Using the IRA Application Wizard

Our IRA application wizard makes adding employees to a SEP or SIMPLE IRA plan quick and easy. Completing a Plan Establishment Kit with Ascensus Trust generates a plan specific link that can be used by that plan's employees to establish an IRA with Ascensus.

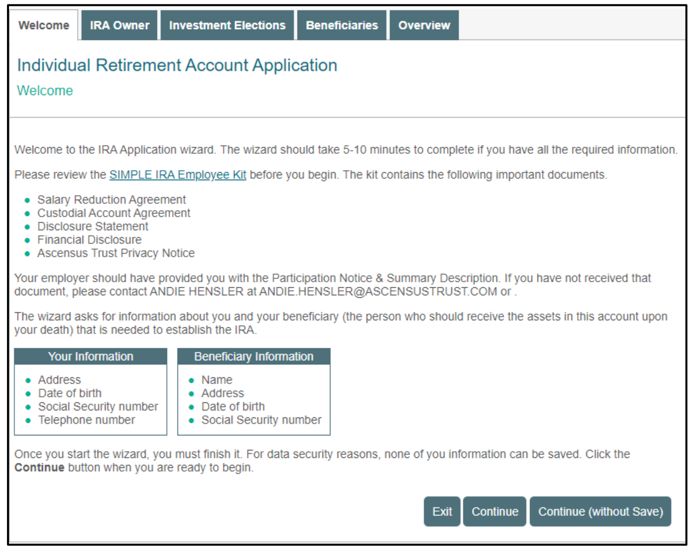
IRA Application Wizard

After completing a Plan Establishment Kit (PEK), each employer is assigned a unique employee sign-up link. The employee sign-up link is created in one of two ways.

1. Automatically when an employer completes the electronic signature process.

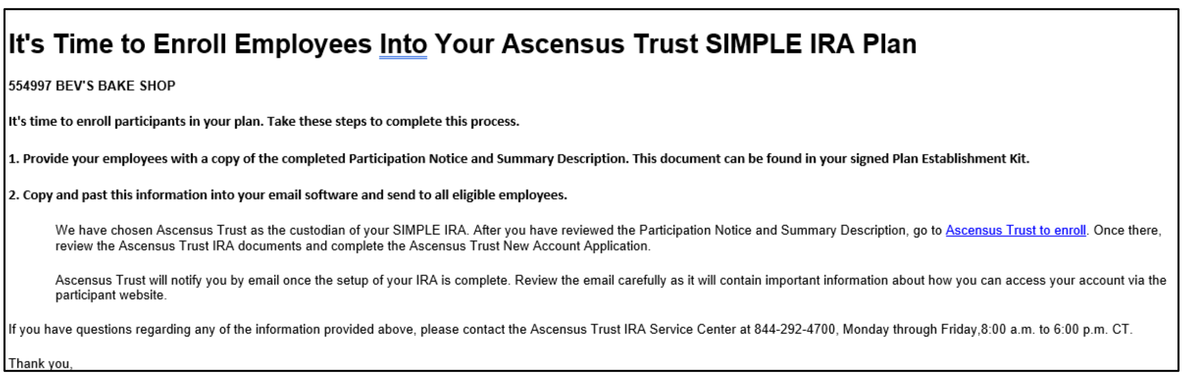
2. Manually by Ascensus, after a PEK created on the onboarding website and physically signed by the employer, is returned to Ascensus.

The employee sign-up link is unique to each employer and acts as a portal to the IRA application wizard.



Accessing the Sign-Up Link

1. If the employer signs their PEK electronically, the employee sign-up link will be emailed to the employer one to two business days after their PEK is signed. The email will include instructions for providing the link to the employees.



It's Time to Enroll Employees Into Your Ascensus Trust SIMPLE IRA Plan

554997 BEV'S BAKE SHOP

It's time to enroll participants in your plan. Take these steps to complete this process.

1. Provide your employees with a copy of the completed Participation Notice and Summary Description. This document can be found in your signed Plan Establishment Kit.

