planwithease.com

Sponsor User Guide

planwith**ease**.com®

Sponsor User Guide

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User Guide

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Introduction

Planwith**ease**.com® is an online administrative system that can help you as Plan Sponsor manage the 403(b), 457 and/or 401(a) plan you offer to your employees in accordance with the Internal Revenue Code requirements for those types of plans.

This document outlines how you can access and view information on planwith**ease**.com.

ICON KEY

☎	Contact Us
	Important!
✓	Tip

If you have questions, or need assistance with information not covered in this guide, please contact us at 866-499-3273 or customerservice@planwithease.com.

Accessing planwithease.com

1. Enter the following web address in the internet browser:

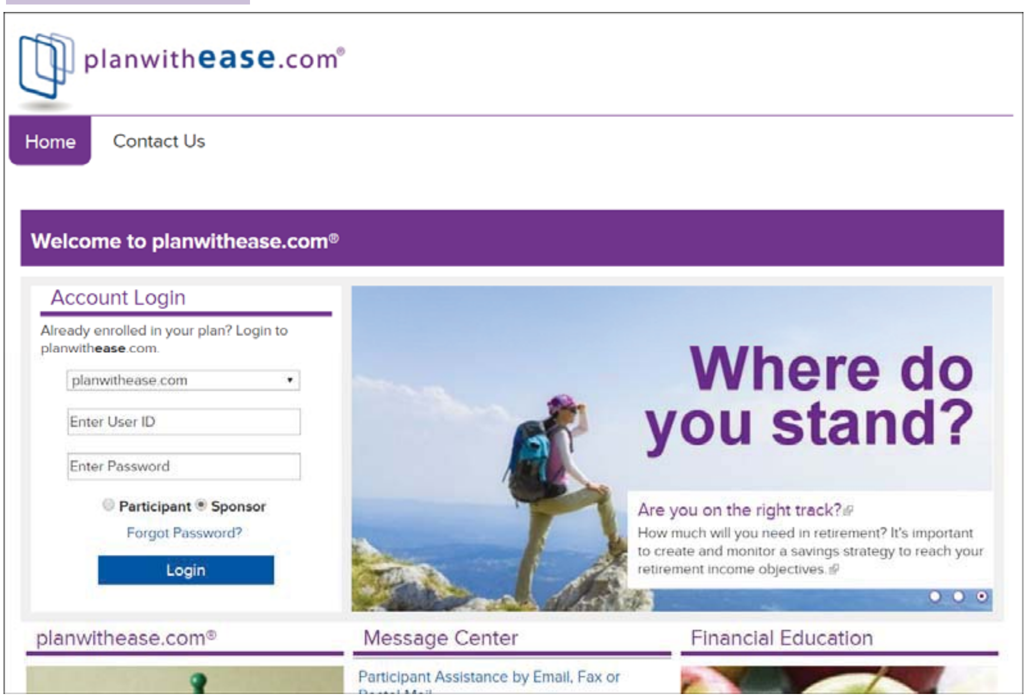
   www.planwithease.com

2. Enter your **User ID** and **Password** in the fields provided.

   a. Enter your User ID.

   b. Enter the Password provided to you at the time your plan was set up.

If you have forgotten your **User ID** or **Password**, please call 866-499-3273 or email customerservice@planwithease.com for assistance.



3. Select the **Sponsor** radio button, and then select **Login**.

4. When you log in for the first time, you will be prompted to create your own unique **Password**. You will still use the **User ID** provided to you by planwith**ease**.com.

   Criteria for the password are:

   - Must be between 6 and 15 characters.

- May contain special characters such as !, @, #, $, %, ^, &.
- Must contain at least one letter and one number, and letters are case sensitive.
- Cannot be the same as the User ID.
- Cannot reuse any of the six most recent passwords.
- Cannot contain three incremental characters (e.g., cannot use ABC123).
- Cannot contain two consecutive identical characters (e.g., cannot use apple01, but aple01 is acceptable).

The new Password you create will be used for all subsequent log-ins. The Sponsor will always use the **User ID** assigned by planwith**ease**.com.

5. You will also need to choose an Alternate Verification Question and provide the Verification Answer for resetting your password. (Examples below)

   - What is your father's middle name?
   - What is your mother's maiden name?
   - What is your pet's name?

6. If you forget your new Password, select the **Forgot Password** link to access the Contact Us page of the site.

   - Select the **reset** link in the **Forgot Password** section of the **Contact Us** page.
   - Select the **Sponsor** radio button on the **Forgot Your User ID or Password** page.
   - Enter your **User ID** in the **User ID** field.

If you have forgotten your **User ID**, please call 866-499-3273 or email customerservice@planwithease.com for assistance.

7. Enter your **First name** and **Last name**.

8. Select the **Next** button.

9. An email with a website link to retrieve your **Password** will be sent to the email address associated with the **User ID.**

10. Upon logging into planwith**ease**.com, you will be directed to one of the following screens.

    - If you are the sponsor of more than one plan on planwith**ease**.com, you will be directed to the **Plan Selection** screen.

        - Locate the appropriate plan by scrolling down the screen and selecting the designated link for the plan name, OR

        - Search for the appropriate plan by selecting a search option (Employer, Plan Name, or Plan ID) from the drop-down menu. Enter the corresponding search item, and then select the **Search** button to generate a list from the criteria entered.

11. If you are the sponsor of only one plan on planwith**ease**.com, you will be directed to the **Plan Overview** page.

Tips on Getting Started

To ensure that you can receive and view all of the information you will need from planwith**ease**.com, please take the following steps as you get started.

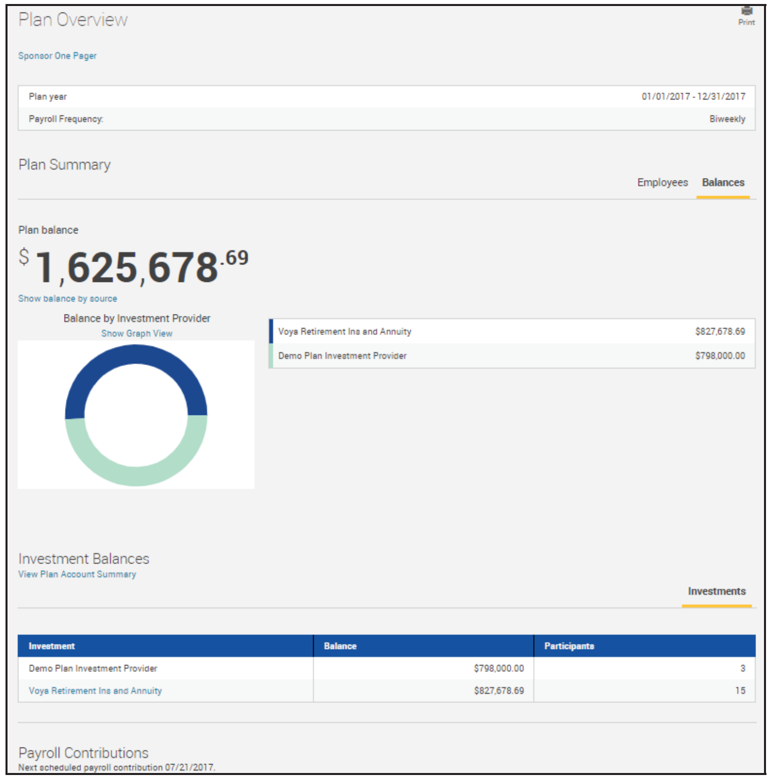
- Add **customerservice@planwithease.com** to your email contacts list to ensure that you receive all communications from planwithease.com.

- Enable "pop-up" windows from planwith**ease**.com in your internet browser.

