

# Online 401K Plan Sponsor Guide

The Plan Sponsor Gateway gives you the effectiveness, flexibility and streamlined administrative processes, which reduce paperwork and the manual processing associated with running your 401(k) plan.

This presentation will provide you with step-by-step instructions of the key features of the site including:

- > Edit and configure employee data
- > Process Contributions
- > View Plan and Participant Activity
- > Communicating Bulletins



# Online 401K Plan Sponsor Guide

## Home Section:

### Home Page:

This is the main navigation page of the Plan Sponsor website.

Different website sections may be accessed by pressing the masthead buttons across the top.

Other system navigation features that relate to the masthead section are displayed on right hand menus.

A screenshot of the '401k easy online' Plan Summary page. The page has a dark blue header with 'Home', 'Setup', and 'E-mail' buttons. Below the header, it says 'Welcome: Jonathan Donnell', 'Company: Amber Industries, Inc.', and 'Sun Aug 07 10:29:15 PDT 2005'. There is a 'Log Out' link. The main content area is titled 'Plan Summary' and contains a table with columns for PLAN NAME, STATUS, ELIGIBLE, ENROLLED, and TOTAL. The table has one row for 'Amber Industries, Inc. 401(k)' with a status of 'Active', 44 eligible, 35 enrolled, and a total of \$1,583,308.23. There is a question mark icon to the right of the table title. At the bottom left, there is a 'FAQ' link and '© 401(k) Pro, Inc.'.

Click on the specific plan name to view, enter or edit plan information.

For page specific assistance, click on the question mark (?) located on every page.

401(k) forms, resources, and question and answers for the Plan Sponsor can be accessed by clicking FAQ.



## Online 401K Plan Sponsor Guide

### Home Section:

By clicking on the plan name the plan's balances are listed.

These are the plans overall balances, not individual participant balances.

Loans and distributions awaiting your approval can be viewed on the lower left. Access the transactions by clicking on "Pending Loans" or "Pending Distributions".

Home Setup E-mail  
 Welcome: Jonathan Donnell  
 Company: Amber Industries, Inc.  
 Mon Aug 08 15:53:38 PDT 2005 [Log Out](#)

**Amber Industries, Inc. 401(k) Plan DTD 01/01/1999**

FUND NAME	TICKER	NAV	UNITS	BALANCE
Dreyfus Emerging Leaders	DRELX	\$32.91	5,903.524	\$194,284.98
Dreyfus Intermediate Term Income	DRITX	\$12.88	7,084.216	\$91,244.70
Dreyfus Mid Cap Value	DMCVX	\$22.88	7,229.203	\$165,404.15
Dreyfus Premier Core Value C	DCVCK	\$24.00	9,196.114	\$220,706.75
Dreyfus Premier Mid Cap Stock C	DMSCX	\$14.68	13,559.715	\$199,056.62
Dreyfus Premier Small Cap Value C	DSVCK	\$15.36	3,971.135	\$60,996.63
Dreyfus Premium International Value C	DICVX	\$13.83	19,177.063	\$265,218.78
Dreyfus S&P 500 Index	PEOPX	\$29.35	12,996.296	\$381,441.27
Loan Fund	LOAN	\$1.00	4,954.350	\$4,954.35

There are 1 pending loans  
 There are 2 pending Distributions

Total Market Value: \$1,583,388.23

**MENU**  
 View/edit Plan  
 Participants  
 Funds  
 Sources  
 Payroll Processing  
 Special Processing  
 Profit Sharing  
 Pending Loans  
 Pending Distrib  
 Reports

The pending screen allows you to view pending Loan/ Distribution transactions.

To view the details of a Loan or Distribution submission click on the "Requested" date.