2. Copy and past this information into your email software and send to all eligible employees.

We have chosen Ascensus Trust as the custodian of your SIMPLE IRA. After you have reviewed the Participation Notice and Summary Description, go to Ascensus Trust to enroll. Once there, review the Ascensus Trust IRA documents and complete the Ascensus Trust New Account Application.

Ascensus Trust will notify you by email once the setup of your IRA is complete. Review the email carefully as it will contain important information about how you can access your account via the participant website.

If you have questions regarding any of the information provided above, please contact the Ascensus Trust IRA Service Center at 844-292-4700, Monday through Friday,8:00 a.m. to 6:00 p.m. CT.

Thank you,

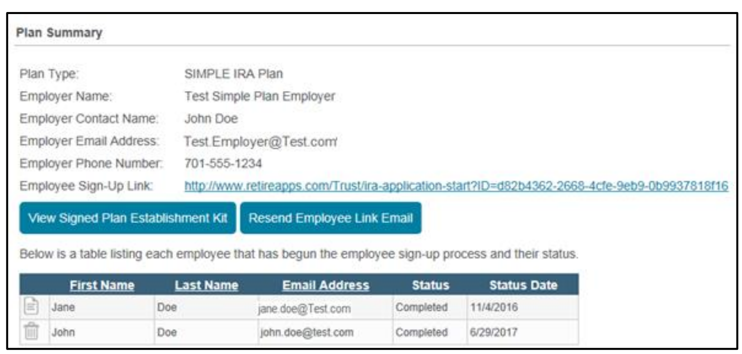
2. If the employer forgets or loses their sign-up link you can obtain a copy of the link on the onboarding website.

   a. Log on to the onboarding website.

   b. Navigate to the Completed IRA Plans section.

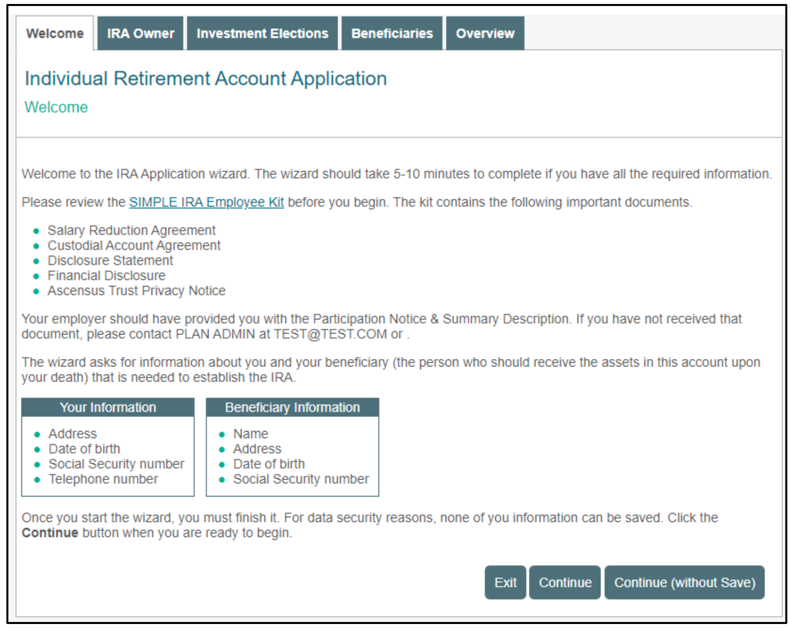
   c. Click on the magnifying glass to open the selected employer's Plan Summary.

   d. Click on the Resend Employee Link Email to the employer **or** copy and paste the link and forward to the employer.

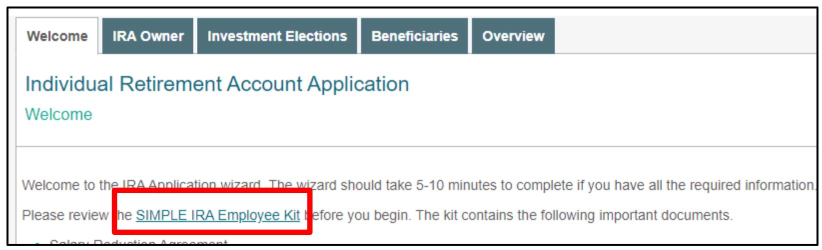


Using the Wizard

Clicking on the employee sign-up link opens the IRA application wizard. By design, there is no save feature available, so no user id or password is required to access the site. The entire application must be completed in one sitting and will take 5-10 minutes to complete.