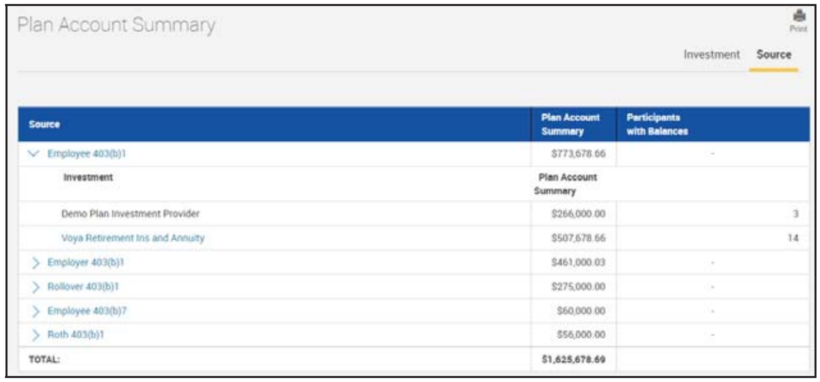
Navigating the Site

The following options are available from the main menu:

Option	Description
Settings Icon	
Password Change	Used to change your Password or Alternate Verification Question and Answer.
Dashboard	
Plan Selection	Used to select the plan to view if you have access to view more than one plan.
Employee Search	
Employee Search	Used to search for an individual participant's account information. If you have access to more than one plan you can search by plan and you will see all of the plans that the participant is in. You can also select the appropriate account within the plan.
Plan Information	
Plan Overview	Displays the following details about the plan: • Plan Name • Plan Year • Payroll Frequency • Plan Balance • Number of Participating Employees (Employees tab) • Investment Balances and Number of Participants



Plan Account Summary	**Source of Money** Displays a breakdown of all Money Sources for the Sponsor's plan (Employee Deferral, Employee Post-Tax Deferral, ROTH, and Employer Contributions). Selecting the arrow (>) beside each source will display the account balance with each individual Investment Provider, along with the number of participants that have a balance with that particular Investment Provider. Investment Providers may provide planwith**ease**.com with a website address or an informative PDF document. If provided, that site or information may be accessed by clicking on the Investment Provider name.



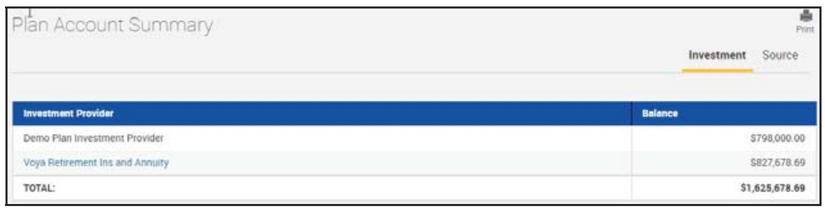
Plan Account Summary

Investment Source

Source	Plan Account Summary	Participants with Balances
Employee 403(b)1	$773,678.66	-
Investment	Plan Account Summary	
Demo Plan Investment Provider	$266,000.00	3
Voya Retirement Ins and Annuity	$507,678.66	14
Employer 403(b)1	$461,000.03	-
Rollover 403(b)1	$275,000.00	-
Employee 403(b)7	$60,000.00	-
Roth 403(b)1	$56,000.00	-
TOTAL:	$1,625,678.69	

Balance by Investment Provider

Displays the total dollar amount held by each Investment Provider.



Plan Account Summary

Investment Source

Investment Provider	Balance
Demo Plan Investment Provider	$798,000.00
Voya Retirement Ins and Annuity	$827,678.69
TOTAL:	$1,625,678.69

Global DVC

Global DVC	Allows the upload of payroll and demographic data for multiple plans contained within one file. This option is available based on the Plan Sponsor Web's user's assigned security profile and works in conjunction with Multiple Plan Data Entry Routines. **This option will only appear on the main menu if you have more than one plan on planwithease.com and are scheduled to use this feature. Separate procedures will be provided for this process for those who require it.**

Tools

Data Validation Center	The Data Validation Center is a "wizard format" program that takes you through the steps to upload your Census/Demographic File or enter data into your existing database. Once your file is uploaded, the system imports the file data and notes any based on the validation rules established by planwith**ease**.com and selected by the Plan Sponsor.

Reports

Reports	Allows you to view, download or print plan documents and reports created using the various methods for viewing on the web.

	Adobe Acrobat Reader is required to be able to view reports. If you do not have Adobe Acrobat Reader installed on your computer, download the latest version of Adobe Reader for free at http://get.adobe.com/reader/.
Forms	
Forms	Allows you to view, download, or print forms that have been created using the various methods for viewing on the web. Adobe Acrobat Reader is required to be able to view reports. If you do not have Adobe Acrobat Reader installed on your computer, download the latest version of Adobe Reader for free at http://get.adobe.com/reader/.
User Guides	
Participant User Guide	This guide is intended to answer questions regarding the Participant Website navigation.
Sponsor User Guide	This guide is intended to answer questions regarding the Sponsor Website navigation.
Online SRA Guide	If your plan has elected to use the Online Salary Reduction Agreement (SRA) option, this guide will help you read the Online SRA File Export Reports.
IP Data with No Demographic Info Guide	This guide is intended to answer questions regarding the errors produced when Investment Providers load their data files for your plan and they have participants in their file that you do not have listed in your demographic file.
QDRO	This link opens a new web page with the QDRO form that must be submitted when an employee has a QDRO flagged on their account.
Terms of Use/ Online Privacy	Provides information about our companies, products and services. These pages also provide important information about use of this website and other legal matters.

Accessing the Data Validation Center

Hover over the **Tools** option from the navigation menu on the top of the screen and then select **Data Validation Center**.

Please work with your system administrator to have the most current version of Java™ installed on your system. The current version can be obtained at http://www.java.com.

Submitting a Census/Demographic File

Census/Demographic files may be CSV (Comma Delimited), XLS, or XSLX format. If you are changing the format of your file, it is always best to send a test file to customerservice@planwithease.com explaining you have a new version to test.

Census/demographic files can be uploaded as often as daily, and they should be uploaded to planwith**ease**.com whenever a change to employee data is made. This file provides information critical to the proper review and approval processes for your plan participants, helping to keep your plan in compliance with the IRS regulations. While the files should be uploaded every pay period, we require that files are updated at least monthly.

1. Select the **Data Validation Center** under the **Tools** menu. The appropriate Demographic option will automatically populate under **Process Selection**.

2. Initiate the method for working the demographic file.

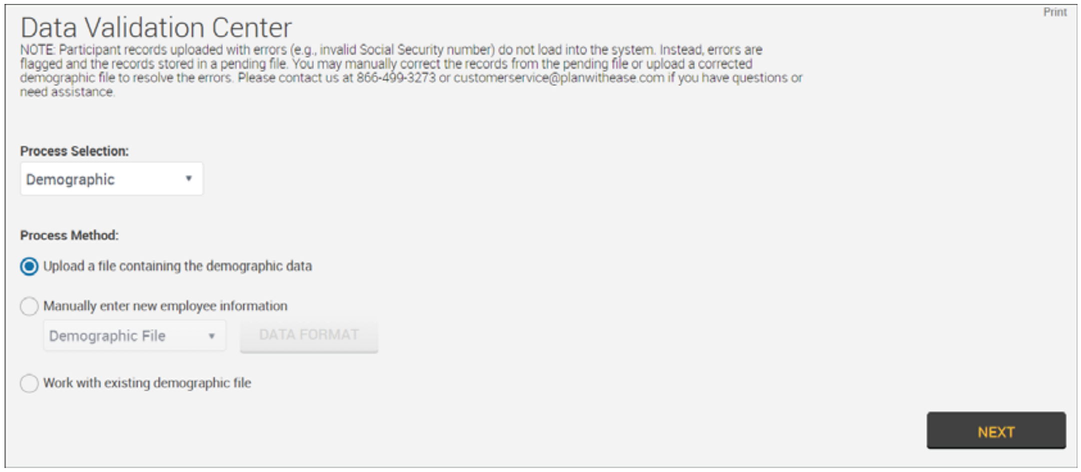
   a. Select the appropriate **Process Method** radio button.

