GREAT-WEST FINANCIAL

Bright tomorrows begin today

PlanExpress: TPA

Implementation

RETIREMENT SERVICES

Introduction to PlanExpress

We are pleased to introduce PlanExpress, the secure online Plan Installation Questionnaire for collecting plan provisions and TPA Fees.

- Launched via PartnerLink®
- Guided Experience; index navigation with show/hide logic based on prior answers
- Data mapped directly into Recordkeeping System
- TPA Plan Installation Summary; summary document of TPA answers to Plan Installation Questionnaire

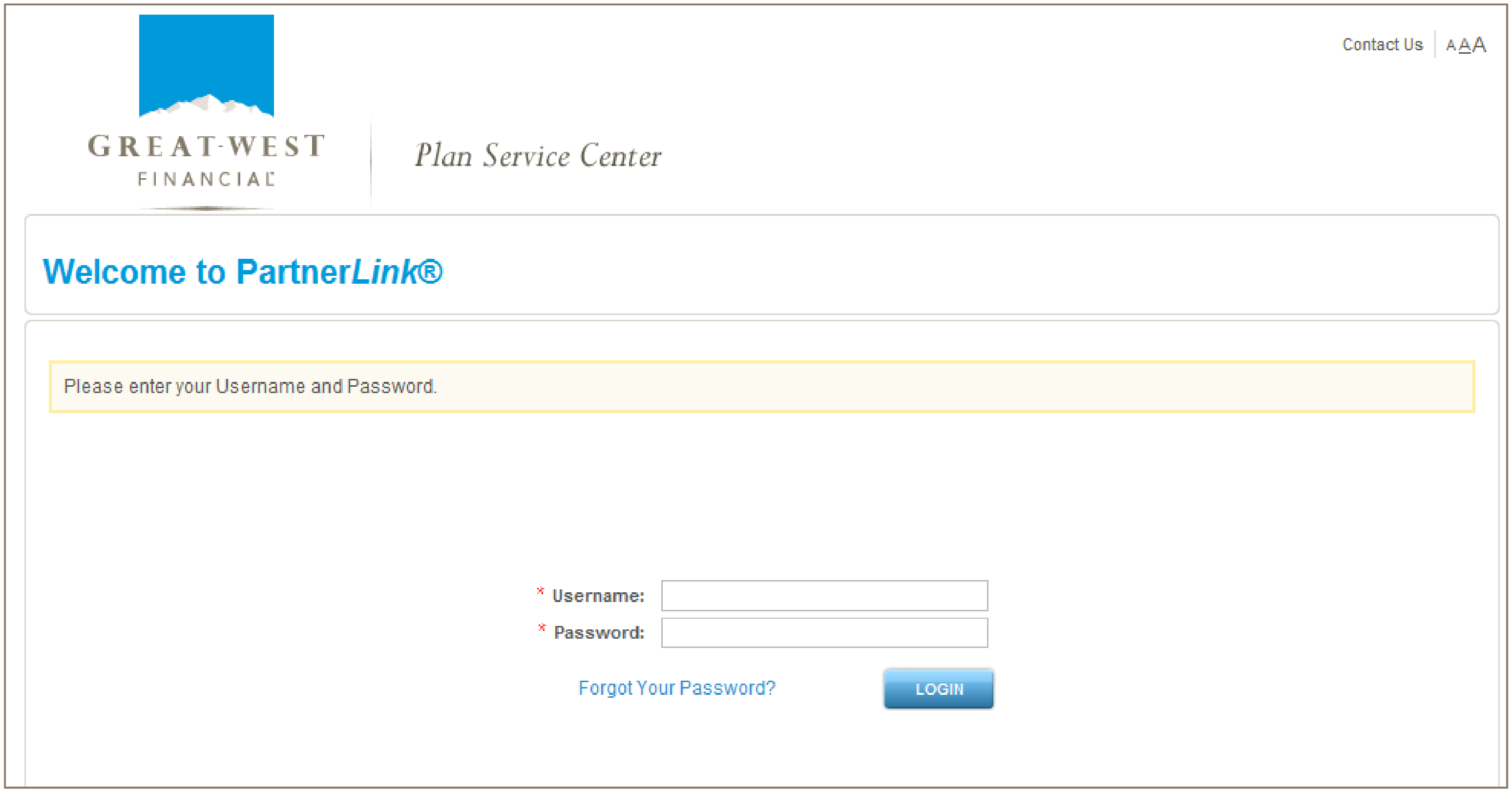
Introduction to PlanExpress

This tutorial provides an overview of PlanExpress, your primary tool for providing plan provision detail during the conversion process.