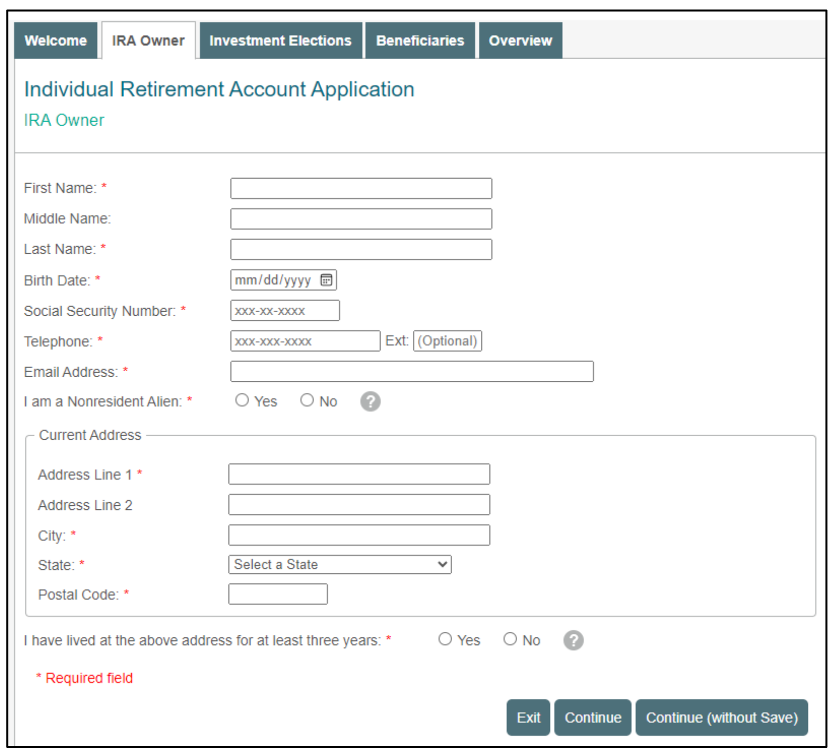


1. The SEP or SIMPLE IRA Employee Kit contains important information about the IRA that is being opened in addition to information about how IRA plans work at Ascensus. The kit should be reviewed prior to starting the application.

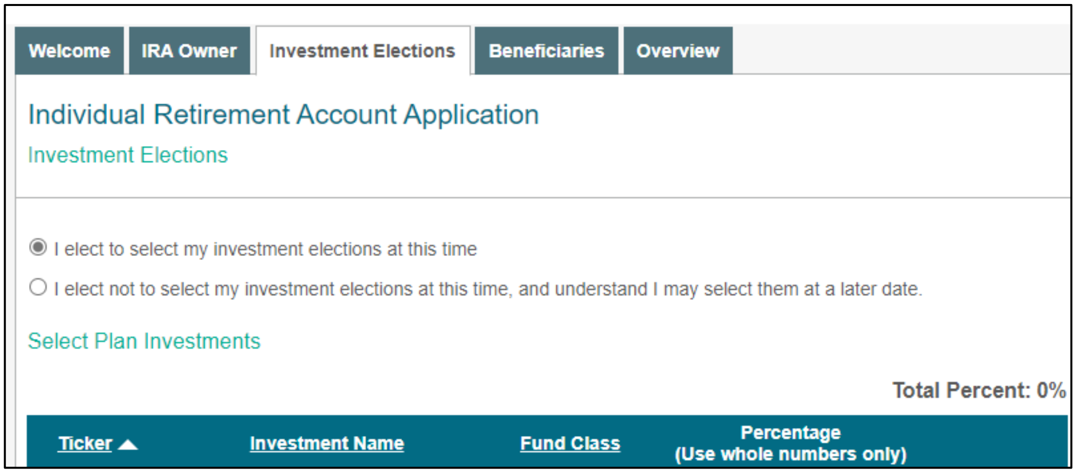


2. The application process begins by collecting information about the employee.

   Fields with an asterisk are required.