      - To upload a new demographic file, select **Upload a file containing the demographic data**.

      - To make changes to demographic information on an ad hoc basis, select **Manually enter new employee information**. This option can be used for new hires or making changes to an employee already in the system.

      - To complete work on a previously uploaded demographic file, select **Work with existing demographic file**.

   b. Select the **Next** button.



3. Complete the following File Upload options.

   a. Select the **Process Format** option.

      - If the plan uses only one data format, the option will default to that format.

      - If the plan uses more than one data format, select the appropriate format for submission.

   b. Select the **Select File** button.

   c. In the new window, browse and select the file to be uploaded into planwith**ease**.com.

The file must be saved in Comma Separated Value (CSV), XLS, or XLSX format.

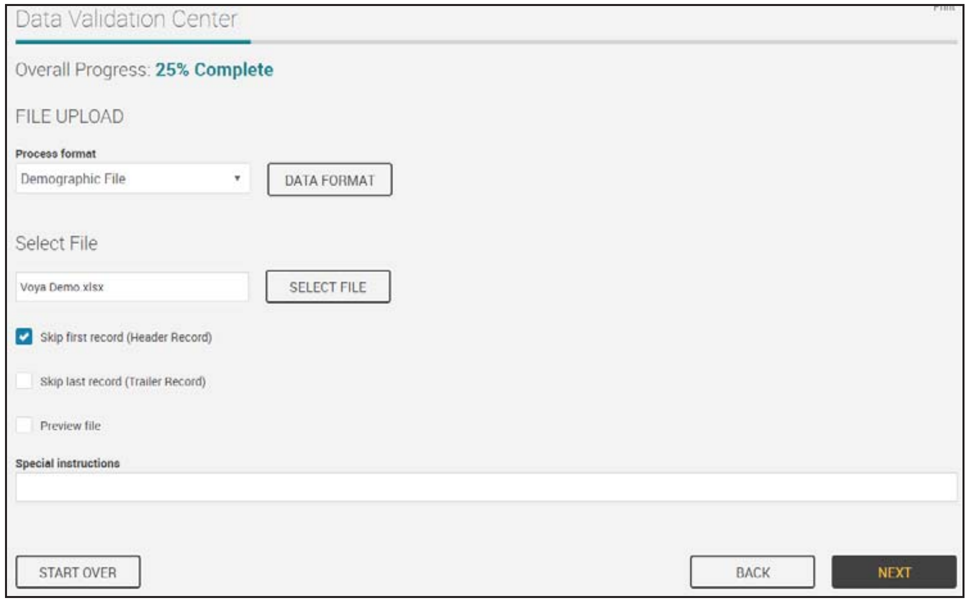
   d. Select the applicable upload option, if necessary.

      - If the file contains a Header Record, select **Skip first record (Header Record)**.

      - If the file contains a Trailer Record, select **Skip last record (Trailer Record)**.

      - If you want to view the file to confirm the data format, select **Preview file**.

   e. Select the **Next** button.



If **Preview File** has been selected, a new window will open. Review the file to validate the correct Process Format has been selected.

- If the file layout matches the routine, select the **OK** button to proceed.

- If the file layout does not match the routine, select **Start Over** to determine the discrepancy and correct the file before restarting **step 3**.

*****IMPORTANT***** Please be patient as the file processes through validation steps.

The system will proceed and display the following messages: **Uploading file, File validation in progress, Importing file,** and **File is being imported… please wait.**

4. When the file completes validation, review the message under **File Submission**.

File Submission Displays…	Then ….
Submit for Final Processing	Proceed to **step 6**.

<table>
<tr>
<td>Warnings and Critical Errors</td>
<td>Review the Status column (located on the left-side of the screen) to determine the error type for each row.
<table>
<tr><th>Error Type</th><th>Then . . .</th></tr>
<tr><td>Warning</td><td>Review the full message on the Error/Warnings tab at the bottom of the screen to verify if your file is sufficient.

If the file is sufficient, select Next. Then select Submit for Final Processing.
If the file is not sufficient, continue to step 5.
</td></tr>
<tr><td>Critical</td><td>Review the data for each row to confirm accuracy.

If the data is accurate, select Next. Then proceed to step 6.
If the data is not accurate, continue to step 5.

Note: Hire dates should only be changed if they were originally passed incorrectly and should not be updated for rehired employees.</td></tr>
</table>
</td>
</tr>
</table>

5. On the **Edit Data** screen, correct the uploaded file entries that generated an error.

You may continue to upload a file with errors; however, those participants with errors will not load into the system. The errors will be stored in a pending file that may be accessed to manually correct the errors or load a corrected file that will automatically remove the pending error items.

- If you successfully import a file, planwith**ease**.com will not contact you.
- If there are errors that appear in our job queue after your file completes the upload process, planwith**ease**.com will contact you to try to help resolve the problems. You may also contact us directly for assistance regarding the errors.

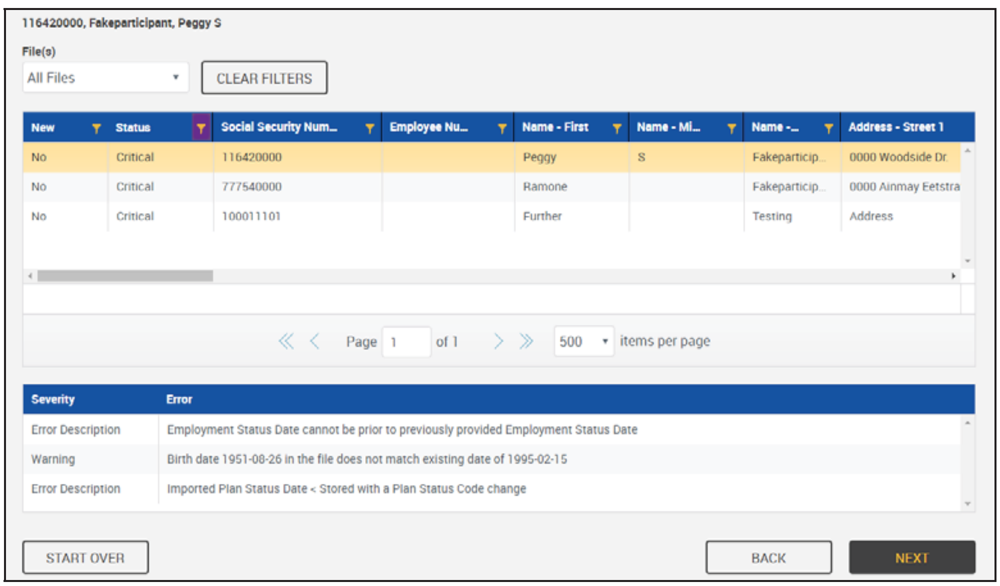
You may complete the upload process even if the file has Critical Errors; however, those participants that have Critical Errors will not update. The remainder of the file will update through this process.

A new error file will be prepared with any of the participants who had generated an error during this upload process. The file name will be the same as the file you loaded, but will include the word "Errors" and the date will be added to the name. The upload time will also be available in the event you add more than one file. You may open this error file and correct any issues directly on the screen, or you may load a separate file and if the new file contains corrections for this pending file, it will clear the error file upon processing the new file.

a. Select the row of data, and then select the field that contains the error.

b. Correct the data that has errors.

c. Select the **Save** button.

