Quick Start – EBP Participant Confirmations

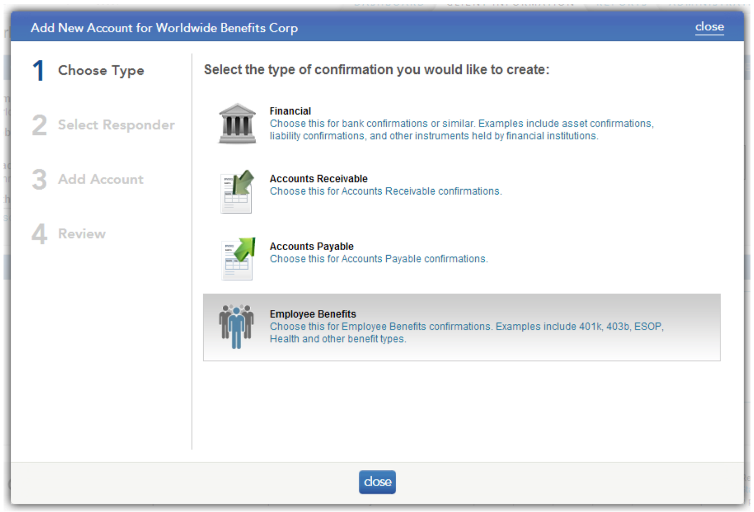
Confirmation.com provides complete print fulfillment services for Employee Benefit Plan (EBP) participant confirmation requests issued through Confirmation.com. This service includes address verification, printing, shipping, postage and an electronic response option for the participant. Let's take a look at how to send EBP confirmation requests to participants.

1. Adding employee benefit accounts

When adding accounts for a client you will note a confirmation type option for employee benefits.

2. Select data entry method

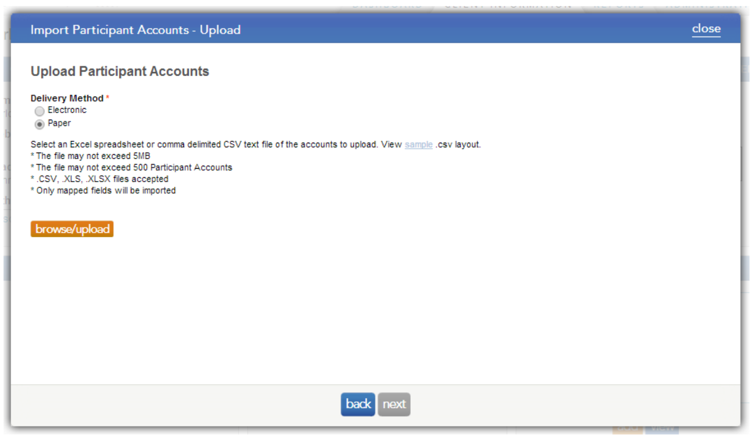
Employee benefit participant information can be added by batch uploading the participant address and account information (step 3), or by entering it manually (step 4). Choose the desired data entry method.



