

FASCore Documentation

Functional Process: Plan Maintenance

Procedure: Adding Company Logo to the participant website

Overview

These procedures detail the processes to set up a company logo on the participant website for a specific Plan. At the present time a system “go-live” is required in order to add the logo to the plan’s participant website.

Procedure

I. New Accounts

- A. MetLife will be responsible to determine if a client will utilize their company logo on the participant website.
- B. A note will need to be placed on Implementation Work Sheet (IWS) in Plan Comments section.
- C. The logo should be supplied on a diskette/CD ROM.
- D. When received, the FASCore Implementation Manager will forward diskette/CD ROM and a system ticket is opened.
- E. When the set up is completed, a quality check will take place to ensure logo is on the participant website.
- F. The FASCore Implementation Manager will notify MetLife that the set up has been completed.

II. Existing Accounts

- A. The MetLife Account Executive (AE) should submit the request to the MetHome Plan Services team using the **Plan Maintenance – Non-Amendment Form**.
- B. The form and logo may be emailed to the MetHome Plan Services team at methome@retirementpartner.com or it may be mailed to:
FASCore, LLC
MetLife Plan Services Team – 9T3
8515 East Orchard Road
Greenwood Village, CO 80111
- C. The logo should be supplied on a diskette/CD ROM with the form if mailed.
- D. The logo will appear on the plan’s participant website with the next system “go-live”. FASCore will confirm to the AE the date of the next go-live when form is received.
- E. Image/Logo Size Range
 - 1. The Image/Logo must be submitted as a .gif or jpg file.
 - 2. Width may range from 1.0 “ to 2.05”/ 103 pixels to 199 pixels
 - 3. Height may range from .28” to .54”/ 27 pixels to 52 pixels

4. Logos may have colors.
 5. File should be titled Account # _____ - _____.logo.gif
For example 1009001-01logo.gif or 1005001-01logo.jpg
 6. Note – these dimensions are different from the dimensions for statement logos. Please refer to the statement section for details
- F. Upon receipt of the Plan Maintenance Form and diskette or CD ROM tickets are opened to complete the set up process.
- G. When the set up is completed, a quality check will take place to ensure logo is on the plan's participant website.
- H. FASCore will send confirmation the setup is complete to the submitter.

Sample placement of Company Logo on the participant website

The screenshot shows a Microsoft Internet Explorer browser window displaying the MetLife Retirement SavingsLink website. The address bar shows the URL: <https://metlife.retirementpartner.com/php.do>. The website header features the MetLife logo on the left and a navigation bar on the right with links: [Logout](#), [Home](#), and [Print Friendly Version](#). A red oval highlights the text "Company Logo Here" in the top right corner of the page. Below the header, there is a menu with various links including "View Account Information", "Change Account Information", "ProManage", "Fund Information", "Administer Loans", "Electronic File Cabinet", "Education", "Tools", "Roth", "Forms", and "Statements". The main content area is divided into several sections: "Welcome JOHN PARTICIPANT, My Retirement Savings Plan" with a current balance of \$564.05; "Market Indices" showing a line graph for the Dow Jones Industrial Average and current values for DJIA, Nasdaq, and S&P 500; "Balance by Investment Option" with a table of investment options and their balances; "Last Contribution" showing no contributions in the past 6 months; "Personalize JOHN's Page"; "Last Sign On: Thu, Jun 26, 2008 01:25 PM EDT"; "News" with a "Great News!" announcement; and "CHECK OUT NEW FEATURES NOW AVAILABLE ON THE WEB SITE!" with details about the "Statement Menu Option", "Statement on Demand", "Electronic File Cabinet", and "Distribution and Loan Status Enhancement".

MetLife Retirement SavingsLink - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://metlife.retirementpartner.com/php.do> Go Links

MetLife

Company Logo Here
[Logout](#) [Home](#) [Print Friendly Version](#)

[View Account Information](#) [Change Account Information](#) [ProManage](#) [Fund Information](#) [Administer Loans](#) [Electronic File Cabinet](#) [Education](#) [Tools](#) [Roth](#) [Forms](#) [Statements](#)

[Account Summary](#) [Statement on Demand](#) [Account Balance](#) [Balance Comparison](#) [Balance History](#) [Current Allocations](#) [Transfers Pending](#) [Individual Rate of Return](#) [Transaction History](#) [Asset Allocation](#)
[Asset Allocation Comparison](#) [Current Deferral](#) [Beneficiary Inquiry](#) [Dividend History](#) [Quarterly Statements](#) [Summary Plan Description](#)

Welcome JOHN PARTICIPANT, My Retirement Savings Plan
Your current balance is \$564.05

Market Indices
Dow Jones Industrial Average
11,500
11,700
11,600
11,500
10 11 12 1 2 3
DJIA 11,453.42 ▼ -368.41 -3.03%
Nasdaq 2,321.37 ▼ -79.89 -3.33%
S&P 500 1,283.15 ▼ -39.82 -2.94%
4:08 PM ET 6/26/2008
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Balance by Investment Option

Investment Options	Unit/Shares Effective Date	Balance
MetLife Moderate Allocation Portfolio A	25-JUN-2008	\$141.78
MetLife Moderate Aggressive Alloc Port A	25-JUN-2008	\$1.72
American Funds Growth Fund 2	25-JUN-2008	\$95.12
Social Balanced Portfolio X	25-JUN-2008	\$86.66
Fixed Interest Account	N/A	\$162.71
MIST Cyclical Growth & Income ETF	25-JUN-2008	\$78.06
Total		\$564.05

Last Contribution
No contributions were made to this plan within the past 6 months.

Personalize JOHN's Page
Last Sign On: Thu, Jun 26, 2008 01:25 PM EDT

News

Great News!
You now have the ability to download your retirement plan account activity to all versions of Quicken® and Microsoft® Money going back up to 18 months of history.

CHECK OUT NEW FEATURES NOW AVAILABLE ON THE WEB SITE!

Statement Menu Option - a new menu option is available on the web site, entitled "Statements." This appears on the "top menu" of the website. The Statements option will take you to a page that displays links to Electronic File Cabinet, Statement on Demand and Quarterly Statements.

Statement on Demand - this feature is a new menu option under "View Account". You have the ability to view a "snapshot" of your account for any period of time for up to 3 years of activity.

Electronic File Cabinet - all statements will all be available electronically in the Electronic File Cabinet section of the web site. If you would like to discontinue receiving a quarterly paper statement, you may go to the consent section in Electronic File Cabinet to turn off the paper statement mailing. Should you decide to receive paper statements in the future you would just need to return to the consent section and make the change.

Distribution and Loan Status Enhancement - you are now able to view information regarding the status of distribution requests. Some of the information that you are able to see may include: receipt date of distribution, payee information, net amount of the distribution, vesting details (if applicable), breakdown of distribution by investment option, tax withholding details (if applicable).