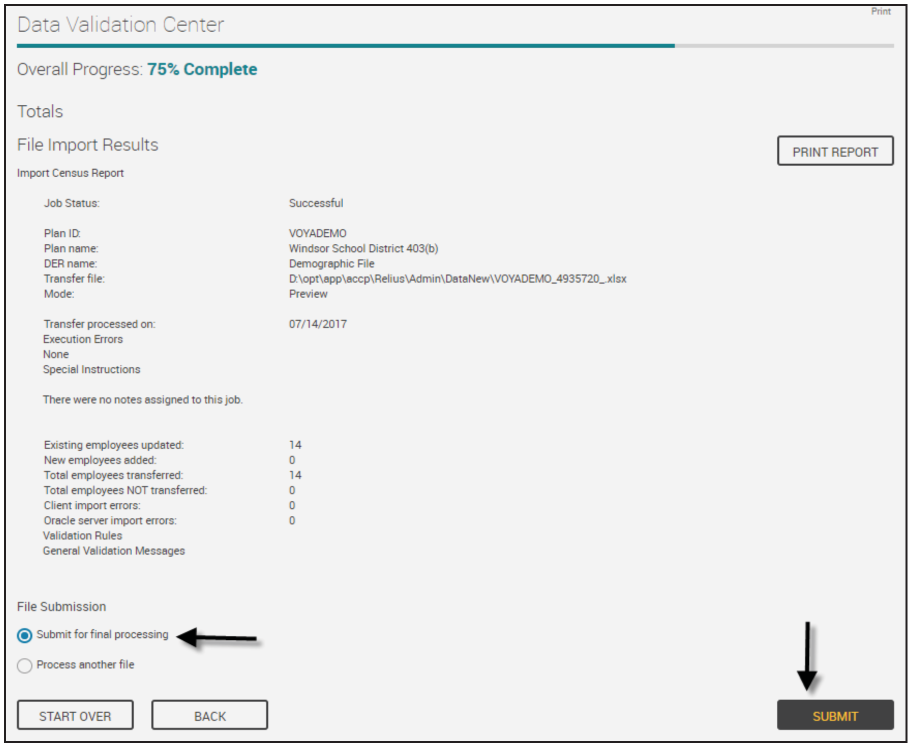


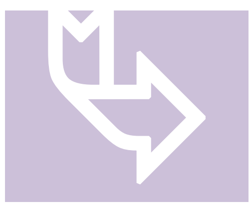
Some rows may contain more than one error message. **Review all errors listed at the bottom of the page for each participant.**

d. Select **Validate and Refresh** to confirm all errors have been resolved. The message "No items to display" will appear when all errors have been resolved.

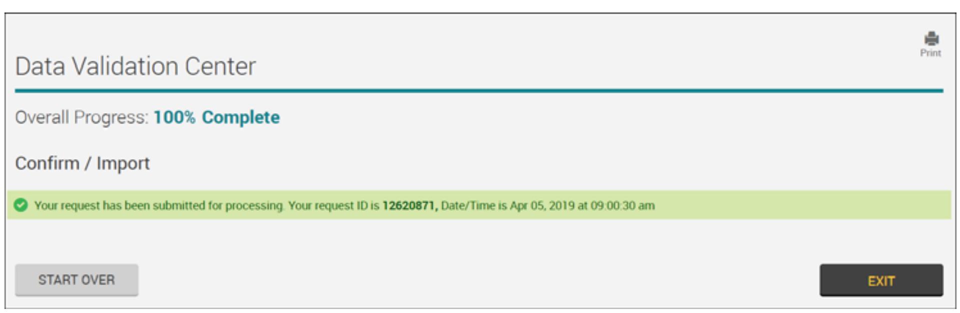
e. Select the **Next** button.

6. Select the **Submit for Final Processing** radio button, and then select the **Submit** button.





When the import is complete, the display will indicate the request has been submitted for processing and a request ID number is provided.



7. Select **Exit** to return to the **Plan Overview**.

Manually Submitting Census/Demographic Information via the Data Validation Center without a Data File

1. Select the **Data Validation Center** under the **Tools** menu. The appropriate Demographic will automatically populate under **Process Selection**.

2. Initiate the method for working the demographic file.

    a. Select the **Manually enter new employee information** radio button.

    b. Select the format option from the **Data Format** menu.

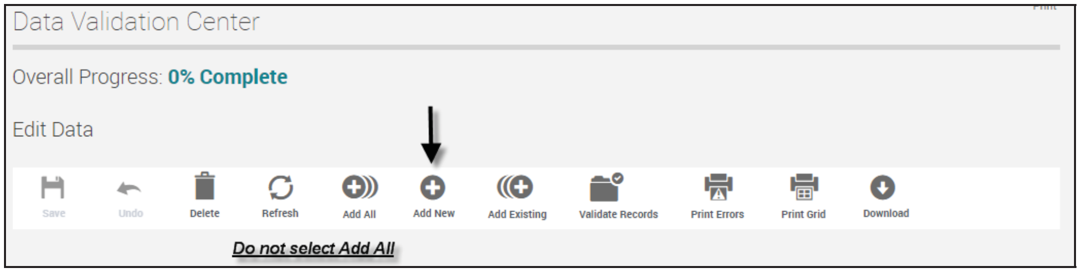
    - If the plan uses only one data format, the option will default to that format.

    - If the plan uses more than one data format, select the appropriate format for submission.

    c. Select the **Next** button.

3. Select the **Add New** button from the tool bar. A new, blank highlighted row will be added to the screen.

    a. This option should only be used if the participant is not currently in the planwith**ease**.com system.



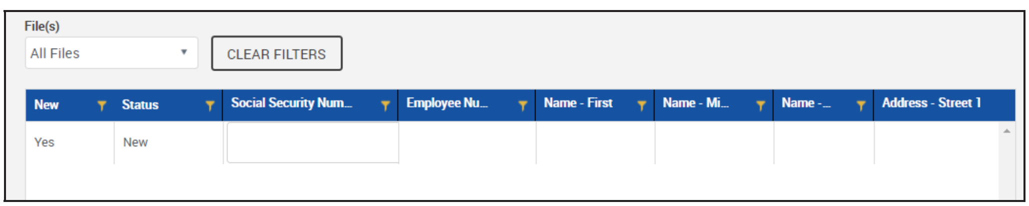
4. Complete the data fields based on the data format selected.

- The data entered on this screen will be the same as the data appearing in your standard demographic file.

- Use the Tab key to move to the next field.

- Ensure the field data is properly formatted. ALL date fields should be formatted with the slash (/) (e.g., MM/DD/YYYY). The slashes are required for all layouts when keying data manually or making updates on this screen.

- Proper formatting can be viewed by selecting **View Layout** on the previous screen or by reviewing the **Census/Demographic Import File Structure** document provided for your file testing process.



- All of the following fields are required fields when adding a new employee to the system:

  Social Security Number
  First Name
  Last Name
  Street Address 1
  City
  State
  ZIP Code
  Gender
  Birth Date
  Plan Status (either Active or Inactive)
  Plan Status Date
  Employment Status
  Employment Sub Status Code
  Employment Status Date

Hire Date
Plan Entry Date
Currently or Previously Contributing
Current Salary
Vested (100% for every employee)
Years of Service

