



# Plan service center authorization form

This form is used to request usernames and passwords to establish Plan Service Center ("PSC") access. The PSC is the primary tool used by the Plan Sponsor, as identified in Part I, and any authorized third parties for on-line contribution processing, obtaining plan and participant data, requesting/downloading plan files and reports, and approving on-line disbursements. The Plan Sponsor agrees to notify Empower Retirement™ in the event that the Plan Sponsor desires to terminate PSC access for any user. The identified users listed below will receive an e-mail notification when their PSC authorization request has been completed.

## PART I: PLAN SPONSOR CONTACT

Plan Name:	Plan Number:
Contact Name:	Pay Center: <span style="float: right;">Division:</span> (if applicable)
Contact Email:	Contact Phone/Ext.:

## PART II: PLAN SERVICE CENTER (PSC) CLIENT ADMINISTRATION AGREEMENT

By signing this form, the Plan Sponsor agrees that the user names listed on the following pages are authorized to use the PSC. The Plan Sponsor hereby agrees to notify each of the user names listed to maintain the confidentiality of logon and password information provided and to not share such information with any third parties. The plan sponsor is responsible for regular review of the users authorized access to the PSC and providing timely notification to Empower of any access changes.

<b>Authorized Plan Representative:</b>	
Signature: _____	Print Name: _____
Title: _____	E-mail: _____
Phone #: _____	Date: _____

Note: If the plan has pay centers and/or divisions with different contacts, please complete one login form for each pay center and/or division.

**Please complete and fax or email to Empower Retirement.**

**Fax Number: (303) 801-5228**

**Email: [security@retirementpartner.com](mailto:security@retirementpartner.com)**



**PART III: PLAN SERVICE CENTER (PSC) LOGIN REQUEST**

To obtain access to Plan information through PSC, please complete the following (addendums may be attached as needed). Please see Appendix A for detailed access level options and descriptions. If no box is checked, Default Plan Access as defined in appendix A will be provided.

Name:		Current PSC Username (if applicable)		
E-Mail Address:		Phone:		
User Type: Check One	Plan Employee: <input type="checkbox"/>	Other: <input type="checkbox"/> _____		
1) Default Plan Access as defined in Appendix A is provided for all login requests.				
2) Participant Data Access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No participant data access <input type="checkbox"/> View participant data and order reports <input type="checkbox"/> View, add, edit participant data and order report <input type="checkbox"/> View, add, edit participant data, order reports, process payroll, and update plan ACH info		
3) Compliance Access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No Compliance 5500 access <input type="checkbox"/> View Compliance 5500 <input type="checkbox"/> View, add, edit, submit Compliance 5500		
4) To Do List Access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No To Do List access <input type="checkbox"/> View To Do List without email reminders <input type="checkbox"/> View To Do List with email reminders <input type="checkbox"/> View, edit, approve To Do List		
5) Fee Disclosure Documents: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No Fee Disclosures access <input type="checkbox"/> View Fee Disclosures with email reminders <input type="checkbox"/> View Fee Disclosures without email reminders		
6) Plan Expenses: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No Pay Plan Expenses access <input type="checkbox"/> View Plan Expenses <input type="checkbox"/> View and pay Plan Expenses		
7) Username Management: Access will default to view if a selection is not made.		<input type="checkbox"/> No viewing privileges <input type="checkbox"/> View username access privileges		
8) File Sharing: Select only one option per category; access will not be provided if a selection is not made.				
Auditor Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Client/External Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Compliance Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Conversion Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Payroll Records Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Trustee Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Vault Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	



Name:		Current PSC Username (if applicable)		
E-Mail Address:		Phone:		
User Type: Check One	Plan Employee: <input type="checkbox"/>	Other: <input type="checkbox"/> _____		
1) <b>Default Plan Access as defined in Appendix A is provided for all login requests.</b>				
2) <b>Participant Data Access:</b> Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No participant data access <input type="checkbox"/> View participant data and order reports <input type="checkbox"/> View, add, edit participant data and order report <input type="checkbox"/> View, add, edit participant data, order reports, process payroll, and update plan ACH info		
3) <b>Compliance Access:</b> Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No Compliance 5500 access <input type="checkbox"/> View Compliance 5500 <input type="checkbox"/> View, add, edit, submit Compliance 5500		
4) <b>To Do List Access:</b> Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No To Do List access <input type="checkbox"/> View To Do List without email reminders <input type="checkbox"/> View To Do List with email reminders <input type="checkbox"/> View, edit, approve To Do List		
5) <b>Fee Disclosure Documents:</b> Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No Fee Disclosures access <input type="checkbox"/> View Fee Disclosures with email reminders <input type="checkbox"/> View Fee Disclosures without email reminders		
6) <b>Plan Expenses:</b> Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No Pay Plan Expenses access <input type="checkbox"/> View Plan Expenses <input type="checkbox"/> View and pay Plan Expenses		
7) <b>Username Management:</b> Access will default to view if a selection is not made.		<input type="checkbox"/> No viewing privileges <input type="checkbox"/> View username access privileges		
8) <b>File Sharing:</b> Select only one option per category; access will not be provided if a selection is not made.				
Auditor Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Client/External Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Compliance Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Conversion Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Payroll Records Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Trustee Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Vault Folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	

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**Appendix A: Access Options and Descriptions**

**Default Plan Access:** Default is required for all users and cannot be removed.

1) **Default:** Provides the ability to view plan information and order plan reports. Access to participant data is not provided by default and is optional as outlined below.

**Participant Data Access Options:** Participant Data Access is optional and one of the following access levels from each group can be in addition to default access.

2) **Participant Data and Payroll Processing:** Provides the ability to view participant data, order reports, add/edit participant data, process payroll, and update plan banking information for ACH debit.

- View participant data and order reports
- View, add, and edit participant data and order report
- View, add, and edit participant data, order reports, process payroll, and update plan banking information (Please note: Payroll processing provides the authority to debit applicable bank accounts to fund participant contributions.)

3) **Compliance 5500 Information:** Provides the ability view, edit, and submit compliance 5500 testing information and corrective distributions.

- View compliance 5500 information, results, and corrective distributions
- View, add, edit, and submit compliance 5500 information, approve compliance corrective distributions

4) **To Do List:** Provides the ability to view, edit, and approve participant withdrawal requests, plan/participant notifications, and participant enrollments.

- View participant To Do List items notifications and enrollments without email reminders
- View participant To Do List items notifications, and enrollments with email reminders
- View, edit, and approve participant To Do List items, notifications, and enrollments with email reminders

5) **Fee Disclosure Documents:** Provides the ability to view plan and participant fee disclosure documents with or without email reminders when new documents are available.

- View fee disclosure documents with email reminders.
- View fee disclosure documents without email reminders.

**Additional Access Options:** The following access levels are optional.

6) **Plan Expenses Information:** Provides the ability to view historical invoices and pay current plan expenses.

- View plan expenses online
- View and pay plan expenses online

7) **Username Management:** Provides the ability to view who has access to see plan and participant information.

- View only access to Username Management

8) **File Sharing:** Provides the ability to securely share files and provides several folder category options to organize, view, upload, and manage files. For each File Sharing category, the following options are available.

- Auditor Folder, Client External Folder, Compliance Folder, Conversion Folder, Payroll Records Folder, Trustee Folder
  - View files
  - View and upload files
  - View, upload, and delete files
- Vault Folder
  - View files
  - View and upload files