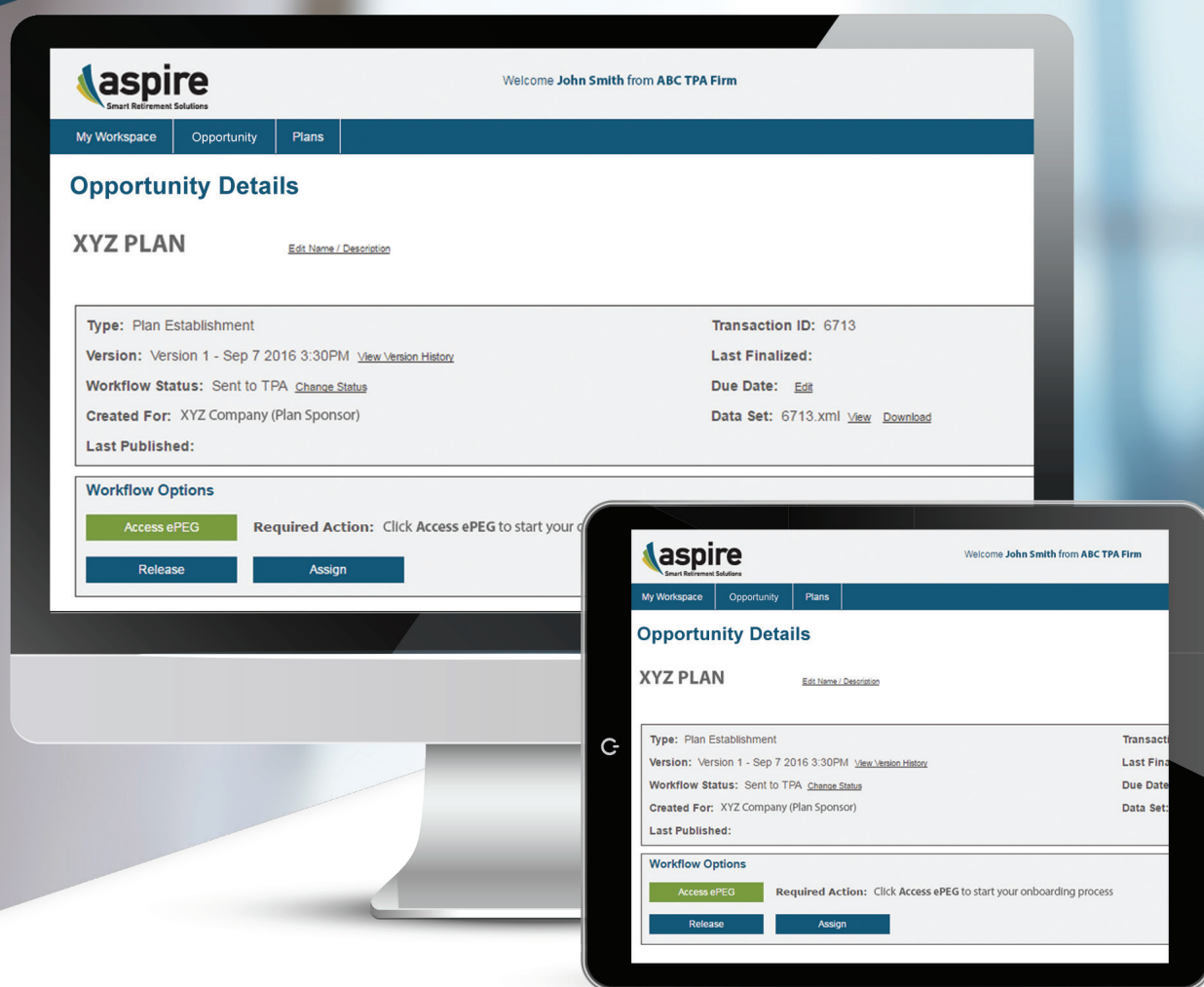


Electronic Plan Establishment Guide (ePEG) Tips & Tricks



Definitions

Interview: Compilation of questions specifically tailored to TPAs, Advisors and Sponsors to gather information needed to establish a new Opportunity.

Dialog: Series of related questions within an Interview that are centered around specific topics. For example: Contact information, Contributions, Distributions, Fund Lineup, Fees, etc.

Dialog is completed.
(Blue lines within the box)

Dialog is partially completed.
(Grey lines within the box)

None of the questions in the dialog have been completed.
(White lines within the box)

TPA Interview_120916

Interview Outline

Plan Sponsor Information

Plan Information

Payroll Details

Payroll

TPA Information

Plan Contributions

Eligibility

Vesting

Distributions

Loan Information

In-Service Distributions

TPA Fees

TPA Fees Payment Method

Plan Sponsor Contacts

Primary Plan Contact

Billing and Accounts Receivable

Distribution and Loan Contact

TPA Contacts

Advisor/Strategist Contacts

Aspire's Recordkeeping Fees

Interview Completion Status TPA

TPA Fees

Plan Name: Plan XYZ

*Are all annual plan administration fees paid by Plan Sponsor?

Yes

No

*Is there an annual minimum fee?

Yes

No

*Indicate which administrative fees are paid using plan assets:

Base

Asset Based (%)

Per Participant

*Annual Plan Administration Base Fee:

\$ 50

*Payment method

Plan Sponsor

Pro Rata (default)

Per Capita

*Distribution Fee paid by Participant?

Yes

No

N/A

*Are there any assets that should be excluded from the fees calculation?

Yes

No

First

Previous

Next

Last

Finish

Progress bar

Selecting the arrow in the upper-right corner will Erase All Answers within the Dialog.

To clear the answer previously selected, click the X icon by hovering over the question.

Hover over the question to find a "light bulb" for additional help.

If the double arrows are greyed out, that means there are no unanswered questions.

Selecting the blue double arrows to the left or right will bring you to a dialog with unanswered questions.

Blue progress bar at the bottom lets you know how far along you are within the Interview. When the Blue progress bar turns Green it indicates that all of the questions have been fully answered.

Click the Finish button in the bottom-right corner to close out of the Interview, regardless if you have completed all of the questions. You will be able to access the ePEG later to finish.



ePEG automatically saves answers every 2 minutes.



For more information about Aspire's ePEG, call 866.634.5873
or email NewBusiness@aspireonline.com.

Aspire—Delivering Smart Retirement Solutions

Aspire Financial Services, LLC is a leading service provider of smart retirement solutions, serving the industry since 2002 with a conflict-free, open-investment retirement planning management system. Aspire provides a best-in-class technology-enabled portfolio of pre-defined or highly customizable smart retirement solutions with private-label branding options through its proprietary technology platform and strategic partnerships. To learn more, visit www.aspireonline.com or call 866.634.5873.