ADP RETIREMENT SERVICES

ADP 401k **Premier**

Dedicated service and support for midsized to enterprise companies

Solve retirement plan challenges **and stay focused on what matters**

WORKPLACE BENEFITS ARE MORE IMPORTANT THAN EVER FOR HELPING EMPLOYERS ATTRACT AND RETAIN WORKERS THAT CAN HELP THEIR ORGANIZATIONS GROW AND THRIVE.

Recruiting and retaining the best employees. Changing benefits demands. Time-consuming HR tasks. Complying with regulatory requirements. These are all challenges midsized to enterprise companies face every day — and meeting these challenges requires flexibility from your human capital management (HCM) and retirement plan provider.

For over 70 years, ADP has been shaping the way people work. Our agile benefits solutions streamline your HCM with platform applications that integrate seamlessly with one another to personalize your HR employee experiences, adapt to local and federal compliance requirements, drive employee engagement and help you win the war for talent.

Seasoned support at every step

ADP Retirement Services has the real-world experience and flexibility to help companies like yours address their unique retirement challenges — from meeting plan fiduciary obligations to helping employees get retirement ready. With ADP 401k Premier, we support you with a knowledgeable and dedicated service team to make the administration of your retirement plan easy and stress free.

- You can rely on ADP's Relationship Managers to provide insightful direction for your plan. This team has more than 25 years of industry experience and an average tenure of 15 years.
- Our Dedicated Client Service Manager Team has an average 15 years of industry experience[1] and has the knowledge needed to help effectively manage the administration of your plan.
- You can trust our experienced Implementation Team with more than 15 years average tenure to ensure a smooth plan transfer process.
- The Retirement Communication Managers at ADP have more than 20 years of industry experience[1] in developing plan communication strategies that inspire your workforce to build financial security.
- Delivering almost 9,000 education meetings annually and backed by 15 years of industry experience[1], our licensed Retirement Counselor Team[2] has the knowledge needed to drive successful enrollment and education meetings.

1 ADP internal data, August 2021.

2 Retirement Counselors do not provide, nor should their assistance at such meetings be construed as, investment or financial advice for any individual or situation. Minimum number of attendees required for onsite meetings.

"Of critical note — our Relationship Manager is outstanding in so many ways — in his ability to digest the details of our quest, organize the right team to assist, mobilize the troops, plan the details, share potential pitfalls and create plans to avoid them, and generally, find the path of least resistance and best outcome."

— ADP Client for 18 consecutive years
6,500+ employees

ADP plans with
a Relationship Manager
have a retention rate
of greater than 97%.

Meeting your unique plan needs through service excellence

With ADP 401k Premier, our highly skilled Service Team and seamless data connections simplify plan administration and drive efficiency. You will be supported by a dedicated team of tenured associates who possess a deep understanding of ERISA, compliance, and employee education strategies to help you stay ahead of plan responsibilities and inspire participants to build financial security. Plus, our award-winning solutions adapt to meet the current and future needs of your business and your workforce to support your company as it grows.

Total support – Our dedicated team of experienced retirement plan professionals specialize in various aspects of your plan's daily operations to ensure your plan runs smoothly.[3]

Dedicated Client Services Manager – Coordinates all the day-to-day administrative services of your plan.

ERISA and Compliance Team – Provides support for mergers, acquisitions and spin-offs, and keeps you informed about changing legislation and regulations to help you meet your fiduciary responsibilities.

Implementation Project Manager – Manages the entire conversion process for your plan's transition to ADP as well as ongoing mergers and acquisitions with assets transferring from another provider.

Relationship Manager – Leads the support team, provides ongoing strategic oversight, and is accountable for your plan's ongoing success.

Retirement Counselor[4] **–** Conducts enrollment meetings and ongoing education workshops to keep your participants motivated and active in the plan.

Retirement Communications Manager(RCM)[4] **–** Develops data-driven participant education and creates targeted communication campaigns to keep your employees engaged and on track.