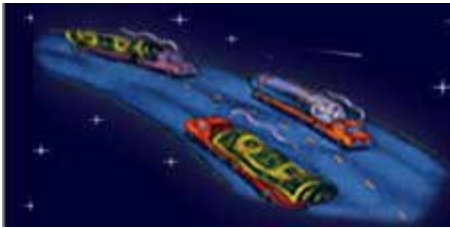
Home Setup E-mail  
 Welcome: Jonathan Donnell  
 Company: Amber Industries, Inc.  
 Mon Aug 08 16:01:51 PDT 2005 [Log Out](#)

**Pending Loans**

REQUESTED	PARTICIPANT	PRINCIPAL	PAYMENT
04/16/2005	Hartford, Danielle	1,000.00	10.17

**MENU**  
 Return

FAQ © 401(k) Pro, Inc.



# Online 401K Plan Sponsor Guide

## Home Section:

After reviewing the parameters of the request you can Approve, Deny, or Cancel the transaction using the buttons on the bottom of the screen.

Welcome: Jonathan Donnell  
Company: Amber Industries, Inc.  
Mon Aug 08 16:11:01 PDT 2005 [Log Out](#)

### Approve Loan ?

**DANIELLE HARTFORD**

PARTICIPANT	Hartford, Danielle
SSN	652-41-3526
LOAN AMOUNT	1,000.00
LOAN MONTHS	24
INCEPTION DATE	08/08/2005
REANORTIZATION DATE	
FIRST PAYMENT DATE	09/01/2005
PRIMARY RESIDENCE	Y
MARITAL STATUS	Married <input type="button" value="v"/>
SPOUSAL CONSENT	<input type="checkbox"/>
INTREST RATE	5.25%
LOAN FEE	25.00
APR	7.71%
PAYROLL FREQUENCY	Weekly
PAYMENT AMOUNT	10.16
TOTAL NUMBER OF PAYMENTS	104



## Online 401K Plan Sponsor Guide

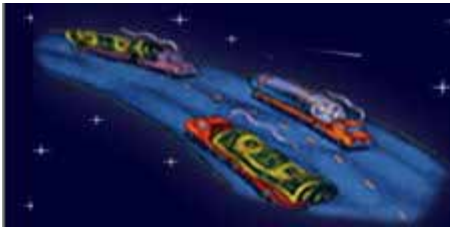
Home Section:

This plan summary information has been obtained from your adoption agreement. (Contact your plan Provider if you want to change any of the information or if you discover a discrepancy.)

Tab choices will allow you to view and edit your plan sponsor and trustee information.

### Amber Industries, Inc. 401(k) Plan DTD 01/01/1999

PLAN	SPONSOR	TRUSTEE
EFFECTIVE DATE	01/01/1999	
CONVERSION DATE		
AMENDMENT DATE		
ENTRY DATES	01-01-1999	
DEF. START DATES	01-01-1999	
DEF. EDIT DATES		
RETIREMENT AGE	65.0	
LOANS ALLOWED	1	
MIN. LOAN AMOUNT	\$1,000.00	
MAX. LOAN AMOUNT	\$50,000.00	
LOAN FEE	\$25.00	
ELIGIBILITY AGE	21.0	
ELIGIBILITY YOS	0.5	
P/T EMPLOYEES	Y	
UNION MEMBERS	Y	
NON-RESIDENTS	Y	



## Online 401K Plan Sponsor Guide

### Home Section:

By clicking on “Participants” the plan participant list is brought up.

A search feature is built in so that you may quickly locate a participant by last name or social security number.

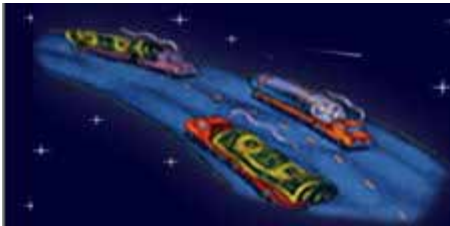
Clicking on the participant’s name brings up the participants general information.