Please note this tutorial is not intended to provide a step-by-step walk-through of PlanExpress. It is designed to familiarize you with the site navigation and introduce you to some of the input screens. The tutorial will also touch on the important steps within the PlanExpress process.

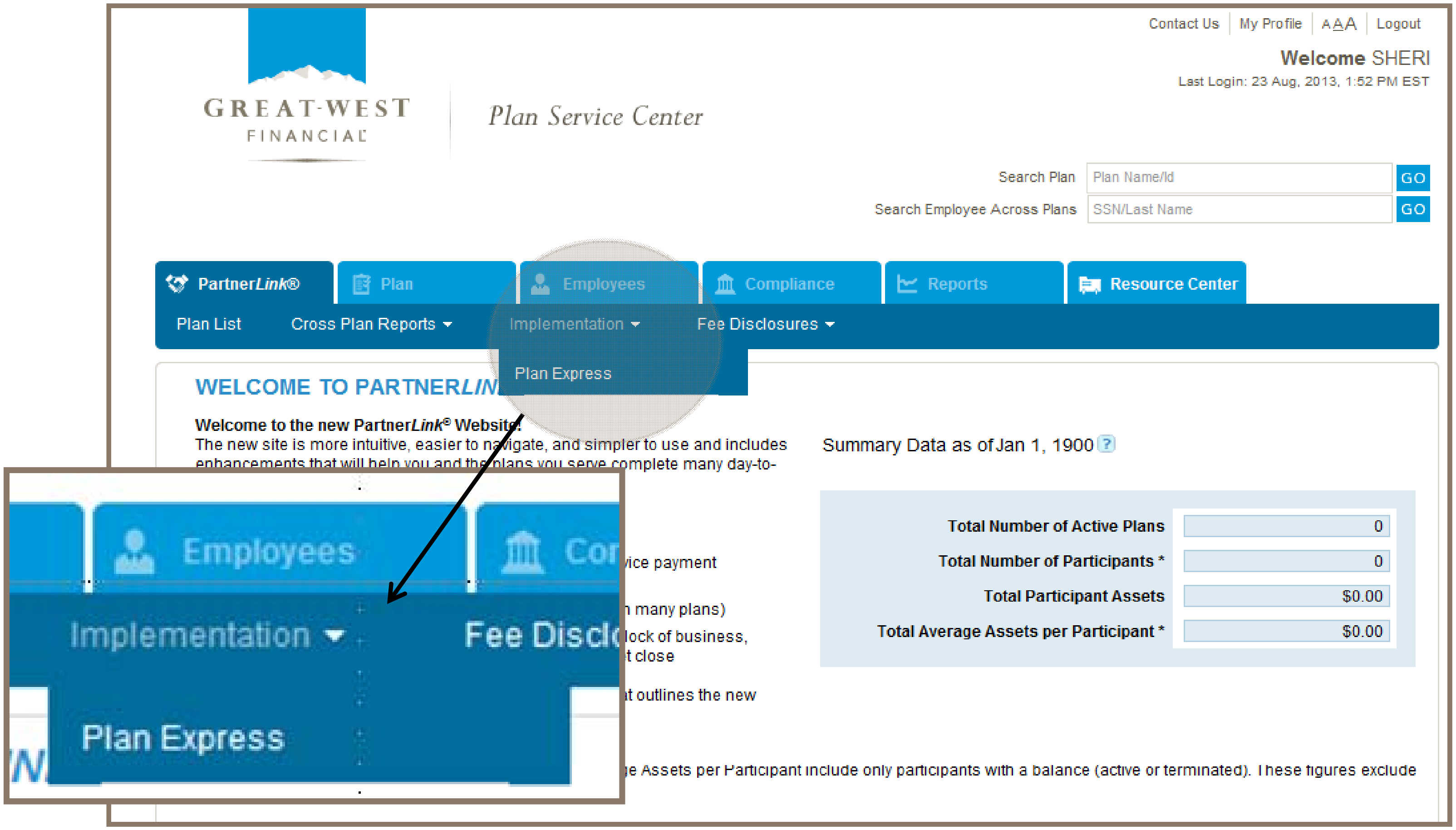
Website Location:

When accessing the PartnerLink login page you will be asked for your Username and Password.



