

SIMPLIFIED CONTRIBUTION PLATFORM

SCHEDULING and “RECURRING” CONTRIBUTION REQUESTS

The SCP scheduling feature, originally intended for submitting contributions while out of the office or for payroll specific dates, has been expanded to allow contributions to be scheduled up to six months in advance. While SCP does not offer a true recurring contribution option currently, this scheduling process only requires about 5–10 minutes on a single date, with no need to log in again until the next scheduling cycle.

For detailed instructions on navigating SCP and submitting contribution requests, please refer to the SCP User Guide.

Key reminders:

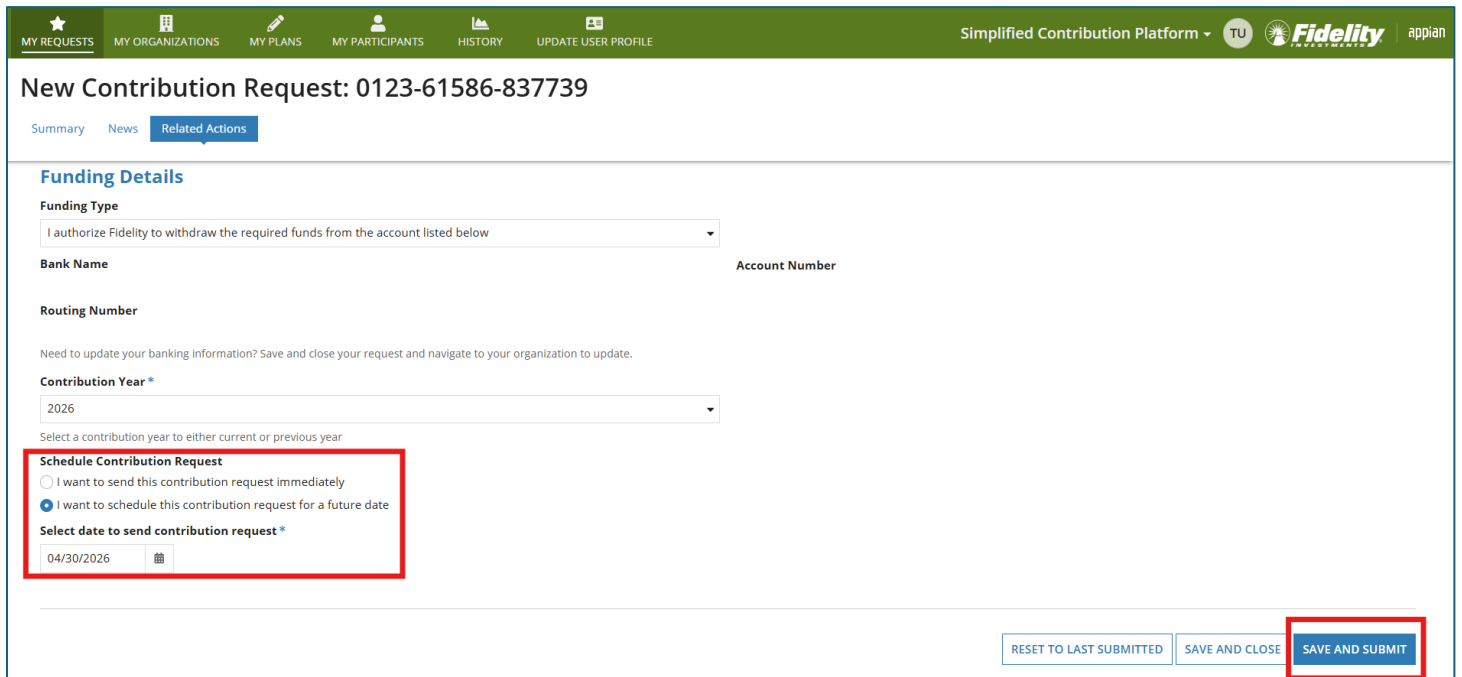
- You may log in for each submission or schedule multiple contribution requests up to six months from the current date.
- SCP allows you to set reminders for when you need to return to enter the next set of scheduled contributions.
- Organizations are responsible for monitoring SCP activity. If an employee leaves, contribution amounts change, or banking details become invalid, you must log in and void any affected scheduled contributions.

Instructions for Scheduling Contribution Requests

1. **Log in:** <https://contribution.appiancloud.com/suite/> to display content under the **My Requests** tab.
2. Click [the file link with the long blue number](#) with the status of **“New”** on the My Requests page.
3. Select **“Create new contribution”** in the upper right corner of your screen.
4. Enter or review the amounts, ensure the bank details are correct, and select **“I want to schedule this contribution request for a future date”**