Welcome: Jonathan Donnell  
Company: Amber Industries, Inc.  
Mon Aug 08 16:37:56 PDT 2005 [Log Out](#)

### Participants ?

PARTICIPANTS   
DIVISION   
LAST NAME   
SSN   
SORT BY

NAME	SSN	TELEPHONE	DIVISION	ENROLLED	MENU
<a href="#">Aaron, Franklin</a>	652-33-5412	831-254-2198	Admin	Y	<input type="button" value="Return"/>
<a href="#">Abbott, Rosemary</a>	352-62-4226	650-354-2198	Admin	N	
<a href="#">Account, Forfeiture</a>	000-00-0000		Admin	N	
<a href="#">Adams, Robert</a>	159-35-6642	408-365-2542	Sales	Y	
<a href="#">Allen, Abigail</a>	148-63-5224	650-321-4598	Sales	Y	
<a href="#">Ames, George</a>	352-15-2224	408-365-2595	Prod	Y	
<a href="#">Anderson, Casey</a>	658-99-2123	408-356-9754	Prod	Y	
<a href="#">Barnett, Thomas</a>	352-42-2363	650-954-2656	Admin	Y	
<a href="#">Bergen, Leslie</a>	352-41-2223	408-574-5496	Admin	N	
<a href="#">Better, John</a>	647-85-4422	408-369-5784	Prod	Y	
<a href="#">Bodner, Timothy</a>	557-68-2435	650-328-7595	Sales	Y	
<a href="#">Brandon, Louise</a>	623-37-8555	408-956-3565	Sales	Y	
<a href="#">Brisket, Robert</a>	556-87-9921	831-258-9674	Admin	N	
<a href="#">Buckley, Rachel</a>	655-98-4123	408-965-3265	Prod	Y	
<a href="#">Donnell, Jonathan</a>	159-36-6765	650-258-3475	Admin	Y	



# Online 401K Plan Sponsor Guide

## Home Section:

Participant information can be viewed and edited here. The enrolled box should be checked if the employee is enrolled in the plan.

To enter, view or edit alternate payee information or beneficiary information choose the appropriate tab.

From the menu you can view details of the participant's plan assets, and create, view or edit employee information, investment elections, salary deferral rates, contribution sources, activity, loan information, transfers, distributions, and reports can be accessed.

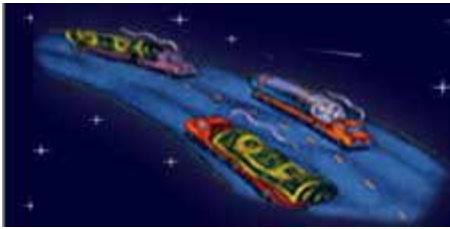
Welcome: Jonathan Donnell  
Company: Amber Industries, Inc.  
Mon Aug 08 16:44:51 PDT 2005 [Log Out](#)

### Participant Information ?

PARTICIPANT	ALTERNATE	BENEFICIARY
PARTICIPANT	Casey Anderson	
SSN	858-99-2123	
STATUS	Active	
ELIGIBLE	Y	
ENROLLED	<input checked="" type="checkbox"/>	
DATE ENROLLED	<input type="text" value="01/10/2003"/>	
VESTING HIRE DATE	<input type="text" value="10/18/1995"/>	
NORMAL RETIREMENT	09/19/2028	
EARLY RETIREMENT	09/19/2010	
PAY FREQUENCY	Weekly <input type="button" value="v"/>	
LAST CONTRIBUTION	03/21/2005	
LAST DISTRIBUTION		
LAST TRANSFER		
LAST ALLOCATIONS		
IDA ACCOUNT #	<input type="text"/>	
FORCE ELIGIBLE	<input checked="" type="checkbox"/>	
FORCE INELIGIBLE	<input type="checkbox"/>	
OVERRIDE YOS	<input type="checkbox"/>	
OVERRIDE YOS TO	<input type="text" value="0"/>	
ADJUST YOS BY	<input type="text" value="0"/>	

**MENU**

- Balance
- Employee
- Invest Elections
- Def Rates
- Sources
- Activity
- Loans
- Transfers
- Distributions
- Send Message
- Reports
- Return



# Online 401K Plan Sponsor Guide

## Home Section:

These are the investment fund(s) selected by your plan. (Contact your plan provider if you want to change or add additional funds).