3. Batch upload participant data (option)

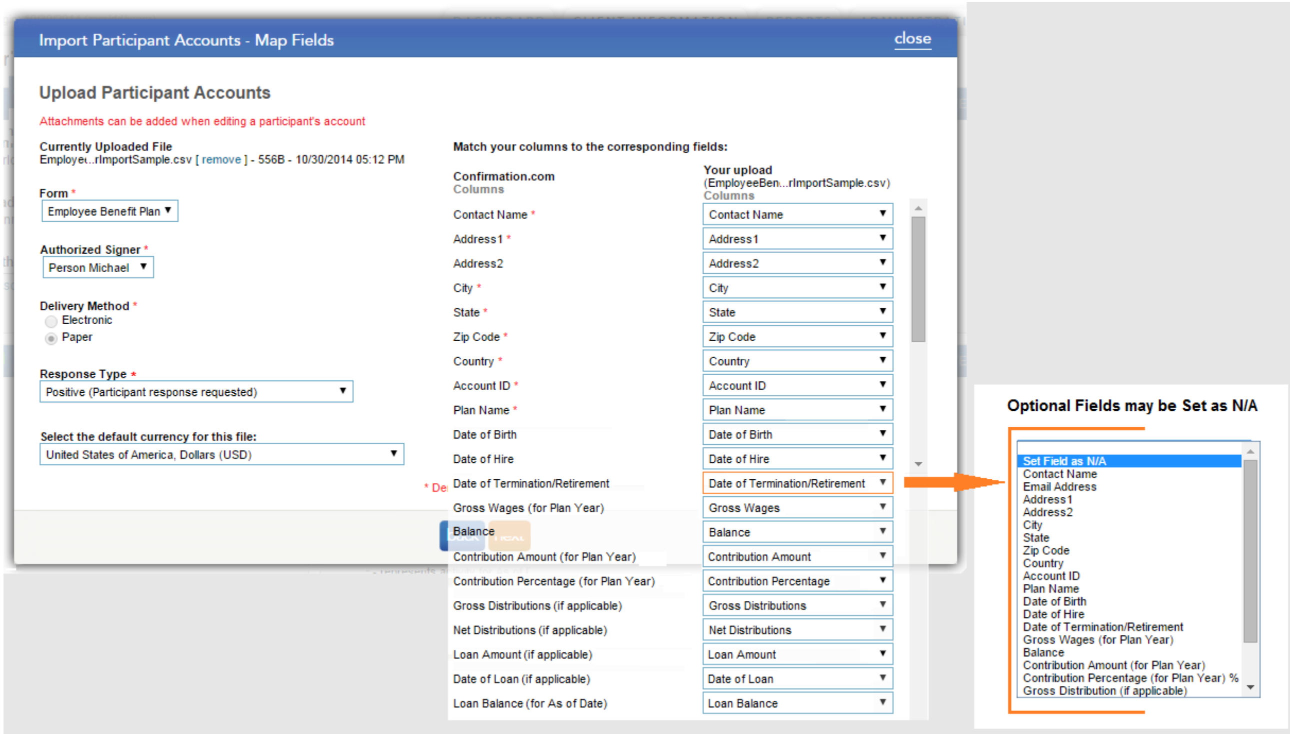
If using the batch upload feature, select the desired delivery type (paper or electronic) and browse for the appropriate file. A sample file is provided for reference. Files may not exceed 5MB or 500 records.

Note: Participant address information is required for paper delivery. Participant email address information is required for electronic delivery.