Website Location:

After logging in, access PlanExpress via the PlanExpress link located under the Implementation menu on the PartnerLink tab.



Welcome to PlanExpress:

Your first step in the PlanExpress process will be under option 2 “Complete Plan Data”.

Welcome to PlanExpress^{SM}

PlanExpress^{SM} is your centralized link to superior retirement plan recordkeeping.

Through PlanExpress^{SM} , you can:

- Tell us about your plan
- View all documentation that our Implementation team has received
- Begin the plan installation process on-line

Setting up plans will be as easy as 1-2-3.

1 **Plan Pipeline Data**
Fill out the plan installation questionnaire for a new plan.

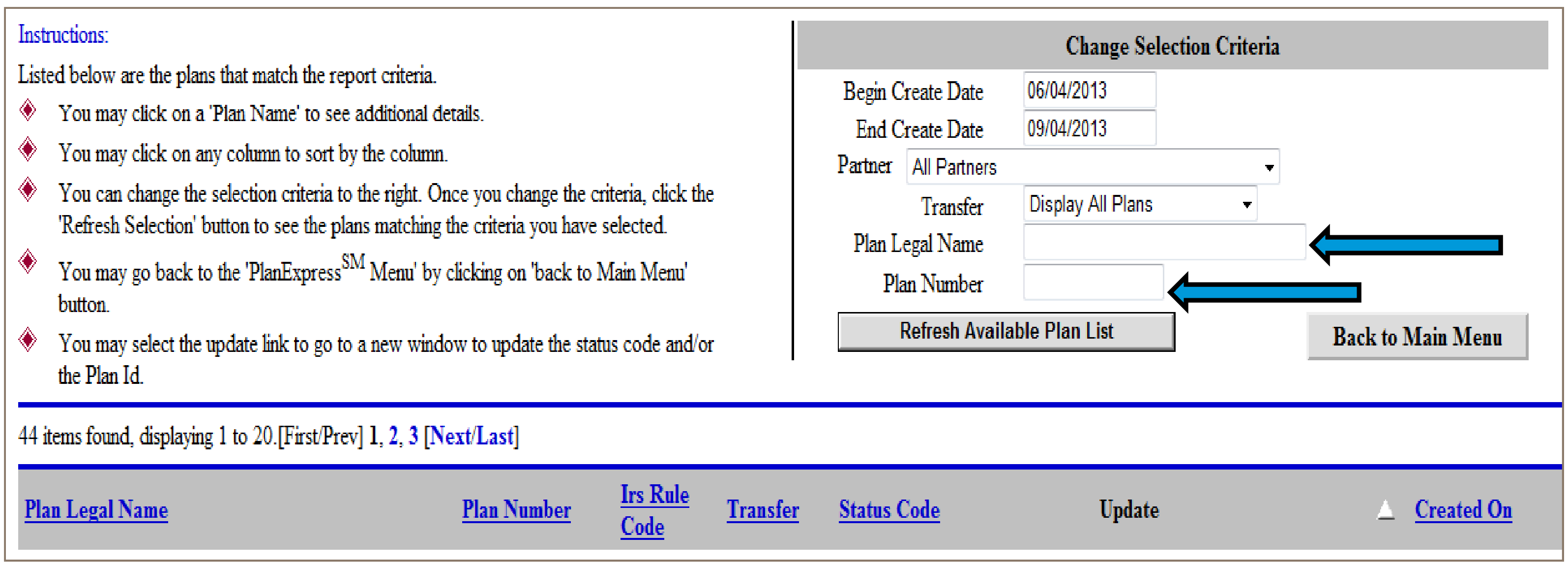
2 **Complete Plan Data**
Enter plan information on any plan currently in Pipeline.