**Welcome:** Jonathan Donnell  
**Company:** Amber Industries, Inc.  
 Mon Aug 08 16:59:16 PDT 2005

**Funds** ?

FUND NAME	FUND OBJECTIVE
Dreyfus Emerging Leaders	Domestic Hybrid
Dreyfus Intermediate Term Income	Domestic Hybrid
Dreyfus Mid Cap Value	Mid Cap Value
Dreyfus Premier Core Value C	Large Cap Growth
Dreyfus Premier Mid Cap Stock C	Mid Cap Value
Dreyfus Premier Small Cap Value C	Small Cap Value
Dreyfus Premium International Value C	Foreign Stock
Dreyfus S&P 500 Index	Domestic Hybrid
Invesco Dynamics	Large Cap Value
Janus Adv Worldwide Growth	World Stock
MFS Strategic Growth	Large Cap Growth
MFS Value Fund	Large Cap Growth

This list identifies the allowable contribution sources for your plan, as well as the vesting schedules associated with these sources.

**Welcome:** Jonathan Donnell  
**Company:** Amber Industries, Inc.  
 Mon Aug 08 17:03:17 PDT 2005 [Log Out](#)

**Sources** ?

SOURCE #	SOURCE NAME	VESTING SCHEDULE
1	Salary Deferral	100% Immediate
2	Company Match	Schedule F
3	Qualified Non-Elective Contribution	100% Immediate
4	Rollovers	100% Immediate
5	Profit Sharing	Schedule F
6	Catch-Up Contributions	100% Immediate
7	Safe Harbor Matching	100% Immediate
8	Trust Transfer	100% Immediate

MENU  
Return



## Online 401K Plan Sponsor Guide

### Home Section:

#### *Payroll Processing*

Click on “Payroll Processing” or “Special Processing” to enter contributions.

Enter effective date of the contribution.

If you have separate divisions select the correct division. Most plans will select “ALL.”

Click insert loans box to add loan payment.

**Payroll Processing** ⓘ

EFFECTIVE DATE: 08/25/2005

DIVISIONS: <All>

INSERT LOAN PAYMENTS:

CONTINUE

MENU Return

For Special Processing, choose contribution source from the drop down menu.

Clicking “Continue” will take you to the processing grid.

**Special Processing** ⓘ

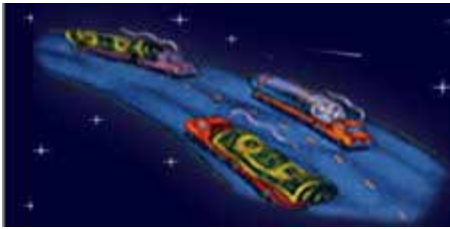
EFFECTIVE DATE: 08/25/2005

SOURCES: Catch-Up Contributions

DIVISIONS: <All>

CONTINUE

MENU Return



# Online 401K Plan Sponsor Guide

## Home Section:

### Payroll Processing

Enter deferral amounts for each participant and source in appropriate box. Press Continue. If the loan box was checked, select loans and if there are loans in the plan, they will appear on this screen.

**Payroll Processing** ⓘ

CONTRIBUTION   LOAN   COMPENSATION

ADF	PARTICIPANT	SALDEF	MATCH
<input type="checkbox"/>	652-33-5412 AARON, F	250.00	0.00
<input type="checkbox"/>	352-62-4226 ABBOTT, R	0.00	0.00
<input type="checkbox"/>	159-35-6642 ADAMS, R	260.00	0.00
<input type="checkbox"/>	148-63-5224 ALLEN, A	460.00	0.00
<input type="checkbox"/>	352-15-2224 AMES, G	300.00	0.00

MENU  
 Import  
 Calculate Matd  
 Clear All  
 Print Summary  
 Save & Exit  
 Abandon  
 Submit

Select the Compensation tab to enter payroll Compensation and hours worked.

