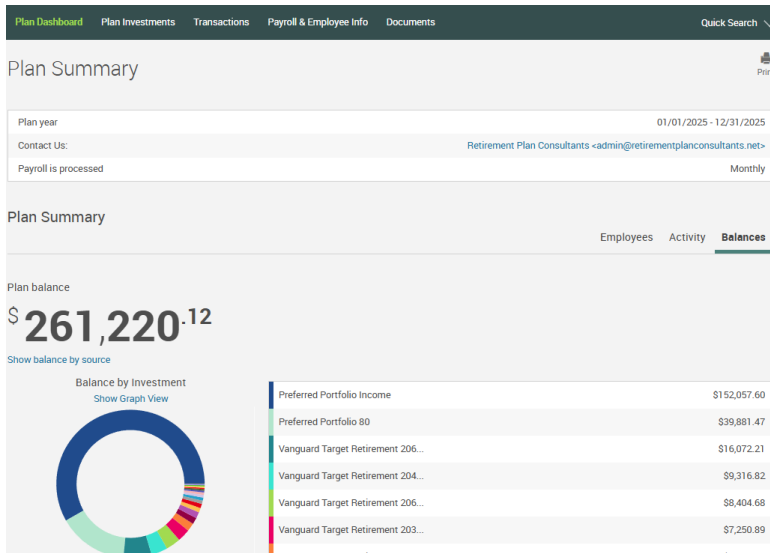




Sponsor Website Guide



Plan Dashboard is your homepage.

More information about your plan and participants can be accessed via the tabs across the top.

At the top, right corner, you will always find these three options:



Messages from your Advisor and/or RPC



Options such as Password Change, Upload a File to RPC, or RPC Compliance Portal Login



Log out

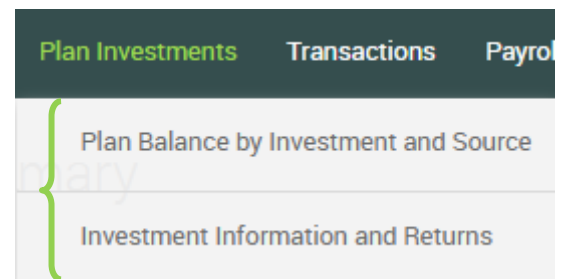
Plan Investments:

Plan Balance by Investment and Source

See total plan assets by investment or source. Within the Source View, you may see the total outstanding loan amounts.

Investment Information and Returns

Investment prices are updated each business day. 1, 5, & 10 year performance is updated each calendar quarter.





Sponsor Website Guide

Transactions	Payroll & Employee Info
Transaction Request Approval	
Transaction History	
Web Requests	
Loan Summary	
View Forfeiture Account Balance	

Transactions tab:

Transaction Request Approval

Review and approve pending online distribution and loan requests.

Transaction History

Search and filter for various transactions.

Web Requests

Search and filter for various web requests that your participants may have requested.

Loan Summary

View participants with loans, their current loan balance, next payment date, payment amount, and number of remaining payments.

View Forfeiture Account Balance

Forfeitures can be used for Employer Contributions or to pay plan expenses. Contact RPC for more information on using your forfeitures.

Payroll & Employee Info:

Setup Payroll Integration

For plans that are set up to have their payroll automated. Contact RPC for more information.

Submit Payroll Contributions

Submit payroll contributions within the DVC.

Add or Update Employee Info

Add or update employee data within the DVC.

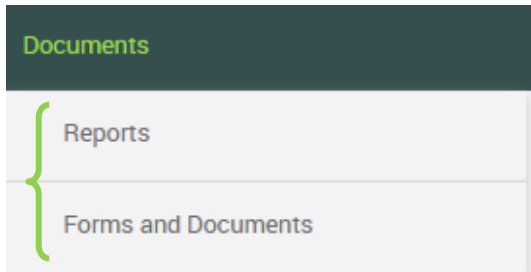
Lookup Employee

View current Participant balances and access the participant website.

Payroll & Employee Info	Documents
Setup Payroll Integration	
Submit Payroll Contributions	
Add or Update Employee Info	
Lookup Employee	



Sponsor Website Guide



Documents:

Reports

Generate and review reports within our reports package.

Forms and Documents

Access Participant and Plan Sponsor forms, plan documents, and service agreements.