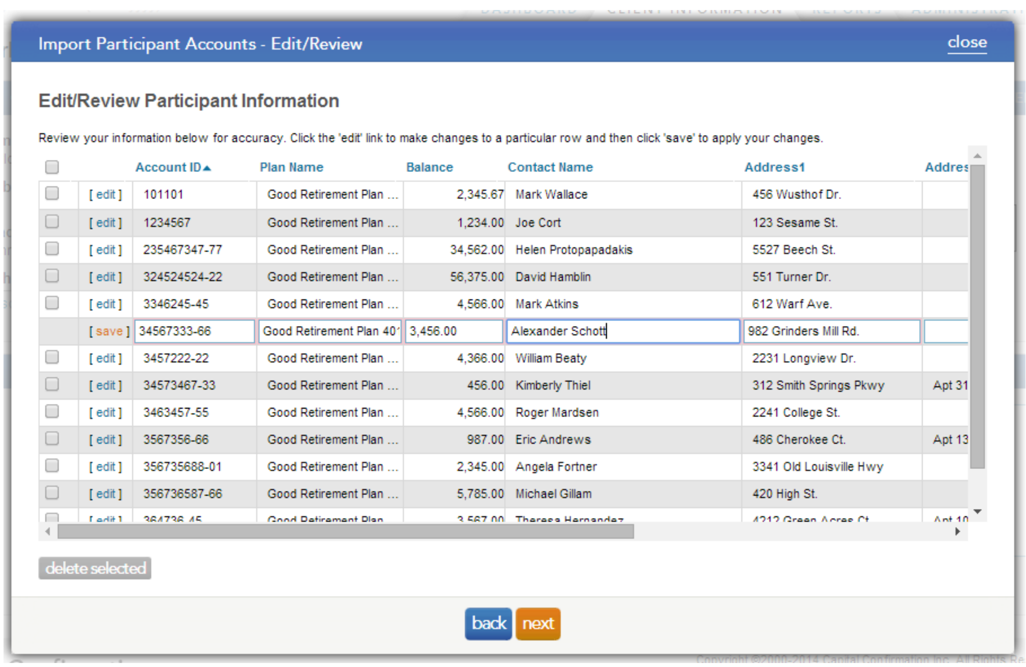
3a. Map imported file fields

Once a file is imported, you will be asked to choose the response type (positive or negative), authorized signer, and map the imported file fields to the Confirmation.com required fields.



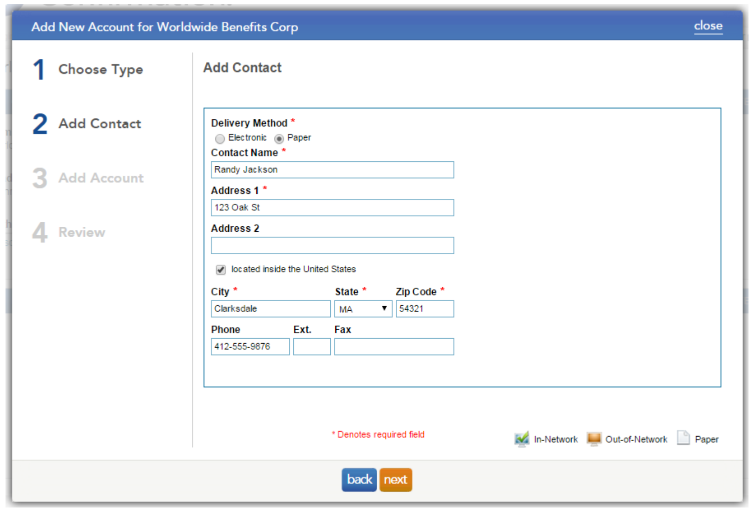
3b. Edit/Review participant information

Imported information can be reviewed, edited and saved before being imported into the system.



4. Manually add participant data (option)

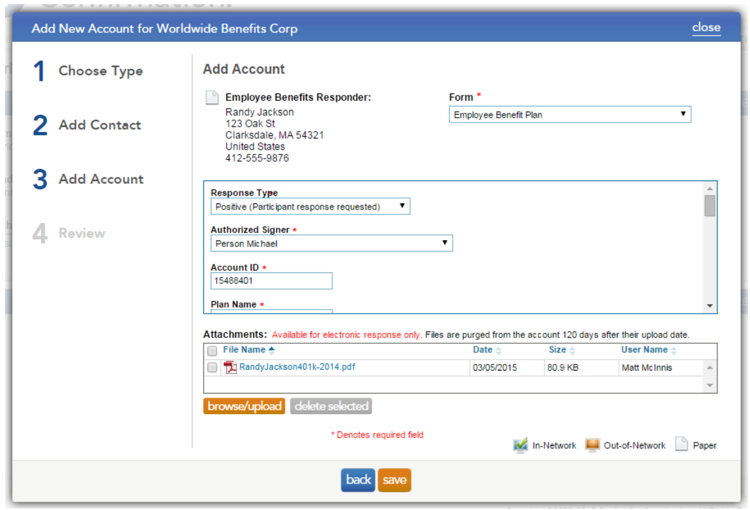
If using the manually add feature, select the desired delivery type (paper or electronic) and enter the contact information.