**Payroll Processing** ⓘ

CONTRIBUTION   LOAN   COMPENSATION

PARTICIPANT	LOAN 1	LOAN 2	LOAN 3
652-33-5412 AARON, F			
352-62-4226 ABBOTT, R			
159-35-6642 ADAMS, R			

MENU  
 Import  
 Clear All  
 Save & Exit  
 Abandon  
 Submit

If you would like a printed summary of your contributions click on "Print Summary". Check for accuracy. Hit the submit to finalize the transaction. Remember to forward your payroll processing funding to your plan's custodian.

**Payroll Processing** ⓘ

CONTRIBUTION   LOAN   COMPENSATION

PARTICIPANT	HOURS	W2	GROSS	PLAN	MATCHING	PS
652-33-5412 AARON, F	160.00	3251.00	3251.00	3251.00	0.00	0.00
352-62-4226 ABBOTT, R	160.00	2845.00	2845.00	2845.00	0.00	0.00
159-35-6642 ADAMS, R	160.00	2966.00	2966.00	2966.00	0.00	0.00
148-63-5224 ALLEN, A	160.00	2214.00	2214.00	2214.00	0.00	0.00
352-15-2224 AMES, G	160.00	1436.00	1436.00	1436.00	0.00	0.00

MENU  
 Import  
 Clear All  
 Save & Exit  
 Abandon  
 Submit



## Online 401K Plan Sponsor Guide

Home Section:

### *Payroll Processing*

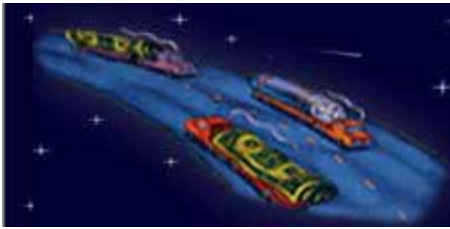
Use Special Processing if you need to process a specific contribution source such as rollovers, profit sharing and catchup contributions.

Check for accuracy and hit "Submit".

Special Processing			
ADF	PARTICIPANT	SSN	AMOUNT
<input type="checkbox"/>	AARDN, FRANKLIN	652-33-5412	0.00
<input type="checkbox"/>	ABBOTT, ROSEMARY	352-62-4226	0.00
<input type="checkbox"/>	ADAMS, ROBERT	159-35-6642	0.00
<input type="checkbox"/>	ALLEN, ABIGAIL	148-63-5224	0.00
<input type="checkbox"/>	AMES, GEORGE	352-15-2224	0.00
<input type="checkbox"/>	ANDERSON, CASEY	658-99-2123	0.00
<input type="checkbox"/>	BARNETT, THOMAS	352-42-2363	0.00
<input type="checkbox"/>	BERGEN, LESLIE	352-41-2223	0.00
<input type="checkbox"/>	BETTER, JOHN	647-85-4422	0.00
<input type="checkbox"/>	BODNER, TIMOTHY	557-68-2435	0.00
<input type="checkbox"/>	BRANDON, LOUISE	623-37-8555	0.00
<input type="checkbox"/>	BUCKLEY, RACHEL	655-98-4123	0.00

MENU

- Import
- Clear All
- Print Summ
- Save & Exit
- Abandon
- Submit



## Online 401K Plan Sponsor Guide

### Home Section:

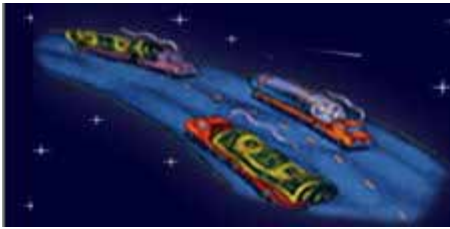
#### *Profit Sharing*

Use this screen to automatically calculate profit sharing contributions and allocated based on a participant's compensation. Enter the total profit sharing contribution you wish to divide among your participants

Clicking "Continue" will allow you to verify compensation listed for the participant is correct. Edit if necessary.

If your data is correct, click "Submit".