Begin by selecting Option 2

Welcome to PlanExpress:

From the Available Plans page, you may select the plan you wish to build by clicking on the plan name or search for the desired plan by Plan Legal Name or Plan Number in the “Change Selection Criteria” box. Only your plans will be available on the plan list or through the search function.

Selecting a plan will take you to the index for the Plan’s Installation Questionnaire.



Entering Plan Data:

This page displays the index for the Plan Installation Questionnaire. When all required questions on a page are completed and the page is saved a check mark will appear to the left of the Page Title under the "Completed" column in the index. To go to a particular section of the questionnaire simply click on the page title.

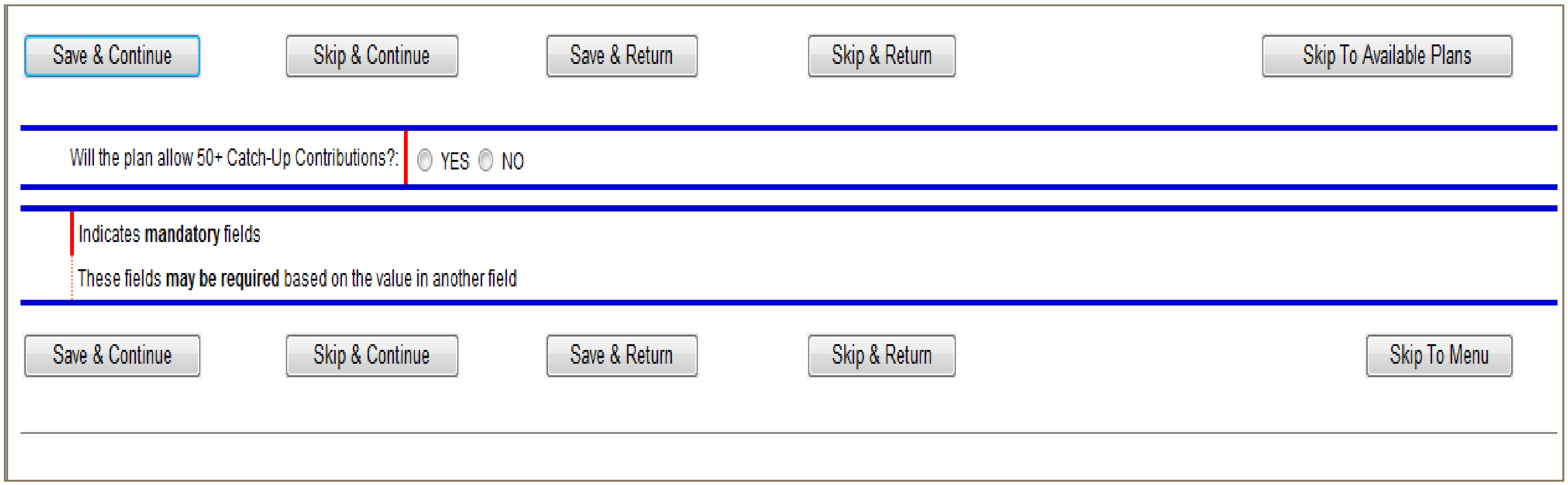
PlanExpress[SM] - Enter Plan Information for "lukes august twenty third plan"

Back to Available Plans | Back to Main Menu

Completed	Page Title	Notes
√	Option 1 - PlanExpress Information (page 1)	
√	Option 1 - PlanExpress Information (page 2)	
√	00010: Mailing Name	
	00020: Employer State information	
	00300: Easy Start Plan	
	00310: Cash Balance Plan	
	00400: Corporate 401(k) Investment Array	
	00450: Corporate 401(k) Investment Array - Page 2	
	00500: NAV Fixed Investment Option	

Entering Plan Data:

Fields marked with a red vertical line are required fields and must be completed.



Entering Plan Data:

Fields are case sensitive and will load into the Recordkeeping System as input. e.g. In the example below, if the Money type description is input as Employer contribution, the recordkeeping system and output documents will record "Employer" in upper case and "contribution" in lower case.