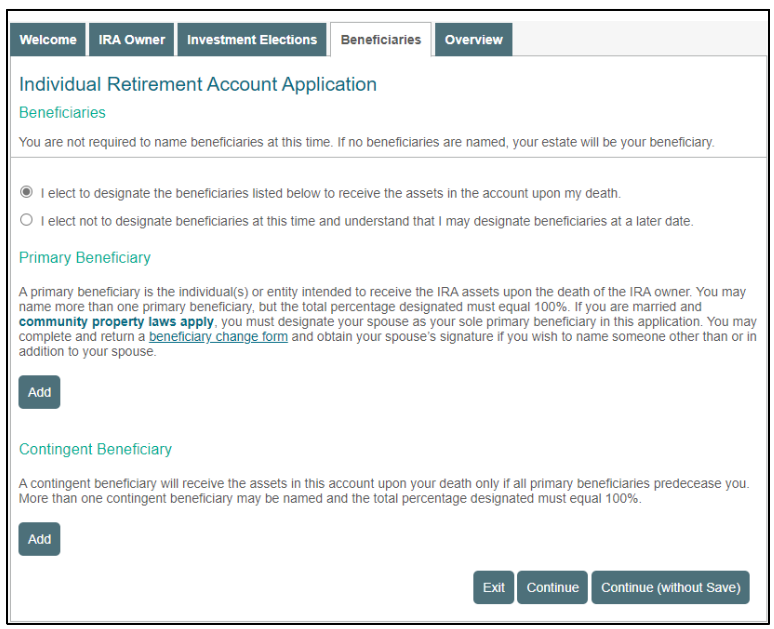
3. Employees should set their investment elections during this process. All future contributions will be invested based on the employee's investment elections. If the employee chooses not to set their investment elections, contributions will be invested in the plan's default fund. Employees can change their investment elections at any time on our participant website.



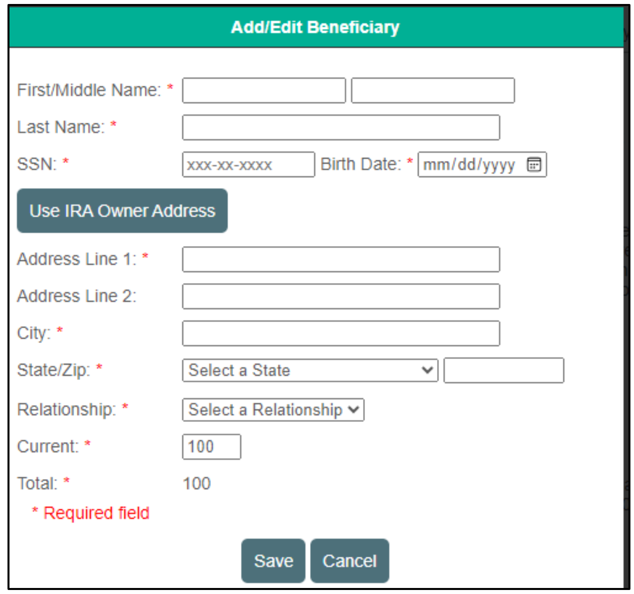
4. Beneficiary designations are also collected. Entering beneficiary information is recommended but not required. Multiple Primary and Contingent beneficiaries can be listed. If no beneficiaries are named, the IRA owner's estate will become the beneficiary.

   a. If a married IRA Owner lives in a community property state and would like to designate someone other than their spouse as the beneficiary, they must manually complete and return a beneficiary change form.