ADF	PARTICIPANT	SSN	COMPENSATION
<input type="checkbox"/>	AARON, FRANKLIN	652-33-5412	0.00
<input type="checkbox"/>	ABBOTT, ROSEMARY	352-62-4226	0.00
<input type="checkbox"/>	ADAMS, ROBERT	159-35-6642	0.00
<input type="checkbox"/>	ALLEN, ABIGAIL	148-63-5224	0.00
<input type="checkbox"/>	AMES, GEORGE	352-15-2224	0.00
<input type="checkbox"/>	ANDERSON, CASEY	658-99-2123	0.00
<input type="checkbox"/>	BARNETT, THOMAS	352-42-2363	0.00
<input type="checkbox"/>	BERGEN, LESLIE	352-41-2223	0.00
<input type="checkbox"/>	BETTER, JOHN	647-85-4422	0.00
<input type="checkbox"/>	BOONER, TIMOTHY	557-68-2435	0.00
<input type="checkbox"/>	BRANDON, LOUISE	623-37-8555	0.00
<input type="checkbox"/>	BUCKLEY, RACHEL	655-98-4123	0.00



## Online 401K Plan Sponsor Guide Home Section:

### *Plan Reports*

Clicking on “Reports” allows you to view or print plan reports.

Click a report description to access a report.

REPORT DESCRIPTION
<a href="#">AGE 50 REPORT</a>
<a href="#">BALANCE LESS THAN \$5000</a>
<a href="#">CALENDAR YEAR DEFERRAL LIMIT TEST - 402(G)</a>
<a href="#">COMPLIANCE TEST: ACP - SECTION 401(M)</a>
<a href="#">COMPLIANCE TEST: ADP - SECTION 401(K)</a>
<a href="#">COMPLIANCE TEST: COME, NONDISCRIMINATION - 414</a>
<a href="#">COMPLIANCE TEST: MAXIMUM ANNUAL ADDITIONS - 415(G)</a>
<a href="#">COMPLIANCE TEST: RATIO COVERAGE 410(B)</a>
<a href="#">COMPLIANCE TEST: TOP HEAVY - 416</a>
<a href="#">DEFERRAL CHANGE SUMMARY REPORT</a>
<a href="#">DISTRIBUTION ACTIVITY SUMMARY</a>
<a href="#">INVESTMENT ELECTIONS REPORT</a>
<a href="#">LOAN ACTIVITY SUMMARY</a>
<a href="#">LOANS: DELINQUENT LOANS</a>
<a href="#">LOANS: RECONCILIATION</a>
<a href="#">NEW LOANS SUMMARY</a>
<a href="#">PARTICIPANT ADDRESS REPORT</a>
<a href="#">PARTICIPANT ALLOCATION DETAIL</a>
<a href="#">PARTICIPANT ALLOCATION SUMMARY</a>
<a href="#">PARTICIPANT CONTRIBUTION SUMMARY</a>
<a href="#">PARTICIPANT HOURS &amp; COMPENSATION SUMMARY</a>
<a href="#">PARTICIPANT STATEMENT</a>
<a href="#">PARTICIPANT SYNOPSIS REPORT</a>
<a href="#">PARTICIPANT VESTING DETAIL</a>
<a href="#">PARTICIPANT VESTING SUMMARY</a>
<a href="#">REQUIRED MINIMUM DISTRIBUTIONS</a>
<a href="#">TRUST STATEMENT</a>



## Online 401K Plan Sponsor Guide

### Setup Section:

View and edit your company information.

Fields highlighted in bold-face must be completed.

Use the tab key to move between fields.

Click "Save" after editing your data.

**Company Information** ⓘ

COMPANY	
<b>COMPANY NAME</b>	Amber Industries, Inc.
<b>TAX ID NUMBER</b>	12-3456789
<b>CONTACT NAME</b>	Jonathan Donnell
<b>CONTACT POSITION</b>	Plan Administrator
<b>ADDRESS 1</b>	410 City Line Avenue
<b>ADDRESS 2</b>	
<b>CITY</b>	San Jose
<b>STATE</b>	California
<b>ZIP CODE</b>	95125
<b>TELEPHONE 1</b>	408-555-1234
<b>TELEPHONE 2</b>	
<b>FAX</b>	408-555-4321
<b>E-MAIL ADDRESS</b>	JTD@amber.net
<b>WEBSITE ADDRESS</b>	

**MENU**  
Divisions  
Employees



# Online 401K Plan Sponsor Guide

## Setup Section:

By clicking on "Divisions"; view create and edit divisions.