Is the additional Active Money Type an Employer Money Type?:	(●) YES ( ) NO
Money type:	EMPLOYER MATCH ▾
Money type description:	EMPLOYER contribution
Will the participants be restricted from directing how this money type is invested?:	(●) YES ( ) NO
Vesting Schedule?:	25%/5 YEAR (0 yr 1, 25 yr 2, 50 yr 3, 75 yr 4, 100 yr 5) ▾
Will forfeitures be used to pay Plan expenses?:	(●) YES ( ) NO
Will forfeitures be used to reallocate?:	( ) YES (●) NO

Entering Plan Data:

Each page contains navigational buttons and instructions on how to complete the necessary fields.

Will the plan allow 50+ Catch-Up Contributions?: YES NO

Indicates **mandatory** fields

These fields **may be required** based on the value in another field

Save & Continue | Skip & Continue | Save & Return | Skip & Return | Skip To Menu

FOOTNOTES:

Catch-Up contribution - A special contribution into a non-simple 401(k) for people over age 50. This contribution allows those participants to contribute an extra $5000 in 2006 (adjusted by Cost of living increases in future plan years). These contributions are not subject to limitations on outlined in IRC Section 415. (page 9)

Entering Plan Data:

Navigation buttons provided on each page include options to:

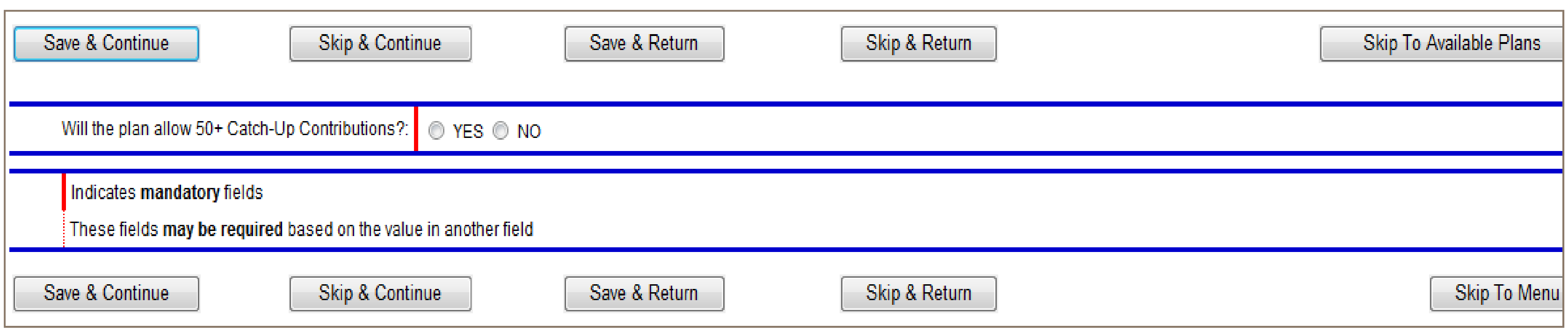
•*Save & Continue* – saves changes to current page and takes you to the next page.

•*Skip & Continue* – takes you to the next page, but does not save changes to current page.

•*Save & Return* – saves changes to current page and returns you to the index.

•*Skip & Return* – returns you to the index, but does not save any changes to the current page.

•*Skip to Available Plans* and *Skip to Menu* will take you out of the current plan's Installation Questionnaire without saving changes to the current page.



Entering Plan Data:

You may return to complete “skipped” questions at any time or modify completed questions by clicking on the appropriate Page Title link from the index.