3 None of the support services provided is intended to be or should be construed as investment, legal, financial, or tax advice.

4 Registered representatives of ADP Broker-Dealer, Inc. (Member FINRA), an affiliate of ADP, Inc., One ADP Blvd, Roseland, NJ.

PLAN LEVEL RELATIONSHIP MANAGER

- Conducts periodic plan review meetings
- Supports investment review/changes as needed
- Reviews plan design/features with a focus on optimization and best practices
- Conducts periodic plan health checks utilizing the Plan Health Report
- Designs and manages education campaigns with RCM
- Proactively reviews plan pricing with clients/advisors
- Provides updates and discusses regulatory changes
- Provides updates on system enhancements/rollouts
- Supports mergers and acquisitions, spin-offs and platform migration

Our experienced ERISA and compliance teams **will support your compliance needs and ensure you understand the latest regulatory requirements** and how to meet them.

Plan Implementation

Our Implementation Team will oversee the entire plan transfer process to ensure your objectives are met and disruption is minimized. Plus, our experienced ERISA professionals will guide you through the many plan customizations that can minimize administrative burdens and unlock better employee retirement outcomes.

Our three-phase transition process typically takes eight to 10 weeks, depending on plan complexity.

PHASE 1: **DOCUMENT**

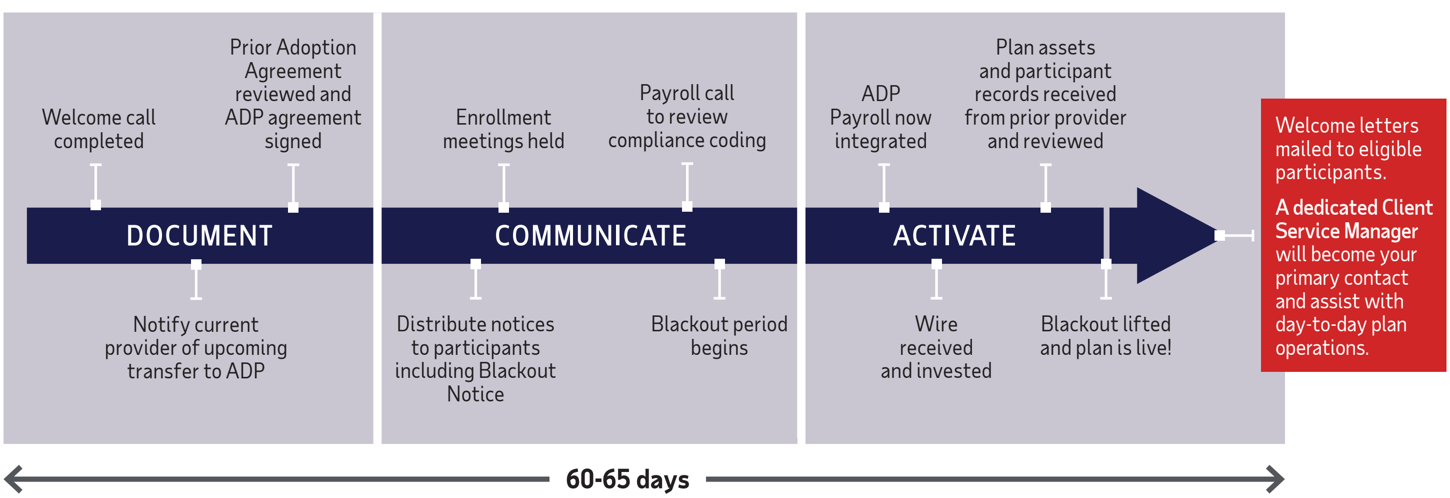
Meet your Implementation Manager, who will review our conversion process, collect critical plan information and provide a template you can use to notify your current plan provider of your service termination.

PHASE 2: **COMMUNICATE**

As we prepare your plan on our recordkeeping system, we will assist with communicating the plan changes to your employees. An ADP Retirement Counselor will schedule and conduct employee education meetings based on your workforce needs.