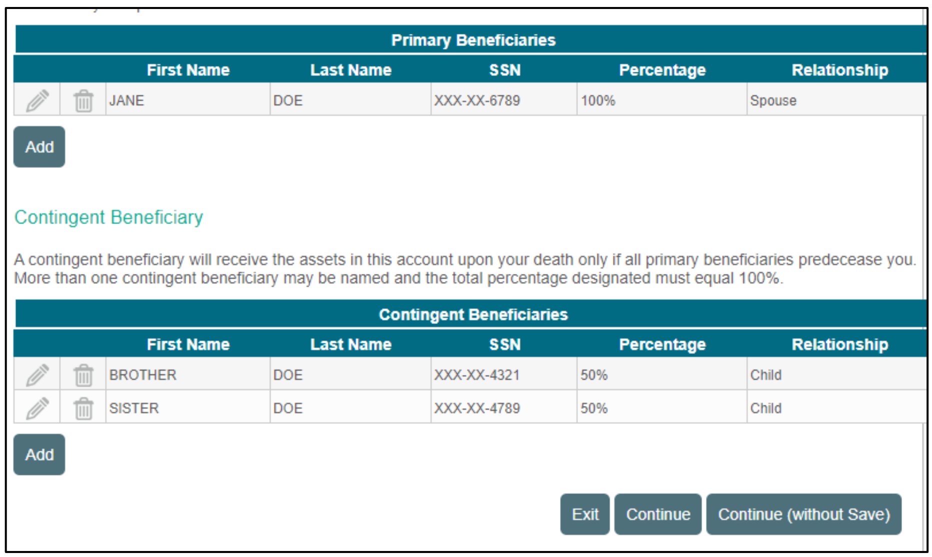
   b. Primary and Contingent beneficiaries are added by clicking on the Add button.



c. All fields marked with an asterisk are required.

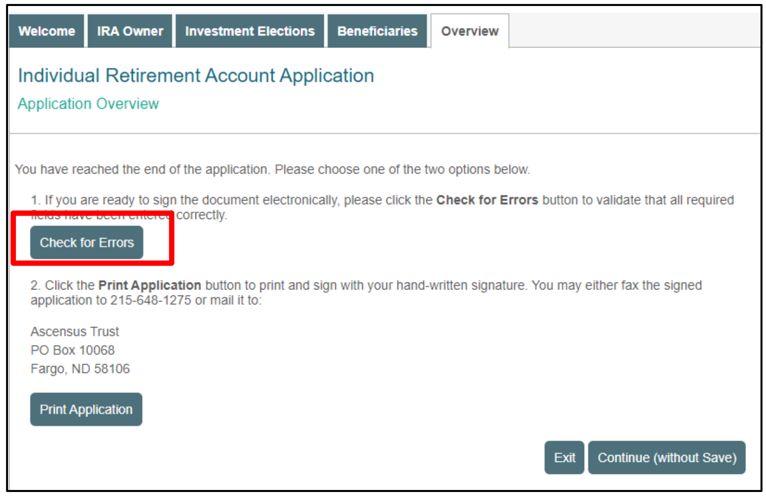


d. Both primary and contingent beneficiary totals must equal 100%.