4a. Add account data

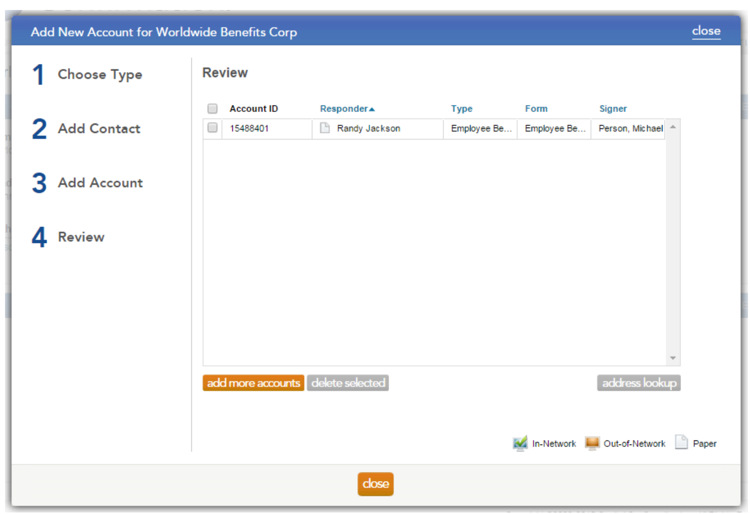
You will be asked to choose the response type (positive or negative), authorized signer, and account information.

Note: You can add attachments, but the participant can only view them when they respond electronically.



4b. Review participant information

Information can be reviewed and/or deleted, and you can run address lookup for paper confirmations.



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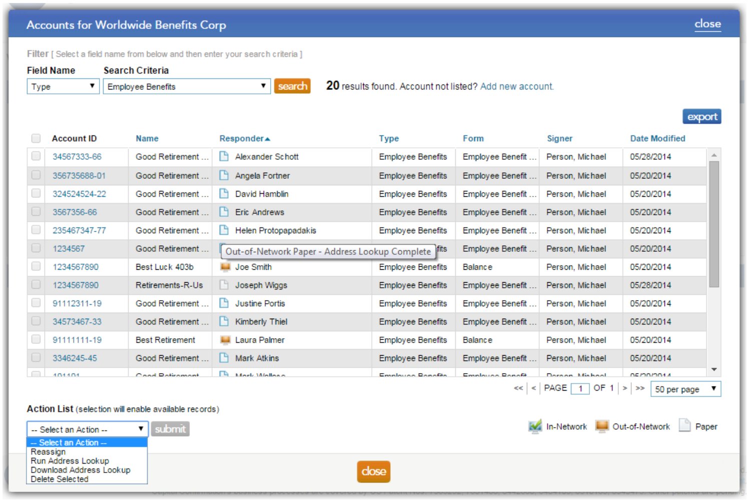
5. View accounts

Once the participant information is uploaded, it will appear within the Account List area. Color coded paper icons will indicate whether an address lookup is:

– Never Been Run

– Pending

– Complete



5a. Run Address Lookup

Select the responders you wish to run an address lookup, choose **Run Address Lookup** from the Action List dropdown and select **Submit**.

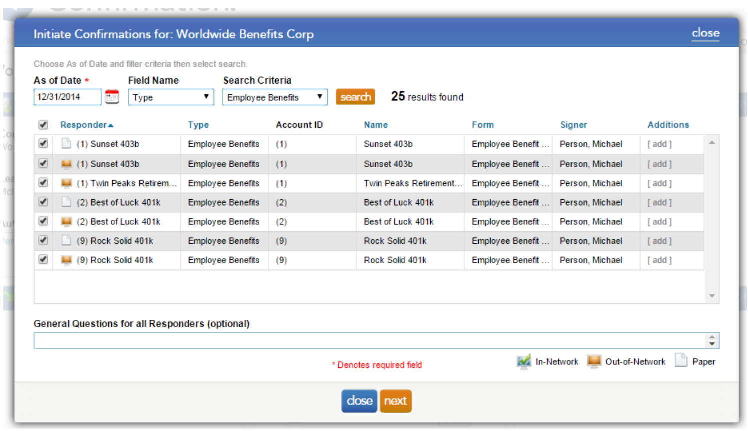
5b. Download Address Lookup

Select the responders you wish to download the address lookup, choose **Download Address Lookup** from the Action List dropdown and select **Submit**.