PHASE 3: **ACTIVATE**

The plan trustee will receive your plan assets and ADP will receive your participant-level conversion data. Once the assets and participant records are reconciled, the plan Blackout Period ends, the plan will go live, and full account access will be granted to you and your participants.



The typical implementation cycle will take between 60-65 days from the date all required documentation is received in good order but may vary based on complexity. We will customize an agreed upon timeline based upon your needs and requirements. ADP will handle most of the transition activities, however, you should expect to spend an average of eight to nine hours of your own time during the entire process.

Greater plan visibility and control

Midsized to enterprise companies are well-equipped to stay in control and compliant with the intuitive dashboards on our plan sponsor website and access to analytics that turn data into insight, automated processes, and compliance support.

- Easily manage plan compliance, administrative tasks and measure employee engagement in one place
- Reduce errors, costs, and time spent on manual processes with smart automation and real-time integration
- Benchmark your plan with reports on plan performance, investments, and cash flow
- Gain a deeper understanding of your plan health with powerful data analytics
- Stay ahead of responsibilities with timely, automated reminders

Magnify plan insight

Our Plan Health Dashboard lets you benchmark and measure plan effectiveness, participant retirement readiness and your fiduciary performance.

- Get insight about participant retirement readiness from analytics like deferral gap, projected monthly income data and retirement income replacement ratios
- Easily track plan momentum with snapshot reports
- View facts about overall plan utilization, potential leakage issues and more
- Measure overall plan health with our scoring system calculated based on participant retirement readiness measures, loan and hardship activity, savings diversification and plan savings
- Easily access and customize the reports from the plan sponsor website

Be confident in your compliance

Protect yourself and your business from risk and confidently manage necessary compliance tasks with streamlined compliance technology and help from our experienced ERISA and compliance teams.

- Lean on our seasoned ERISA professionals for help identifying plan design features that best meet your business and employee needs
- Rely on a team well-versed in the nuances of merger or acquisition actions for support and assistance
- Easily navigate compliance with a radically simplified process for year-end testing and Form 5500 filings

Midsized to enterprise companies can also opt to save time and better fulfill fiduciary obligations with services that can make retirement plans easier to manage including:

- Access to third-party administrators (TPA) to support plan needs
- The ability to outsource to certain 3(16) plan fiduciaries
- Optional plan notice e-delivery services[5]

5 Plan notice e-delivery services are generally designed to meet the timing requirements for notices imposed by the Internal Revenue Service and Department of Labor. The delivery timeframes described are general and may vary depending upon plan features (Safe Harbor, QACA, etc.), participant status (active, terminated, beneficiary, newly eligible etc.) and other special circumstances specific to the plan (plan amendment or merger, conversion to or within ADP's recordkeeping services framework, etc.).

MORE THAN A PROVIDER, **ADP IS A RETIREMENT ALLY.**

ADP connects you and your employees to data and technology that make retirement plans easy and engaging. Seamless access to data and insights keeps everyone in control of saving for retirement. And our extensive, real-world experience in HCM and data security means we make work easier so you and your employees can thrive.

Seamless connections

We seamlessly enable the automatic flow of data through our ADP platforms to make retirement planning easy and accessible. You gain holistic plan visibility and benefit from simplified administration and compliance. Your employees gain a more informed and rewarding benefits experience.

Personalized insights and education

Our data-driven approach to employee education solves unique challenges, uncomplicates retirement planning and empowers employees to make better decisions.

Flexibility to meet your needs

We give you the flexibility to choose a plan design that best meet the needs of your business and your workforce.

Security you can count on

We ensure that your employee data is secure, compliance is managed, and risk is mitigated.

Let's Talk.

With an ADP retirement plan, you and your employees are always empowered and engaged to make better decisions about saving for retirement. To learn more about how our personalized insights, integrated technology and flexibility can meet your plan needs, go to adp.com.