



# Plan enrollment code

## OVERVIEW

Plan Enrollment Code allows Clients, who choose to retain responsibility for monitoring and determining participant eligibility, to offer a self-service, online enrollment experience for their employees.

When a Client determines that one or more employees are eligible to enroll, the Client:

- Downloads the current Plan Enrollment Code Flyer from the Plan Service Center (PSC).
- Distributes the flyer to eligible employee(s).

The Plan Enrollment Code Flyer includes:

- Online account registration instructions through Empower's participant website.
- The Plan Enrollment Code.
- An expiration date for the current enrollment code.

**NOTE:** Eligible employees may contact a Service Center Representative for assistance when enrolling online. Eligible employees provide the Plan Enrollment Code to confirm they have been given necessary authorization to enroll in the retirement plan.

In general, employees may complete the following enrollment activities when enrolling with Plan Enrollment Code:

- Complete online security authentication
- Set contribution elections
- Update their Personal Profile
- Designate beneficiaries
- Choose investments
- Customize notification preferences

## Ongoing client administrative responsibilities

As employees enroll into the plan, contribution elections are reported on the Deferral Feedback Report delivered to the Client on the PSC. Clients review Deferral Feedback Reports and adjust payroll deductions.

**NOTE:** Clients notify Empower of enrollment errors and may request an Enrollment Code Reset to prevent unintended enrollments.

## Enrollment code reset dates

As an added security measure, the recordkeeping system automatically resets Plan Enrollment Codes three times each year on the following dates: February 1<sup>st</sup> June 1<sup>st</sup> October 1<sup>st</sup>

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## How it works

### Client

- Downloads the current Plan Enrollment Code Flyer from the Plan Service Center (PSC).
- Distributes the flyer to employees when they become eligible to participate in the plan.

### Employee

- Accesses the Empower participant website.
- Creates and registers a retirement account online using the Plan Enrollment Code Flyer.
- Completes online enrollment activities.
- **NOTE:** See [Employee Enrollment](#) for more information.

### Empower

- Delivers the Deferral Feedback Report to the Plan Service Center (PSC).
- **NOTE:** See [Participant Contributions](#) for more information.

### Client

- Receives notification of Deferral Feedback Report delivered to the PSC.
- Reviews Deferral Feedback Report and adjusts subsequent payroll deductions.

The non-discretionary recordkeeping and administrative services described in this Service Overview are general in nature and reflect the standard service offering. Service descriptions are not specific to any plan provision or administration practice. The recordkeeper may agree to provide an alternate service arrangement, as applicable, if separately requested by the Plan Sponsor.