **DO NOT RESET!** Please delete the Work Order and add a new one. The reset function may erase your new data; we are working on a fix for this issue and hope to have it resolved soon.
  - — To delete the Work Order, click on the **Delete** link or **Trash Can** icon under **Actions**
  - — Now type a reason for future reference and then click on the Delete button.
  - — Now proceed to add a new work order (instructions are above).
- **Awaiting Light Validations** – the system is reviewing the information for data or formatting issues. Please wait and refresh.
- **Errors Found** – this status means there are data or formatting errors that you need to correct. Click on the ⚠ which is the **Correct Errors** icon to view and edit errors, click on the **Save** button, then select **Complete** to see the summary page. Check the summary details, then **Submit**. You'll see a new confirmation message again. You may now go back to either the Work Order Detail Screen or Advanced Search screen.
- **Awaiting Host Validations** – the system is reviewing your data against the Recordkeeping system for plan document level errors. Please wait and refresh.
- **BPAS Reviewing** – this status means there are errors at a plan document level that the BPAS processing team will review and correct within 1-3 business days. You'll receive an email when completed.
- **Funding Page Initiation** – the system has completed the validation review and is building the funding page.
- **Awaiting Funding Approval** – this status means all validations have been reviewed and you may now do the final approval for BPAS to process the data. You'll get an email notification when this status is ready.

Icon Guide

Actions

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1	View Data	6	Reset
2	Work Order Details	7	View Validation History
3	View Notifications	8	Delete Work Order
4	Edit Data	9	View Validation Errors
5	Correct Errors	10	View and Approve Funding

Funding Approval

Log into your CPro2 account at: https://censuspro.bpas.com/DVW/

- Locate the appropriate work order under the **Work Order Listing** using the work order number from the Funding Approval email you received from noreply@bpas.com
  - — Status should read **Awaiting Funding Approval**
  - — Under **Actions** on the right, click on the **View and Approve funding** icon
- You should see the **Funding Approval** page at this time – please review the data carefully.
- If you **agree** with the data, Click **Approve** to complete the work order.
- Once you click on **Approve,** you'll see a Funding Approval confirmation page. At the bottom, you'll see a **Done** and **Print** button.
  - — You may click **Print** to keep a copy of this confirmation.
  - — Click on **Done** for a secondary confirmation.
- Congratulations. This completes your work order submission. You may click on **Advanced Search** to return to the Work Order listing screen to review other work orders or you may log out at this time.
- If you **DO NOT agree** with the data, please click **Cancel** to return to the Work Order listing screen and follow the instructions below for next steps.

Did BPAS Make Adjustments?	Did BPAS Not Make Adjustments?
• Click on the **View Data** button for a read-only version of all your data. • Choose **Participant Notes** under **Filter on**, then click **Search**. The results will show you anyone that was adjusted. • Click on the **Note** icon to see what was done. • Once you are done click the **Advanced Search** link at the top of the screen and follow the steps above to approve.	• Click the **Edit Data** icon to see a list of all employees with multiple data tabs. • Find and correct any incorrect data. • When complete, select **Save** followed by **Complete.** • You'll see a summary page showing totals. If the data is correct, select **Submit** to send the data back to BPAS for review. • You may now log out and wait for a new Funding Approval email notice to start the approval process steps listed above.

Questions? We're here to help.

Call the Census team at 315-292-6970 or email census@bpas.com.