Clicking on the Divisions will allow you to view and edit division information.

**Divisions** ⓘ

<input type="checkbox"/>	DIVISION	DIVISION CODE	CONTACT	TELEPHONE	MENU
<input type="checkbox"/>	<a href="#">Administration</a>	Admin	Jonathan Donnell	408-555-1234	New Division Return
<input type="checkbox"/>	<a href="#">Production</a>	Prod	Daniel Farmington	408-555-3241	
<input type="checkbox"/>	<a href="#">Sales</a>	Sales	Robert Adams	408-555-4213	

**Division Information** ⓘ

**DIVISION**

DIVISION NAME	Administration	MENU
DIVISION CODE	Admin	Employees
DEFAULT DIVISION	<input checked="" type="checkbox"/>	Return
CONTACT NAME	Jonathan Donnell	
CONTACT POSITION		
ADDRESS 1	410 City Line Avenue	
ADDRESS 2		
CITY	San Jose	
STATE	California	
ZIP CODE	95125	
TELEPHONE 1	408-555-1234	
TELEPHONE 2		
FAX		
E-MAIL ADDRESS		
ENTITY TYPE		



## Online 401K Plan Sponsor Guide

### Setup Section:

By clicking on “Employees” the employee list is brought up.

A search feature is built in so that you may quickly locate an employee by last name or social security number.

**Employees** ?

SELECT DIVISION

LAST NAME

SSN

SORT BY

	NAME	SSN	TELEPHONE	DIVISION	MENU
<input type="checkbox"/>	Aaron, Franklin	652-33-5412	831-254-2198	Admin	<input type="button" value="New Employee"/> <input type="button" value="Return"/>
<input type="checkbox"/>	Abbott, Rosemary	352-62-4226	650-354-2198	Admin	
<input type="checkbox"/>	Account, Forfeiture	000-00-0000		Admin	
<input type="checkbox"/>	Adams, Robert	159-35-6642	408-365-2542	Sales	
<input type="checkbox"/>	Allen, Abigail	148-63-5224	650-321-4598	Sales	
<input type="checkbox"/>	Ames, George	352-15-2224	408-365-2595	Prod	
<input type="checkbox"/>	Anderson, Casey	658-99-2123	408-356-9754	Prod	
<input type="checkbox"/>	Barnett, Thomas	352-42-2363	650-954-2656	Admin	
<input type="checkbox"/>	Bergen, Leslie	352-41-2223	408-574-5496	Admin	



## Online 401K Plan Sponsor Guide

### Setup Section:

This screen shows the employee's personal data.

It is accessed by clicking on the employee's name from the employee list.

Data can be changed and updated by clicking in the box next to the desired field and typing in the information.

Be sure to click the save button at the bottom of the page after making changes!

By clicking on "Reset Password" the participant's individual password can be reset. It is reset to the default of the last four digits of their social security number.

**Employee Information** ⓘ

EMPLOYEE	HOME...	DIVISIONS	PLANS
FIRST NAME:	Franklin		
MIDDLE NAME	P		
LAST NAME	Aaron		
SSN	652-33-5412		
DIVISION	Administration		
PAY FREQUENCY	Weekly		
STATUS	Active		
ADDRESS 1	6582 Lina Vista		
ADDRESS 2			
CITY	Monterey		
STATE	California		
ZIP CODE	93940		
TELEPHONE 1	831-254-2198		
TELEPHONE 2			
FAX			
E-MAIL ADDRESS			
BIRTH DATE	12/24/1949		
HIRE DATE	09/12/1983		
REHIRE DATE			
TERMINATION DATE			
DISABILITY DATE			
RETIREMENT DATE			
DEATH DATE			

**MENU**

- Reset password
- Reset PIN code
- Return



# Online 401K Plan Sponsor Guide

## Setup Section:

By clicking on “New Employee” (on the employee list page) this screen is brought up.