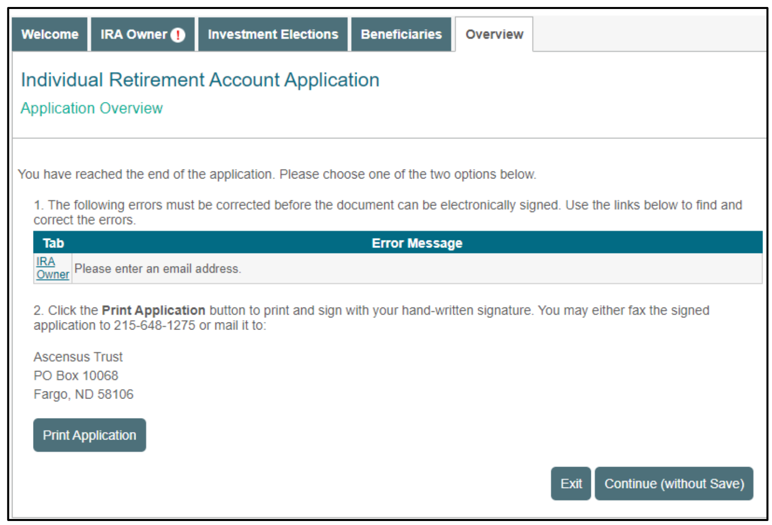


5. The wizard provides an error check to help determine if the application was completed correctly.

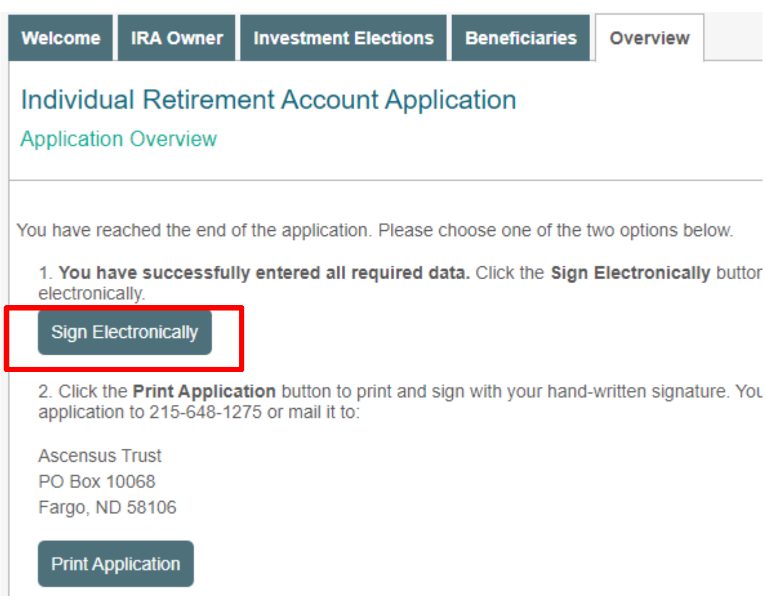
    a. To run the error check, click on the Check for Errors button. This step must occur before signatures can be applied to the application.



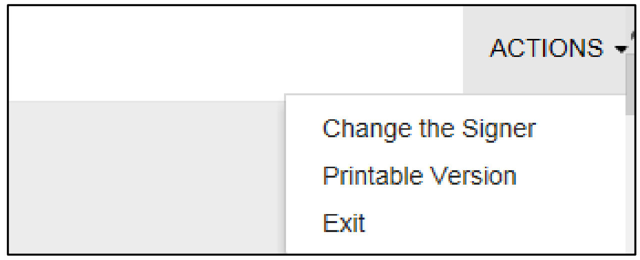
    b. If an error is detected, an error message will display. The error must be fixed in order to continue. Clicking on the error message will bring you directly to the error.



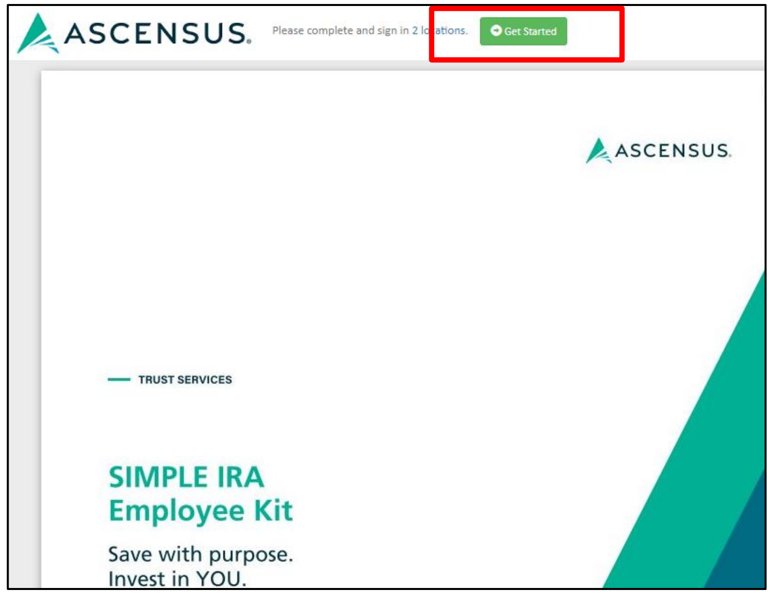
    c. Once all the required data has been successfully entered, the option to Sign Electronically will appear.