Simplified Contribution Platform							
MY REQUESTS	MY ORGANIZATIONS	MY PLANS	MY PARTICIPANTS	HISTORY	UPDATE USER PROFILE	TU	Fidelity appian
User requests pending your approval							
SEARCH				STATUS			
0123				Any			
My Contributions	Status	Plan Name	Organization Identifier	Plan Number	Total Amount	Date for submission	Last Modified
0123-61586-837747	New	FITSCO U (TEST PLAN)	0123	61586	\$300.00		1/20/2026 11:08 AM EST
0123-61586-837739	Scheduled	FITSCO U (TEST PLAN)	0123	61586	\$300.00	4/30/2026	1/20/2026 11:08 AM EST
0123-61586-837737	Scheduled	FITSCO U (TEST PLAN)	0123	61586	\$300.00	3/30/2026	1/20/2026 10:57 AM EST
0123-61586-837736	Scheduled	FITSCO U (TEST PLAN)	0123	61586	\$300.00	2/27/2026	1/20/2026 10:55 AM EST
0123-61586-819406	Scheduled	FITSCO U (TEST PLAN)	0123	61586	\$300.00	1/30/2026	1/20/2026 10:54 AM EST
0123-61586-804081	Void	FITSCO U (TEST PLAN)	0123	61586	\$300.00		12/5/2025 2:57 PM EST
0123-61586-801901	Void	FITSCO U (TEST PLAN)	0123	61586	\$300.00		10/28/2025 4:26 PM EDT
0123-61586-801435	Void	FITSCO U (TEST PLAN)	0123	61586	\$100.00		10/21/2025 4:24 PM EDT
0123-61586-771341	Void	FITSCO U (TEST PLAN)	0123	61586	\$1,000.00		10/20/2025 2:00 PM EDT
0123-61586-771338	Submitted	FITSCO U (TEST PLAN)	0123	61586	\$500.00		7/29/2025 3:27 AM EDT
0123-61586-771314	Submitted	FITSCO U (TEST PLAN)	0123	61586	\$500.00		7/27/2025 6:59 PM EDT

5. Select the date SCP should post the contribution request, using the calendar provided:



MY REQUESTS MY ORGANIZATIONS MY PLANS MY PARTICIPANTS HISTORY UPDATE USER PROFILE Simplified Contribution Platform TU Fidelity appian

New Contribution Request: 0123-61586-837739

Summary News **Related Actions**

Funding Details

Funding Type
I authorize Fidelity to withdraw the required funds from the account listed below

Bank Name **Account Number**

Routing Number

Need to update your banking information? Save and close your request and navigate to your organization to update.

Contribution Year *
2026

Select a contribution year to either current or previous year

Schedule Contribution Request
☐ I want to send this contribution request immediately
☒ I want to schedule this contribution request for a future date

Select date to send contribution request *
04/30/2026

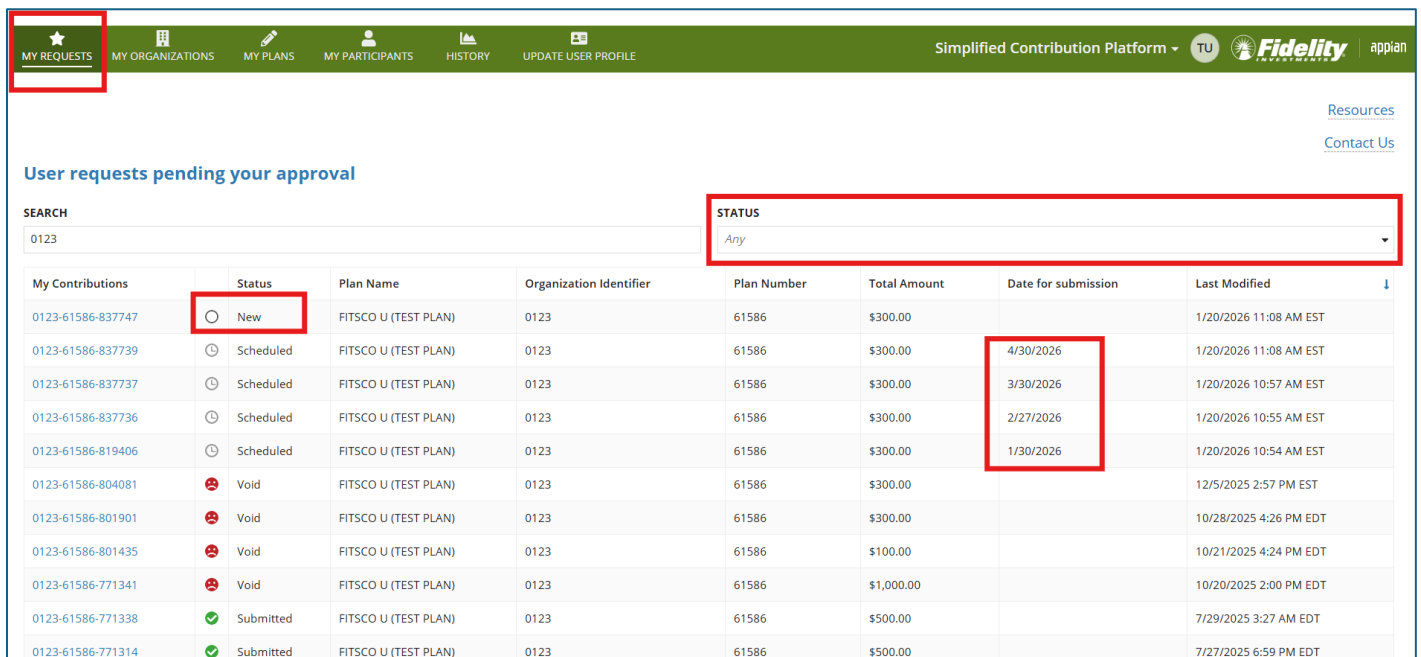
RESET TO LAST SUBMITTED SAVE AND CLOSE **SAVE AND SUBMIT**

6. Click **“Save and Submit”**, confirm the details are correct on the following page, and then click **“Submit”** again to complete the request.