PlanExpress℠ - Enter Plan Information for "lukes august twenty third plan"

Back to Available Plans **Back to Main Menu**

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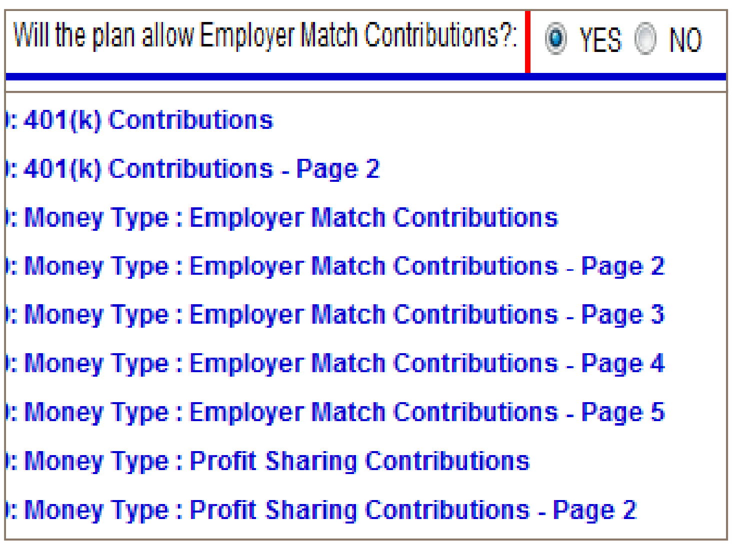
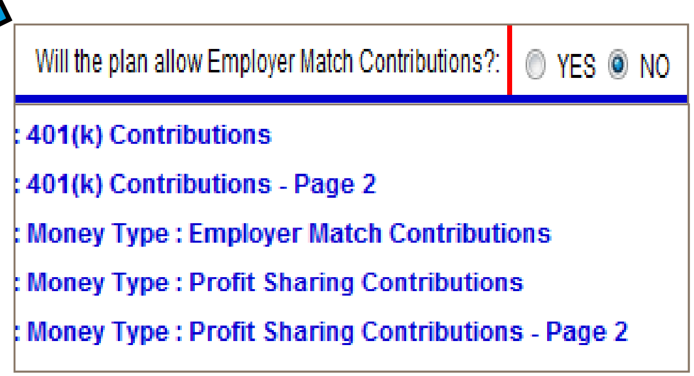
	00500: NAV Fixed Investment Option	

Entering Plan Data:

PlanExpress provides a guided user experience through show/hide logic by linking related questions. Subsequent questions will appear or hide based on how previous questions were answered.

For example, if you answered “No” to the question "Will there be employer matching contributions?“, related questions to matching contributions will not be asked in the questionnaire.





Entering Plan Data:

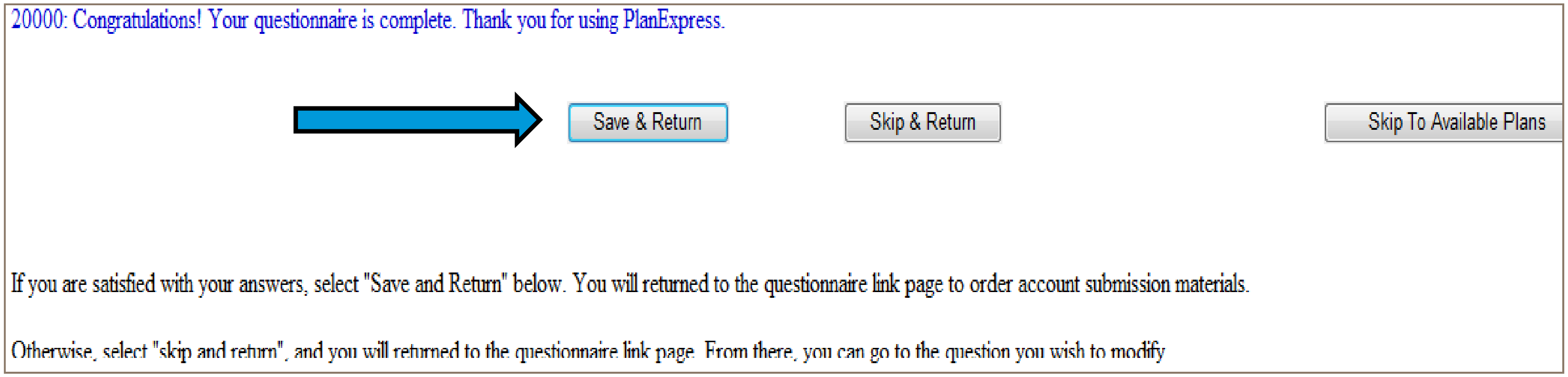
PlanExpress includes TPA fee related questions that provide you the ability to establish TPA Transaction fees for benefit withdrawals and loan disbursements. Sections to include additional fees and narrative information for participant fee disclosure purposes is also input in this interface.