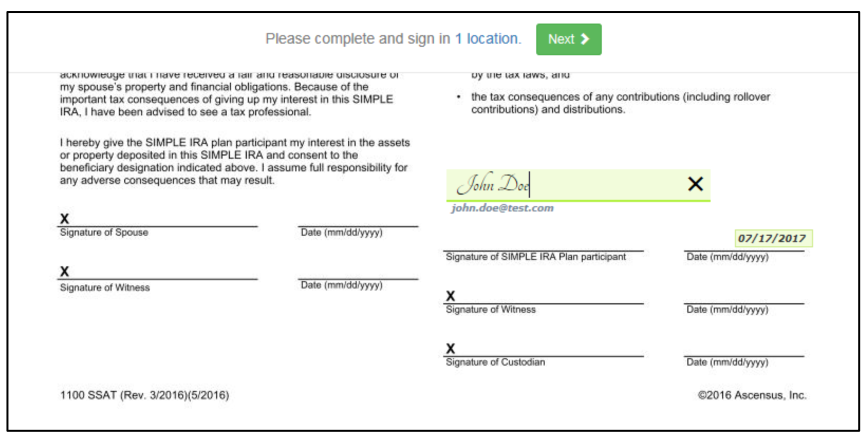
6. Clicking on the Sign Electronically button starts the electronic signature process. The data entered in the application is gathered and populated into the IRA employee kit. When the kit appears, the employee should review to ensure the application was completed correctly prior to applying their electronic signature. A printable version of the application can be found under the Actions drop down menu in the upper right-hand corner of the screen.



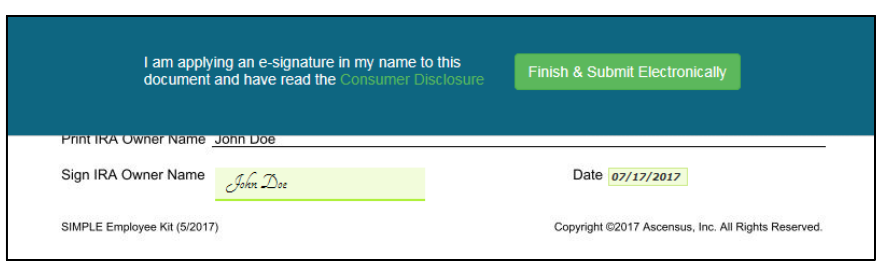
7. After reviewing the application for accuracy, click on the Get Started button. This will move you to the first signature box.



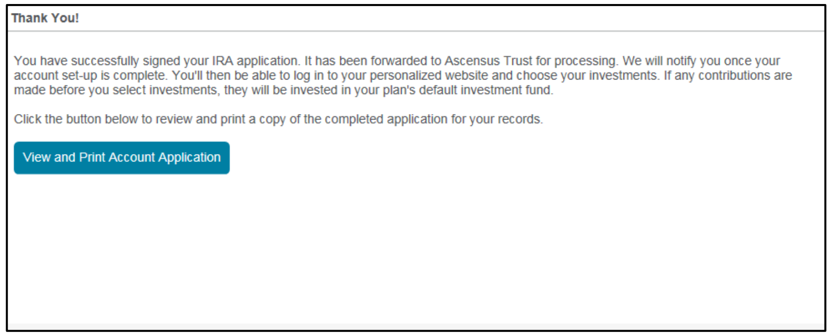
8. Signatures are added by entering your name. Clicking on the next button moves the user to the next signature line.



9. After the final signature is entered, a Finish and Submit Electronically box appears. Once this button is clicked, the application becomes complete, and a copy is sent to Ascensus for processing.