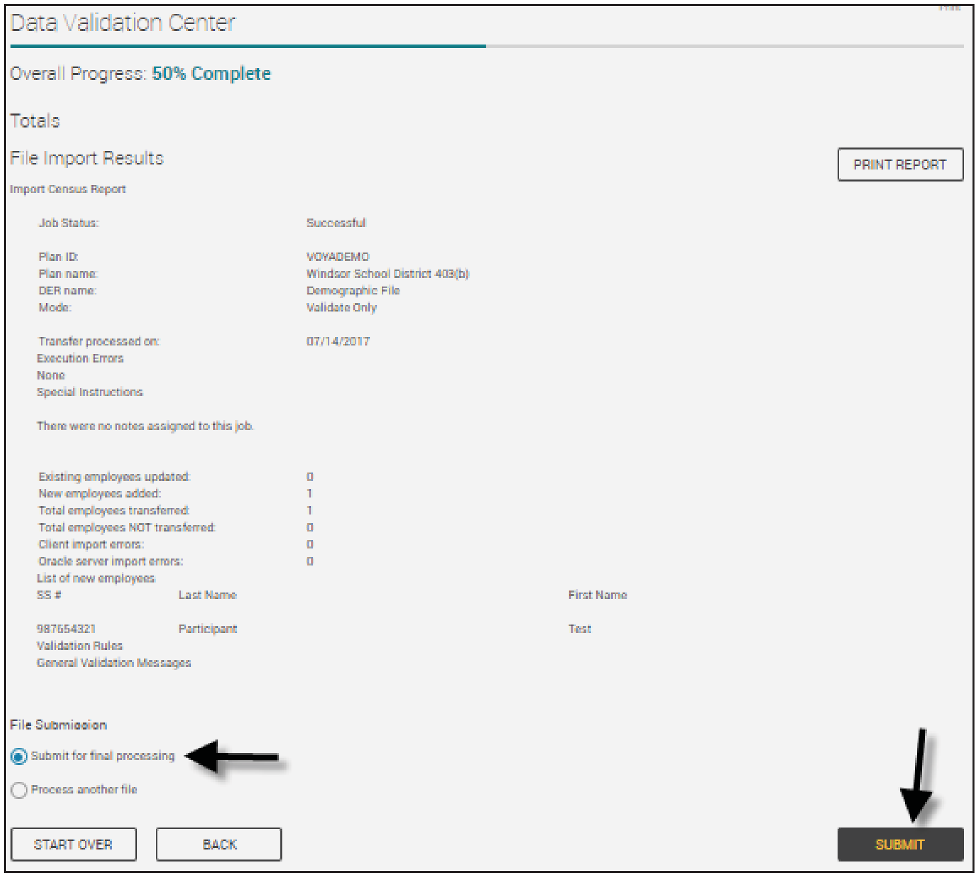
Once the participant is added to our system, their account balances will not yet be reflected. The Investment Provider must feed us the account balance. Once the Investment Provider has uploaded the account information, the process of data aggregation will be within 24-48 hours. Most providers feed weekly while others feed monthly.

5. After entering all participant data, select the **Save** button in the tool bar.

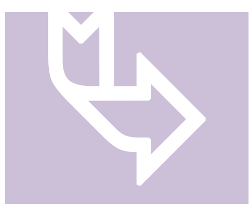
6. Select the **Validate Records** button in the tool bar. **Pending** will appear in the **Status** column for each record.

7. Scroll down to the bottom of the page and select the **Next** button to proceed to **Totals** screen.

8. Select the **Submit for Final Processing** radio button, and then select the **Submit** button.

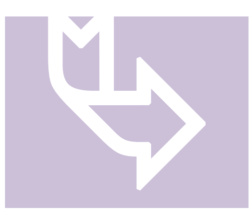


9. When the file completes validation, review the file for errors.



You may continue to upload a file with errors; however, those participants with errors will not load into the system. The errors will be stored in a pending file that may be accessed to manually correct the errors or load a corrected file that will automatically remove the pending error items.

- If you successfully import a file, planwith**ease**.com will not contact you.
- If there are errors that appear in our job queue after your file completes the upload process, planwith**ease**.com will contact you to try to help resolve the problems. You may also contact us directly for assistance regarding the errors.



You may complete the upload process even if the file has Critical Errors; however, those participants that are Critical will not update, but the remainder of the file will update through this process.

A new error file will be prepared with any of the participants who had generated an error during this upload process. The file name will be the same as the file you loaded, but will include the word “Errors” and the date will be added to the name. The upload time will also be available in the event you add more than one file. You may open this error file and correct any issues directly on the screen, or you may load a separate file and if the new file contains corrections for this pending file, it will clear the error file upon processing the new file.

Manually Updating Census/Demographic Information via the Data Validation Center without a Data File

1. Select the **Data Validation Center** under the **Tools** menu. The appropriate Demographic will automatically populate under **Process Selection**.

2. Initiate the method for working the demographic file.

   a. Select **Manually enter new employee information** radio button.

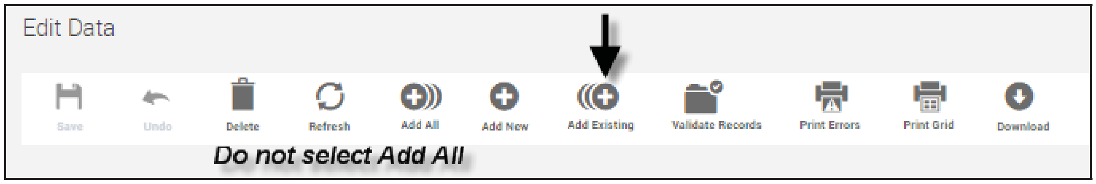
   b. Select the format option from the **Data Format** menu.

      - If the plan uses only one data format, the option will default to that format.

      - If the plan uses more than one data format, select the appropriate format for submission.

   c. Select the **Next** button.

3. Select the **Add Existing** button from the tool bar. An **Add Employee Records** window will open (next page).



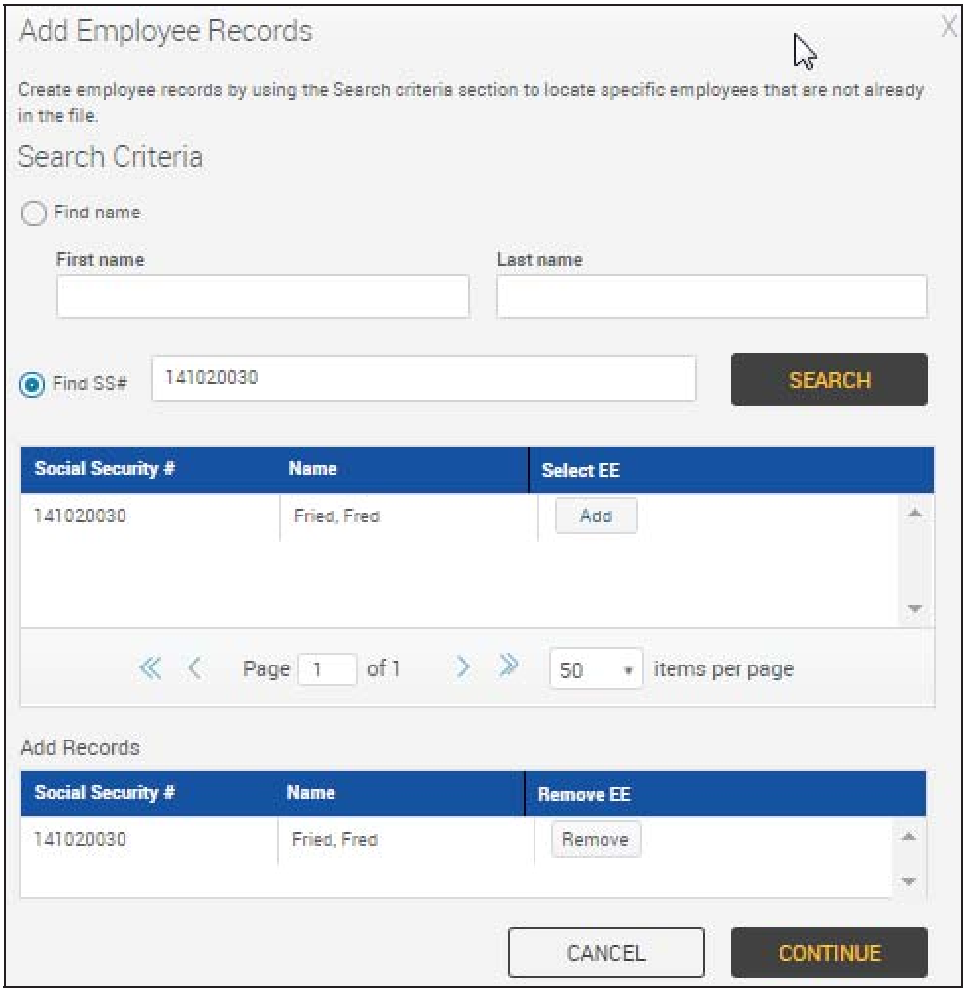
4. Search for the existing Employee Record.

   a. Select the **Search Option** and enter the appropriate data.