Note: You can run address lookup during the batch upload and manual process, but to download an address lookup report, you need to run this from the View Accounts screen – see 5b.

6. Initiate confirmations

Once the participant information is entered, and client authorization received, employee benefit confirmations can be initiated by selecting the **Initiate** button from the Client Information dashboard.

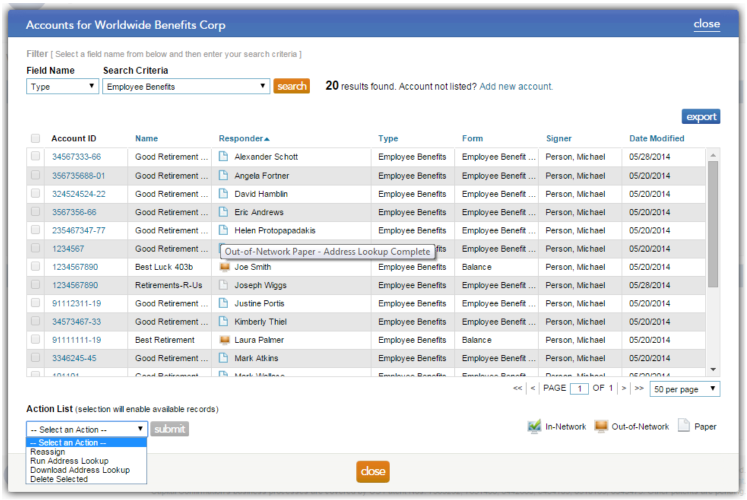


From the Initiate screen, choose the appropriate as of date, select the plans/responders you wish to initiate, then select **Next**.

Note: The account ID column will indicate the number of participant accounts within the selected plan.

7. Confirmation log

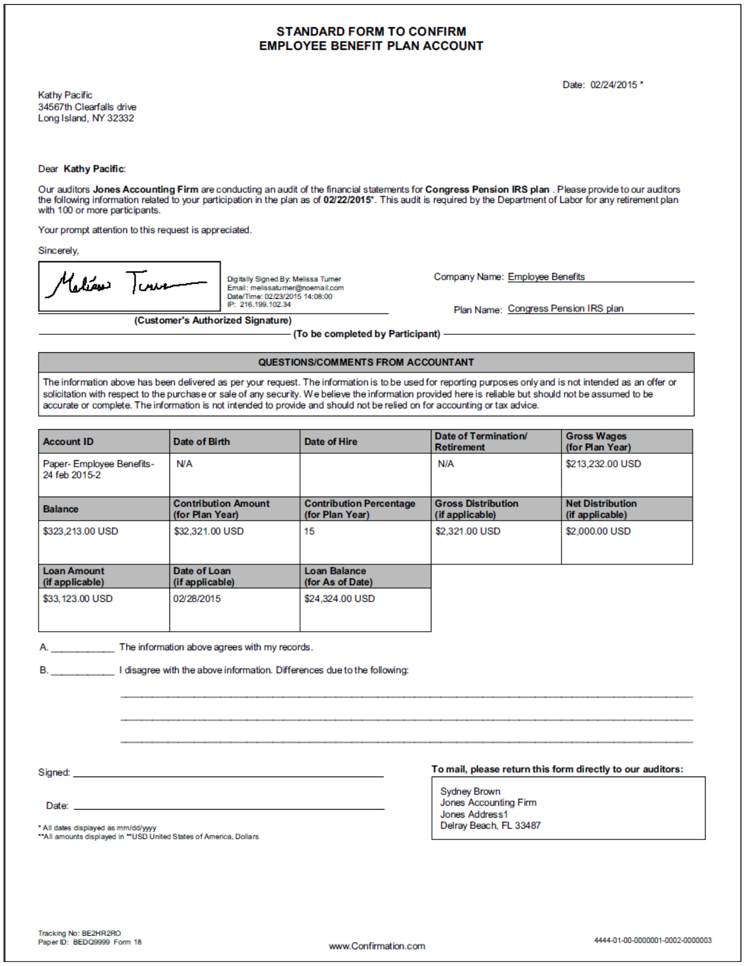
Once initiated, the Client Confirmation Log will display the associated requests. If a request was sent in error, use the Action List dropdown to recall any pending confirmations that have not yet been processed.