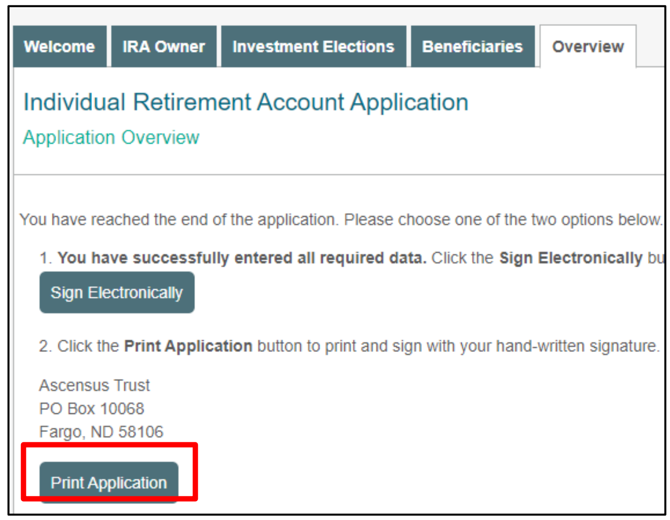


10. To print a completed copy of the employee IRA kit, click on the View and Print Account Application button. The kit can be printed or saved depending on the employee's preference.



Obtaining a hand-written signature

Employees also have the option of printing the application and applying a hand-written signature. If this option is chosen, the signed Application form should be faxed or mailed to Ascensus.

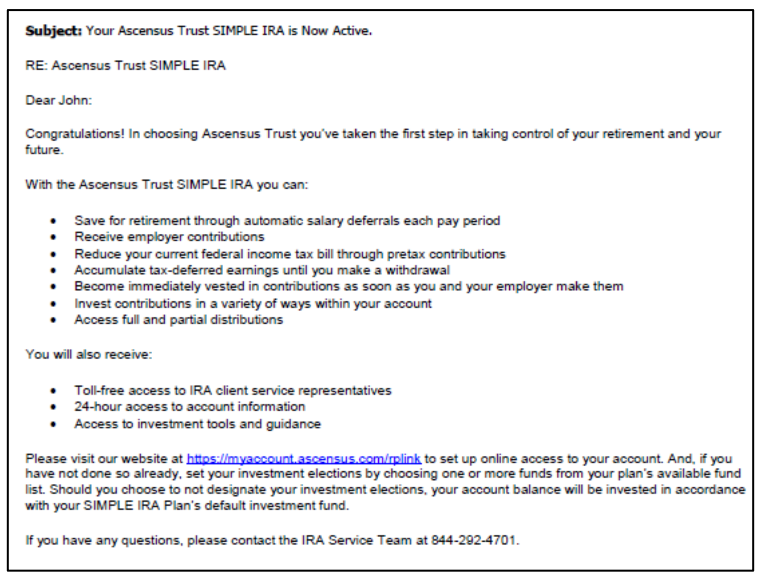


Next Steps

1. Employees will receive notification from Ascensus once their IRA is active. If the application was signed electronically they will receive an email. If a hand-written signature was applied they will receive a letter in the mail.

2. The notification will instruct the employee to log on to the participant website to set or review their investment elections. Failure to set investment elections will result in all future contributions investing in the plan's default fund. This website will also be utilized to obtain account balances and manage their account once initial funding has occurred.

3. If they haven't already done so, the salary reduction agreement should be completed and given to the employer.



Subject: Your Ascensus Trust SIMPLE IRA is Now Active.

RE: Ascensus Trust SIMPLE IRA

Dear John:

Congratulations! In choosing Ascensus Trust you've taken the first step in taking control of your retirement and your future.

With the Ascensus Trust SIMPLE IRA you can:

- Save for retirement through automatic salary deferrals each pay period
- Receive employer contributions
- Reduce your current federal income tax bill through pretax contributions
- Accumulate tax-deferred earnings until you make a withdrawal
- Become immediately vested in contributions as soon as you and your employer make them
- Invest contributions in a variety of ways within your account
- Access full and partial distributions

You will also receive:

- Toll-free access to IRA client service representatives
- 24-hour access to account information
- Access to investment tools and guidance

Please visit our website at https://myaccount.ascensus.com/rplink to set up online access to your account. And, if you have not done so already, set your investment elections by choosing one or more funds from your plan's available fund list. Should you choose to not designate your investment elections, your account balance will be invested in accordance with your SIMPLE IRA Plan's default investment fund.

If you have any questions, please contact the IRA Service Team at 844-292-4701.