Enter the TPA Benefit Distribution fee amount:	20
Is this fee to automatically withheld from participant distributions?:	YES NO
Enter the TPA Hardship Disbursement fee amount:	
Enter the TPA QDRO fee amount:	
Enter additional TPA Disbursement fee description:	
Enter additional TPA Disbursement fee frequency:	
Enter additional TPA Disbursement fee amount	
Enter the TPA Loan Origination fee amount	0
Is this fee to automatically withheld from participant distributions?:	YES NO

Entering Plan Data:

Once you have accurately completed all applicable questions for your plan, your last step will be to submit the plan data by clicking Save & Return.

A TPA Plan Installation Summary will generate after this step and be emailed to your email address on file. The summary can be used as a tool to review and confirm plan provisions as the content of the TPA Plan Installation Summary will be determined and generated by PlanExpress based upon the answers you provide in the Plan's Installation Questionnaire. Additionally, this same information will be used to create the initial enrollment books and to build the plan on the Recordkeeping System.



Sample TPA Plan Installation Summary:

Plan Installation Summary
Sample 401k Plan
945999-01

- The information contained on this form will be used to establish your plan on our recordkeeping system. It is critical that this information accurately reflects the terms of your plan and your plan's operations. We do not collect plan documents and will rely exclusively on the information contained on this form.
- If you discover any discrepancies during the installation process, notify us immediately. Subsequent changes may result in hourly fees and impact the installation completion date.

Plan Basics

Plan Name	Sample 401k Plan
Conversion Plan	Yes
Plan Year End	Calendar
Plan Type	401(k) plan

Plan Information

Plan Sponsor EIN	123456789	IRS Plan Number:	001
Is this an ERISA Plan?			Yes
Original Plan Effective Date			01/01/2013

Plan Contributions – Before Tax Contributions

Will the plan allow Before Tax Contributions?	Yes
Minimum deferral percentage:	1%
Maximum deferral percentage:	25%
Minimum deferral amount:	$10
Maximum deferral amount:	$12,000

Task Timeline:

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1. Plan is Sold
2. Implementation Analyst will Contact TPA
3. TPA Finalizes Plan document with Plan Sponsor
4. TPA Logs in to PartnerLink Website
5. TPA Inputs Plan Data into PlanExpress
6. System Generated Plan Installation Summary is Produced
7. Input of Plan Data on PartnerLink is Complete
8. Enrollment/ Education Materials May Now Be Produced
9. Plan Contracts May Now Be Generated

Contacts for Questions:

Implementation Services has a TPA support team available for PlanExpress training, questions and feedback. Please feel free to contact this group via email at GWF_TPA_Install_Support@gwrs.com.

During the conversion process you may also contact your assigned Implementation Analyst for assistance.

FAQ:

• I am not seeing all the questions I normally see on the paper TPA checklist. Why is this?

PlanExpress provides a guided user experience through show/hide logic by linking related questions. Some questions may not appear based on how previous questions were answered since they do not apply to your plan.

•I previously submitted plan data, but need to make changes to the information provided, how do I make changes?

After you have submitted your checklist, please contact your assigned Implementation Analyst for future changes. Although PlanExpress may allow you to make changes after submitting your checklist, materials such as contracts and enrollment kits may already be in process and additional steps may be needed to ensure all Plan materials are updated appropriately and timely.

FAQ:

- Why did the disbursement rules delete everything I had previously entered when I added an additional money type?

In order to ensure the accuracy of the information provided, when new money types are added to a plan, the questionnaire will delete the money types on all disbursement rule questions*. The questionnaire is designed in this manner to guide the user back through the disbursement questions to capture the additional money types.

*We recommend all money types be confirmed and entered into PlanExpress prior to completing disbursement rule questions.

Closing:

You have now completed this tutorial and have learned many new and exciting highlights about the process of updating plans through PlanExpress. We hope that this demonstration has been beneficial.

Thank you for your time