8. Check shipment status and view PDF

The print fulfillment process runs each night. Once processed, paper confirmations will display a unique tracking # within the Confirmation Log. Selecting this link will display the current status of that request and also allow for a received date to be entered.

Selecting the view link from the Confirmation Log will display a PDF copy of the form sent to the participant. This can be printed or downloaded if necessary. Paper forms and associated address lookup reports can also be downloaded in bulk from the Reports tab.



STANDARD FORM TO CONFIRM
EMPLOYEE BENEFIT PLAN ACCOUNT

Date: 02/24/2015 *

Kathy Pacific
34567th Clearfalls drive
Long Island, NY 32332

Dear **Kathy Pacific**:

Our auditors **Jones Accounting Firm** are conducting an audit of the financial statements for **Congress Pension IRS plan**. Please provide to our auditors the following information related to your participation in the plan as of **02/22/2015***. This audit is required by the Department of Labor for any retirement plan with 100 or more participants.

Your prompt attention to this request is appreciated.

Sincerely,

Digitally Signed By: Melissa Turner
Email: melissaturner@noemail.com
Date/Time: 02/23/2015 14:08:00
IP: 216.199.102.34

Company Name: Employee Benefits

Plan Name: Congress Pension IRS plan

(Customer's Authorized Signature)

(To be completed by Participant)

QUESTIONS/COMMENTS FROM ACCOUNTANT

The information above has been delivered as per your request. The information is to be used for reporting purposes only and is not intended as an offer or solicitation with respect to the purchase or sale of any security. We believe the information provided here is reliable but should not be assumed to be accurate or complete. The information is not intended to provide and should not be relied on for accounting or tax advice.

Account ID	Date of Birth	Date of Hire	Date of Termination/ Retirement	Gross Wages (for Plan Year)
Paper- Employee Benefits- 24 feb 2015-2	N/A		N/A	$213,232.00 USD
Balance	**Contribution Amount (for Plan Year)**	**Contribution Percentage (for Plan Year)**	**Gross Distribution (if applicable)**	**Net Distribution (if applicable)**
$323,213.00 USD	$32,321.00 USD	15	$2,321.00 USD	$2,000.00 USD
Loan Amount (if applicable)	**Date of Loan (if applicable)**	**Loan Balance (for As of Date)**		
$33,123.00 USD	02/28/2015	$24,324.00 USD		

A. __________ The information above agrees with my records.

B. __________ I disagree with the above information. Differences due to the following:

Signed: ______________________

Date: ______________________

To mail, please return this form directly to our auditors:

Sydney Brown
Jones Accounting Firm
Jones Address1
Delray Beach, FL 33487

* All dates displayed as mm/dd/yyyy
**All amounts displayed in **USD United States of America, Dollars

Tracking No: BE2HR2RO
Paper ID: BEDQ9999 Form 18

www.Confirmation.com

4444-01-00-0000001-0002-0000003

To learn more contact us at **1-888-716-3577** or visit **Confirmation.com**

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