New employee info can be entered here (required fields are displayed in bold-face). Be sure to hit “save” at the bottom of the screen after information is entered.

**Employee Information** ?

<b>EMPLOYEE</b>	
<b>FIRST NAME</b>	<input type="text"/>
MIDDLE NAME	<input type="text"/>
<b>LAST NAME</b>	<input type="text"/>
<b>SSN</b>	<input type="text"/>
<b>DIVISION</b>	Administration <input type="button" value="v"/>
<b>PAY FREQUENCY</b>	Annual <input type="button" value="v"/>
<b>STATUS</b>	Active <input type="button" value="v"/>
<b>ADDRESS 1</b>	<input type="text"/>
<b>ADDRESS 2</b>	<input type="text"/>
<b>CITY</b>	<input type="text"/>
<b>STATE</b>	<None> <input type="button" value="v"/>
<b>ZIP CODE</b>	<input type="text"/>
<b>TELEPHONE 1</b>	<input type="text"/>

Additional employee information is entered by choosing the “MORE” tab

**Employee Information** ?

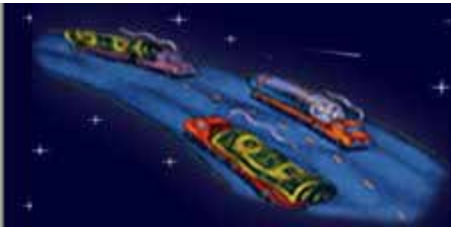
<b>EMPLOYEE</b>	<b>MORE...</b>	<b>DIVISIONS</b>	<b>PLANS</b>
OTHER EXCLUSION	<input type="checkbox"/>		
NON RESIDENT	<input type="checkbox"/>		
UNION MEMBER	<input type="checkbox"/>		
<b>ANNUAL SALARY</b>	<input type="text" value="46000.0"/>		
OFFICER	<input type="checkbox"/>		
1% OWNER	<input type="checkbox"/>		
5% OWNER	<input type="checkbox"/>		
1% OWNER (PRIOR YR)	<input type="checkbox"/>		
5% OWNER (PRIOR YR)	<input type="checkbox"/>		
LEASED EMPLOYEE	<input type="checkbox"/>		

**MENU**

Reset password

Reset PIN code

Return



## Online 401K Plan Sponsor Guide E-Mail Section:

The E-mail system allows Sponsor to receive messages from plan participants on the site.

To access messages click the “E-mail” button.

Message will have status flag of either New, Read or Replied.

After the message is clicked on, it may be read.

User may either delete the message or reply to it by using the buttons on the bottom of the page.

To send a message choose a recipient on the right hand side. Bulk mailing will send a message to all employees.

Type message and hit “Send”.

**Messages** ?

<input type="checkbox"/>	STATUS	DATE	FROM	SUBJECT	MENU
<input type="checkbox"/>	New	04/18/2005	Harry Ostrow	Can I transfer funds?	Plan Provider
<input type="checkbox"/>	Read	04/18/2005	George Ames	I have initiated a distribution	Bulk mail
<input type="checkbox"/>	Replied	04/18/2005	Danielle Hartford	Question about contribution limit	Delete

**View Message** ?

STATUS:	New	MENU Return
PLANID:	73888	
FROM:	Harry Ostrow	
DATE:	2005-04-18	
SUBJECT:	Can I transfer funds?	
MESSAGE:	Can I initiate a transfer?	
	Thanks, Harry	

DELETE    REPLY

**All Employees** ?

PLAN:	Amber Industries, Inc. 401(k) Plan DTD 01/01/1999	MENU Return
SUBJECT:	<input type="text"/>	
MESSAGE:	<input type="text"/>	
	1000 characters remaining	

SEND