Search Option	Description
Find name	Participant's **First** and **Last Name**
Find SSN#	Participant's **Social Security Number (numbers only)**

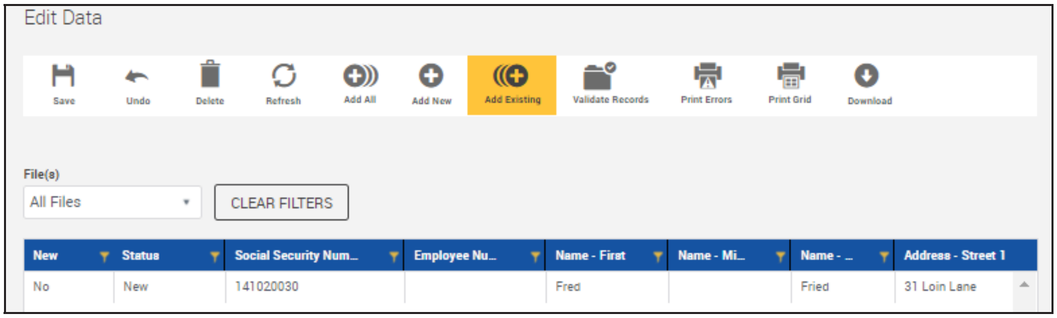
   b. Select the **Search** button. The search results will appear below this button.

   c. Locate the correct participant within the search results and select the corresponding **Add** button under the Select EE column. The name will appear in the **Add Records** section.



Multiple participants may be selected by repeating **steps 4a-4c.**

d. Select the **Continue** button. The **Add Employee Records** window will close and the **Add Existing** screen will populate with the selected participant's data as it was previously entered into planwith**ease**.com.



5. Review the data fields and correct the entries based on the data format selected.

- The data entered on this screen will be the same as the data appearing in your standard demographic file.
- Use the **Tab** key to move to the next field.
- Ensure the field data is properly formatted. ALL date fields should be formatted with the slash (/) (e.g., MM/DD/YYYY). The slashes are required for all layouts when keying data manually or making updates on this screen.
- Proper formatting can be viewed by selecting **View Layout** on the previous screen or by reviewing the **Census/Demographic Import File Structure** document provided for your file testing process.

*****IMPORTANT***** Failure to ensure all fields have been filled in with the proper data will result in errors on the screen.

When entering or correcting data, the **Fully Vested** field must be entered as **100%** for all participants. This is equivalent to the **"Y"** entered on the demographic/census file.

Common updates you may need to complete:

- Changing an Active employee to Terminated or Retired.
- Changing a Terminated or Retired employee to Rehire.

- To change an Active employee to **Terminated**:

    - Plan Status Date to the termination date
    - Plan Status to Inactive
    - Employment Status to Terminated
    - Employment Status Sub Code to blank (remove any entry)
    - Employment Status Date to the termination date

- To change an Active employee to **Retired**:
    - Plan Status Date to the retirement date
    - Plan Status to Inactive
    - Employment Status to Retired
    - Employment Status Sub Code to N = Normal (default), E = Early, or P = Postponed
    - Employment Status Date to the retirement date

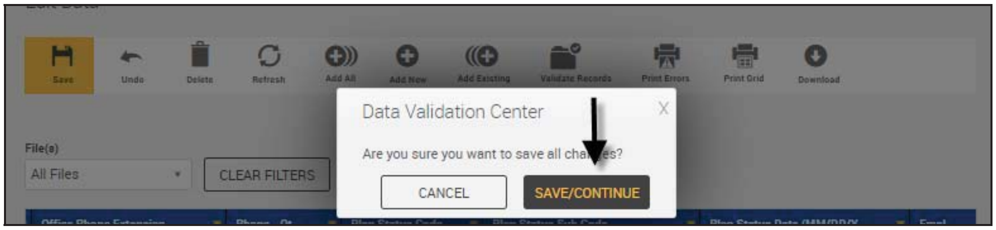
- To change a Terminated or Retired employee to **Rehired**:
    - Plan Status Date to the rehire date
    - Plan Status to Active
    - Employment Status to Hired
    - Employment Status Sub Code to Rehired
    - Employment Status Date to the rehire date

If you have questions, or need assistance with information not covered in this guide, please contact us at 866-499-3273 or customerservice@planwithease.com.

6. After making all necessary changes, save the participant data.

    a. Select the **Save** button in the tool bar. A confirmation message window will appear.

b. Select the **Save/Continue** button.



7. Select the **Validate Records** button in the tool bar. **Pending** will appear in the **Status** column for each record. Then select the **OK** button.

8. Select the **Refresh** button.

    a. Repeat this step until all participant entries display **Valid**, **Warning**, or **Critical**.

You may continue to upload a file with errors; however, those participants with critical errors will not load into the system. The errors will be stored in a pending file that may be accessed to manually correct the errors or load a corrected file that will automatically remove the pending error items.

- If you successfully import a file, planwith**ease**.com will not contact you.

- If there are critical errors that appear in our job queue after your file completes the upload process, planwith**ease**.com will contact you to try to help resolve the errors. You may also contact us directly for assistance regarding the errors.

You may complete the upload process even if the file has Critical Errors; however, those participants that are Critical will not update, but the remainder of the file will update through this process.

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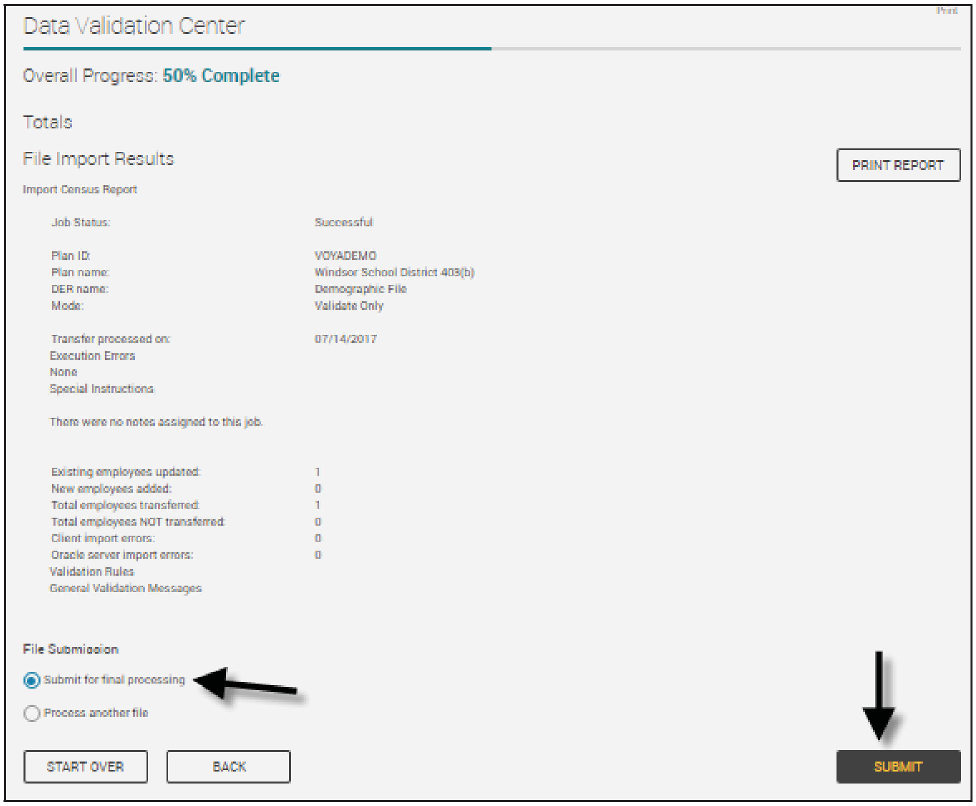
Select the **Next** button to proceed to **Totals** screen.