7. Click **“End”** to go back to the submitted request. **Please note:** Do not click **“Reschedule”** contribution request on this page. This will change the date of the submitted file and will not create a new file.

8. To schedule another contribution request, click **“My Requests”** to start another request.

To view all scheduled and previous contribution requests, click **ANY** from the drop-down menu on the My Requests page. **Note:** Even though it is greyed out, it will allow you to select this first option on the list.



MY REQUESTS MY ORGANIZATIONS MY PLANS MY PARTICIPANTS HISTORY UPDATE USER PROFILE Simplified Contribution Platform TU Fidelity appian

[Resources](#)
[Contact Us](#)

User requests pending your approval

SEARCH: 0123

STATUS: Any

My Contributions	Status	Plan Name	Organization Identifier	Plan Number	Total Amount	Date for submission	Last Modified
0123-61586-837747	☐ New	FITSCO U (TEST PLAN)	0123	61586	\$300.00		1/20/2026 11:08 AM EST
0123-61586-837739	☒ Scheduled	FITSCO U (TEST PLAN)	0123	61586	\$300.00	4/30/2026	1/20/2026 11:08 AM EST
0123-61586-837737	☒ Scheduled	FITSCO U (TEST PLAN)	0123	61586	\$300.00	3/30/2026	1/20/2026 10:57 AM EST
0123-61586-837736	☒ Scheduled	FITSCO U (TEST PLAN)	0123	61586	\$300.00	2/27/2026	1/20/2026 10:55 AM EST
0123-61586-819406	☒ Scheduled	FITSCO U (TEST PLAN)	0123	61586	\$300.00	1/30/2026	1/20/2026 10:54 AM EST
0123-61586-804081	☒ Void	FITSCO U (TEST PLAN)	0123	61586	\$300.00		12/5/2025 2:57 PM EST
0123-61586-801901	☒ Void	FITSCO U (TEST PLAN)	0123	61586	\$300.00		10/28/2025 4:26 PM EDT
0123-61586-801435	☒ Void	FITSCO U (TEST PLAN)	0123	61586	\$100.00		10/21/2025 4:24 PM EDT
0123-61586-771341	☒ Void	FITSCO U (TEST PLAN)	0123	61586	\$1,000.00		10/20/2025 2:00 PM EDT
0123-61586-771338	☒ Submitted	FITSCO U (TEST PLAN)	0123	61586	\$500.00		7/29/2025 3:27 AM EDT
0123-61586-771314	☒ Submitted	FITSCO U (TEST PLAN)	0123	61586	\$500.00		7/27/2025 6:59 PM EDT

FAQ

Can I schedule requests beyond 6 months?

You may schedule your requests up to 6 months in the future. If you schedule a request outside of six months, a validation error will appear.

For example: “**Contribution requests cannot be scheduled more than 6 months in advance. Please set to a date prior to 7/20/2026.**” Please select a date within 6 months of the current date and click save and submit.

The screenshot shows the 'New Contribution Request' page in the Fidelity Simplified Contribution Platform. The page title is 'New Contribution Request: 0123-61586-819406'. The navigation bar includes links for MY REQUESTS, MY ORGANIZATIONS, MY PLANS, MY PARTICIPANTS, HISTORY, and UPDATE USER PROFILE. The main form area has tabs for Summary, News, and Related Actions. The 'Funding Type' dropdown is set to 'I authorize Fidelity to withdraw the required funds from the account listed below'. Below this are fields for Bank Name, Account Number, and Routing Number. A message states: 'Need to update your banking information? Save and close your request and navigate to your organization to update.' The 'Contribution Year' is set to 2026. Under 'Schedule Contribution Request', the option 'I want to schedule this contribution request for a future date' is selected. The 'Select date to send contribution request' field shows 07/30/2026. A red error message at the bottom states: 'Contribution requests cannot be scheduled more than 6 months in advance. Please set to a date prior to 7/20/2026'. At the bottom right are buttons for RESET TO LAST SUBMITTED, SAVE AND CLOSE, and SAVE AND SUBMIT.

What if I entered a contribution incorrectly?

Contributions for same-day requests **may be voided within 60 minutes** after submission.

Scheduled contributions may be voided up to the scheduled date.

- If you do not see an option to void your request and it is before 4PM EST on the posting date, please call the Fidelity SCP team at 800-917-4369.
- If the request has already posted and a cancellation or correction is needed, please contact Geneva Benefits at 800-789-8765 or email benefits@genevabenefits.org.

Will you have a recurring option in the future?

We value your feedback and strive to improve the user experience. Our development team is working on an enhancement that will make recurring contribution requests an option to our clients. More to come!