CAPITAL

RETIREMENT PLAN SERVICES

PLAN RESOURCES ALERT

POWERFUL ONLINE TOOLS FOR YOUR RETIREMENT PLAN

LIFE JUST GOT A WHOLE LOT EASIER! WHAT WOULD YOU SAY TO LESS PAPERWORK, QUICKER TURNAROUND TIMES, AND GREATER RELIABILITY? CAPITAL RETIREMENT PLAN SERVICES NOW OFFERS **ONLINE ENROLLMENT, ONLINE LOAN APPLICATIONS,** AND **ONLINE TERMINATION DISTRIBUTION REQUESTS** FOR YOU AND FOR YOUR EMPLOYEES THROUGH OUR SECURE WEBSITE. WHILE YOU AND YOUR EMPLOYEES CAN CONTINUE TO SUBMIT YOUR REQUESTS VIA OUR PAPER FORMS, OUR ONLINE OPTIONS NOW OFFER YOUR WEB-SAVVY EMPLOYEES A QUICKER AND EASIER METHOD. HERE'S HOW IT WORKS!

Online Enrollment

Do you have a new employee that would like to participate or an existing employee that has not yet taken advantage of your Plan? Send them to our secure server to enroll! Not only will you have an instant email record of their request (no more lost forms!), but their investment elections will be immediately effective so that their deferrals will never be deposited without investment elections specified.

1. Instruct your new employees to go to www.myplanconnection.com, click "Log In to your Account", and login using their default userid (employee's SSN) and password (last four digits of employee's SSN).
2. Participants will then be prompted to verify their personal information (don't forget email addresses!), identify their beneficiaries, specify their contribution percentage, and make their investment elections.
3. At 8:00 a.m. and 3:00 p.m. each day, web requests are downloaded into our system and automatic email confirmations are sent to you and the Participant. Be sure to keep these emails with your Plan records.
4. **Your email confirmation of the Participant's contribution amount will be your signal to make the necessary changes to your payroll system to reflect the Participant's deferral request.**
5. Worried that you might miss an email? Along with your existing on-demand reports, you will also now have available a Confirmation Report of Web Requests. Login as the Plan Sponsor, click on Reports, and use the drop down menu to select the Confirmation Report. You can specify a date range, run the report, and verify that you have made all the necessary changes to your payroll systems.

Once enrolled, existing participants can continue to manage their account by making contribution changes, updating their beneficiary information, and changing their investment elections online!

Please note that if one of your existing employees has filled out an enrollment form but has NEVER before logged into the web, they will be asked to enroll the first time they do log into their account on the web. These participants should simply click through each enrollment screen accepting the data that is already in the system. Existing participants that have previously logged into their account will not be asked to enroll.

Paperless Loan Applications

Does your Plan offer loans? If so, the process just got a whole lot easier! Participants can go online and apply for a loan, specifying the loan amount and the duration. Since paperwork does not have to be forwarded to the participant, then to you, and then to us, processing time can often be cut in half! Here's how it works:

1. Instruct your employees to go to www.myplanconnection.com and log in.
2. If your Plan allows loans, participants can click on "New Loans" on the left toolbar and model different loan options. Once they have chosen a desired loan amount and loan duration, they can submit their request.
3. Our system will enforce any loan restrictions specified in your Plan's loan policy including restrictions on the minimum and maximum loan amounts available and on the number of loans that may be outstanding at any time. If the participant's request cannot be processed due to any of these restrictions, the participant will be prompted to alter their request. At this time, loan requests for a home purchase with loan durations exceeding 5 years cannot be processed via the web. Participants must submit a Loan Application Form with documentation to verify home purchase.
4. At 8:00 a.m. and 3:00 p.m. each day, web requests are downloaded into our system and automatic email confirmations are sent to Capital, the Plan Sponsor, and the Participant summarizing the request.
5. Please review the participant's loan request detailed in your notification email. If you identify any problems with the loan request, please contact Capital immediately.
6. A Promissory Note and Irrevocable Pledge along with a Truth in Lending Notification is attached to each email. Upon receipt of the email confirmation, the Participant must sign the attached documentation that has been pre-filled out with their loan specifications and return signed copies by regular mail, fax, or scanned email to Capital.
7. **An amortization schedule is also attached to each email. This amortization schedule will identify the start date and the loan payment amount so that you can setup the new loan in your payroll system.**
8. Upon receipt of the Participant's Promissory Note and Irrevocable Pledge, Capital will issue the loan check.

Once the loan is issued, participants can view the status of their loans online by clicking on "View Loans" on the left toolbar.

Online Termination Distribution Requests

Terminated participants often want their money fast. We can do that! Our online distribution process uses the information you provide us in payroll to determine which employees are eligible for a termination distribution. For those employees, and those employees only, a link for "Termination Distribution" is available when they log into their account. Through a quick and easy online application, they can submit their request for a cash distribution or rollover.

1. Instruct your terminated employees to go to www.myplanconnection.com and log in.
2. If a participant has terminated from employment and you have submitted a termination date via your payroll files to us, the participant can click on "Termination Distribution" on the left toolbar.
3. They will then be prompted to specify their method of distribution (cash, rollover to an IRA, or rollover to a Qualified Plan) and the address to which the check should be sent.
4. After submitting the request, the Participant will be prompted to click on a link to print out the Special Tax Notice that must be provided to all participants. This notice informs the participant of the potential tax consequences of taking a distribution from a qualified retirement plan. By law, participants must be given 30 days to review this notice. Participants can waive their right to a 30-day review by signing and returning to Capital by fax, regular mail, or scanned email the Special Tax Notice Acknowledgement Form that is attached to the Special Tax Notice.
5. At 8:00 a.m. and 3:00 p.m. each day, web requests are downloaded into our system and automatic email confirmations are sent to Capital, the Plan Sponsor, and the Participant summarizing the request.
6. **Capital will not process the participant's distribution request until we receive Plan Sponsor approval. You can approve or reject the participant's distribution request by replying to the confirmation email and checking the appropriate box next to "Approve" or "Reject" in the email.**
7. Upon receipt of (a) an email from you approving the distribution and (b) a signed copy of the Special Tax Notice Acknowledgement Form, Capital will process the participant's distribution request. If the Acknowledgement Form is not received by Capital, the distribution request will be processed after 30 days have passed.

GIVE US YOUR FEEDBACK! DO YOU LIKE THE NEW ONLINE FEATURES? DO YOU ANTICIPATE THAT YOUR EMPLOYEES WILL MAKE USE OF THESE FEATURES? WE WANT TO KNOW!

IF YOU HAVE QUESTIONS OR WOULD LIKE A DEMONSTRATION OF THE NEW WEB FEATURES, PLEASE CALL SUZANNE WERNER AT 800.878.5220 EXT. 217.

MORE ENHANCEMENTS ARE HEADING YOUR WAY! WATCH OUT FOR OUR NEXT NEWSLETTER THAT WILL INTRODUCE OUR NEW PLAN SPONSOR WEB THAT INCLUDES A NUMBER OF HELPFUL RESOURCES TO MAKE YOUR JOB EASIER AS WELL AS OUR NEW PARTICIPANT WEBSITE.

WWW.CAPITALRETIREMENTPLANS.COM

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