9. Select the **Submit for Final Processing** radio button, and then select the **Submit** button.



Troubleshooting File Uploads

Follow the steps below to clear temporary files in your Java Control Panel. Once you have completed these steps, please attempt to load the demographic file again.

1. Close any/all open browsers on your Windows Desktop.

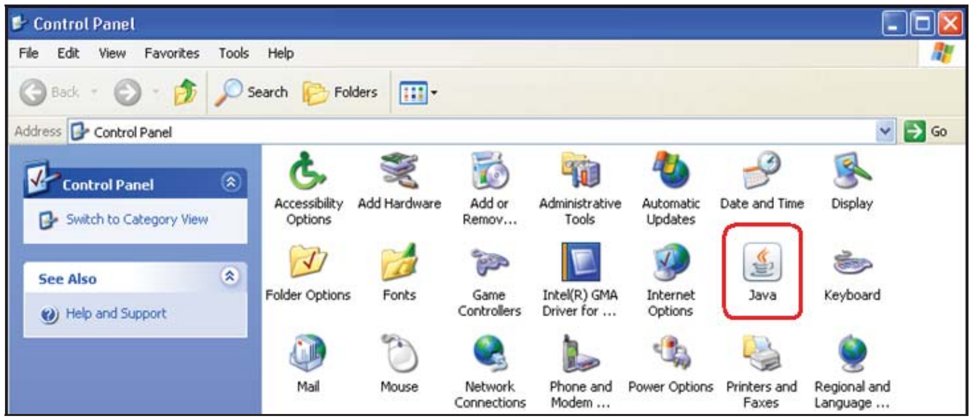
2. Select the **Start** button  (or **Windows** icon ).

3. Select **Control Panel**.

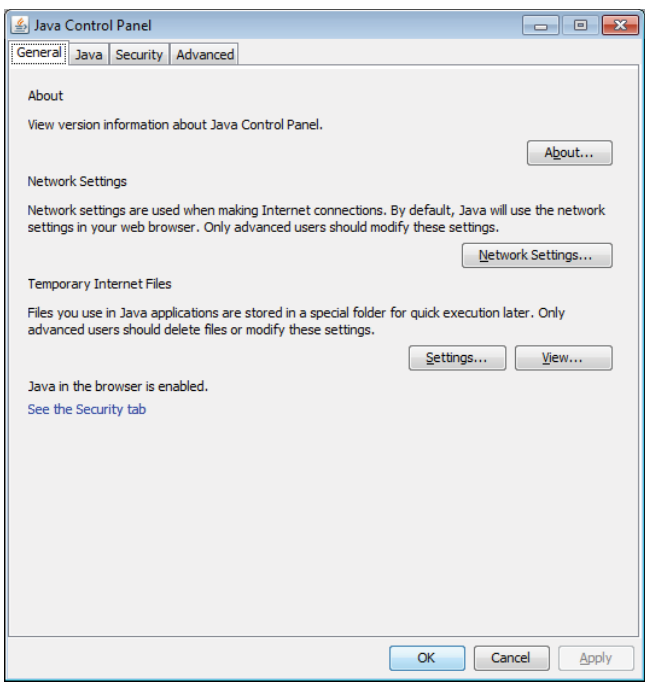
If you are unable to access the Control Panel, or the option is not available, please contact your normal IT desktop support personnel for assistance.

4. Double-click the **Java** icon to open the **Java Control Panel**.

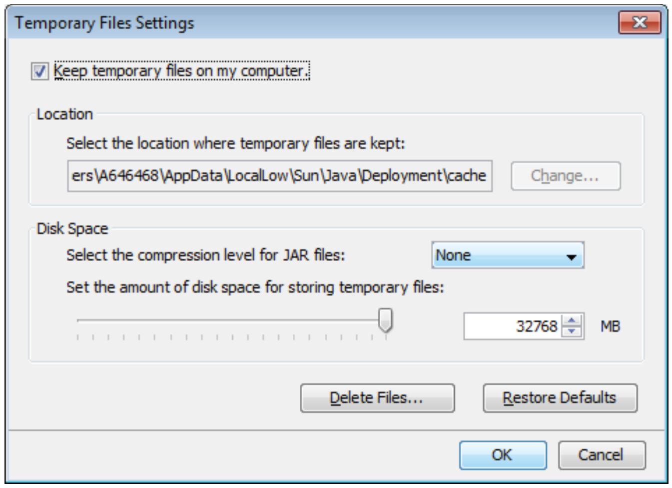
The location and appearance of the Java icon on your computer may appear different than what is pictured below.



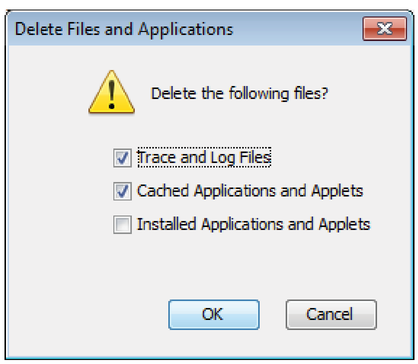
5. Select the **General** tab, and then select the **Settings** button. The **Temporary Files Settings** dialogue box will open.



6. Select the **Delete Files** button. The **Delete Files and Applications** dialogue box will open.



7. Select the checkboxes for both **Trace and Log Files** and **Cached Applications and Applets**. Then select the **OK** button. The temporary files will be deleted from your computer.



8. Select the **OK** button to close the **Temporary Files Settings** dialogue box.

9. Select the **OK** button to close the **Java Control Panel** dialogue box.

Warning Messages and Errors

About Warning Messages and Errors

It is possible you will receive Warnings and/or Critical Error messages prior to the final upload step. You should review the Error/Warning message(s) located in the bottom portion of the window, to determine if data corrections are needed. Select the row of data with the word **Warning** or **Critical** in the **Details** section of the screen to display the full message(s) toward the bottom of the page. This display will also let you know which employee record has caused the Error/Warning.

Files can now be loaded with both Warnings and Critical Errors. However, the Critical records will not post/update, but it will allow the remainder of the file to post/update as expected.

To view Critical Errors Only, select the **Errors Only** option from the filter located in the center of the tool bar, and then select the **Load** button on the right side of the screen. Corrections may be made on the screen and saved, or you can correct the data and reload the file. Some participant records may generate more than one error. Be sure to select each row with errors and view the lower portion of the screen to see all errors associated with that individual.

If you receive only Warnings that do not require corrections, then you may proceed using the **Next Step** button at the top of the screen.

Common Warning messages include, but are not limited to:

Warning: Hire date mm/dd/yyyy in the file does not match existing date of mm/dd/yyyy

This Warning appears when your file includes a hire date that does not match the date that you previously loaded to www.planwith**ease**.com. This date can be changed, however, you should be sure it is in fact the actual hire date, and you are not changing because they were rehired, etc.

Warning: First/Last name XXXXX does not match the current system name of XXXXX.

This message will appear when you are changing the name of a participant. It is simply to let you know that the name is being changed. This is ONLY a Warning and can be ignored.

If you did not make a change to the participant's name, this Warning will indicate that the participant has been listed on another entity's demographic file with a different name. If this is the case, please contact the participant to determine what other entity/plan they may be listed with and have them contact the entity/plan if any corrections are needed.

Critical Errors include, but are not limited to the following, and MUST be corrected in order to post the participants information:

Critical: Invalid translation element (Field: Plan Status Code, Value: I)

This error message appears if any employee is listed with a Plan Status of I (Ineligible). For these employees, the Plan Status must be corrected to a code of X (Not Participating) and the corrected file must be uploaded.
Critical: When terminated, Employment Status Sub Code must be blank.
For employees with an Employment Status of T (Terminated), the Employment Status Sub Code field must be left blank. Correction to the file must be made and the new file must be uploaded.
Critical: Participant must be fully vested.
This error message appears if there is an invalid code in the Vested field for one or more employees. The only accepted code in the Vested field is a **Y**. Correction to the file must be made and the new file must be uploaded.
Critical: Future Employment Status Date is not allowed
Our system cannot accept future dates in any fields. Any employees with future dates will either need to be changed to their current status or will need to be removed from the file until the future date is achieved.
Critical: Future Plan Status Date is not allowed
Our system cannot accept future dates in any fields. Any employees with future dates will either need to be changed to their current status or will need to be removed from the file until the future date is achieved.

Employee Search

1. Select the **Employee Search** tab option from the main menu and enter the search criteria to be used. If more than one name appears, you can scroll up and down to select the correct participant.

2. Use one of the following methods to search for a participant:

Search	Description

Option	
Alphabetically	Select the desired letter of the alphabet to display all participants whose last name begins with that letter.
First or Last Name	Enter the first or last name of the participant. This will display participants with this first or last name.
SSN# range	Enter the Social Security Number range for the search. This will display all SSNs within the selected range.
Order By	You can select SSN or Name. • If SS# is selected, SSNs will be listed in numerical order. • If Name is selected, names will be listed in alphabetical order by last name.
Employment Status	Select the category from the drop down (deceased, terminated, retired etc.) to display all participants with that status category.

3. Select the **Submit** button.

4. Select the **Social Security Number** of the searched participant to open their account information.

Participant information is limited to view-only. Changes cannot be made to the account.

5. Select **Close Participant** from the navigation menu to return to the **Sponsor's Plan Overview** page.

Reports

Reports about your plan (based on the services you have requested planwith**ease**.com to perform) will be automatically poster on the frequency noted below. Reports may be retained on the Sponsor website for an indefinite period or may be printed, saved, or deleted at the discretion of the Sponsor.

The following reports are available from the planwith**ease**.com website:

Report Name	Report Content	Frequency
Age 70½ Participant Balances	Displays the account balances for each participant who has reached age 70½	February/October
Approved Hardship Withdrawal Requests	Displays all hardship withdrawal requests that have been approved Note: Sponsors should review this report on a weekly basis in the event any participants have been approved for a hardship withdrawal and may need to stop contributions for six months.	Weekly*
Defaulted Loans	Displays all reported loan defaults	Weekly*
Plan Assets	Displays total account balances with each Investment Provider	Weekly*
Plan Summary	Displays a summary of the plan by Investment Provider, listing participants, account summaries, loan balances and grand totals	Weekly*
Transaction Summary by Investment Provider	Displays a summary of all transaction requests by Investment Provider	Weekly*
Contribution Limit Monitoring Summary Report, Projected	Displays a list of participants in the plan who are projected to exceed the 402(g) and/or 415 limits based on contribution projections through the end of the year	Monthly**
Contribution Limit Monitoring Summary Report, Exceeded	Displays a list of participants in the plan who have exceeded the 402(g) and/or 415 limits based on contribution limits during the reporting period	Monthly**
Contribution Limit Monitoring Detail,	Displays a contribution limit detail page for each employee, whether or	Upon request

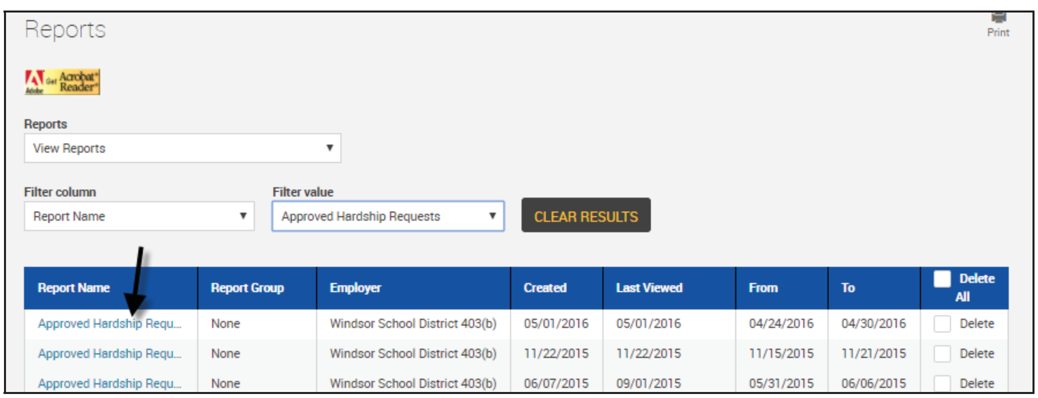
Projected	not they are projected to exceed the annual limitations	
Contribution Limit Monitoring Detail, Exceeded	Displays a contribution limit detail page for each employee, showing the total contribution of each during the prior year, and whether or not that total exceeded the contribution limits	Upon request
* Weekly reports are produced on Sunday and are available for view on the planwith**ease**.com website on Monday. ** Monthly reports are provided and available in July (displaying data January 1 through June 30), then monthly from September through January. The reports are run after the first of each month when provided, and are posted for view on the planwith**ease**.com website during the month.		

Viewing Reports

1. Log into planwith**ease**.com per the instructions in **Accessing planwithease.com**.

2. Select **Reports** from the navigation menu.

3. Select the desired report link under the **Report Name** column. The report will open in a new window as a PDF file. The PDF file may be printed, if desired.

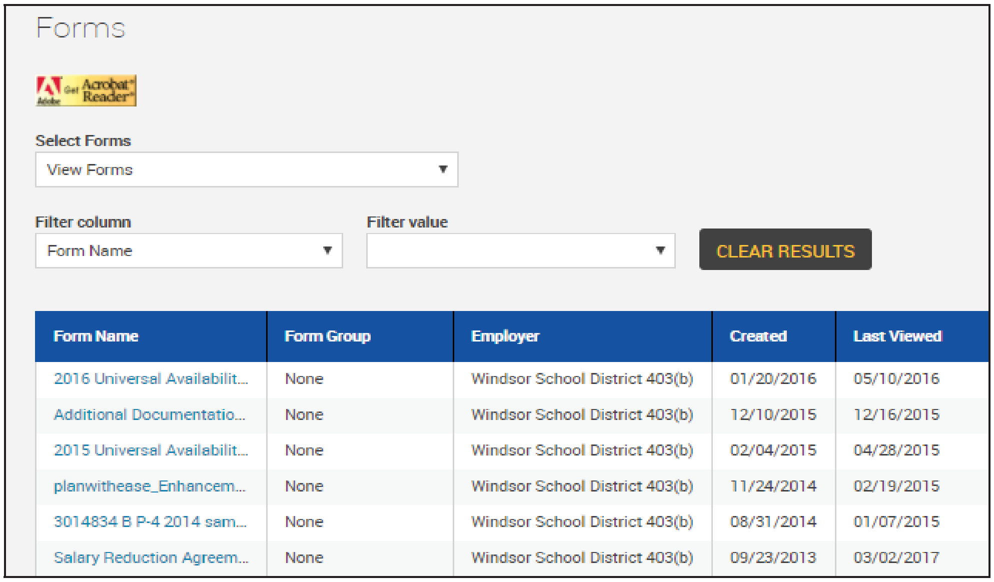


Forms

1. Log into planwith**ease**.com per the instructions in **Accessing planwithease.com**.

2. Select **Tools** from the navigation menu, and then select **Forms**.

3. Select the desired form link under the **Form Name** column. The form will open in a new window as a PDF file. The PDF file may be printed, if desired.



Form Name	Form Group	Employer	Created	Last Viewed
2016 Universal Availabilit...	None	Windsor School District 403(b)	01/20/2016	05/10/2016
Additional Documentatio...	None	Windsor School District 403(b)	12/10/2015	12/16/2015
2015 Universal Availabilit...	None	Windsor School District 403(b)	02/04/2015	04/28/2015
planwithease_Enhancem...	None	Windsor School District 403(b)	11/24/2014	02/19/2015
3014834 B P-4 2014 sam...	None	Windsor School District 403(b)	08/31/2014	01/07/2015
Salary Reduction Agreem...	None	Windsor School District 403(b)	09/23/2013	03/02/2017

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