Paychex Advisor Select 401(k)

PAYCHEX®

Trust Your Plan to Paychex Retirement Services

Paychex Retirement Services helps America's businesses prepare their valued employees for retirement. We are committed to delivering unbiased, quality retirement products tailored to each plan sponsor, paired with exceptional service to help plans run smoothly.

1 in Every 6
401(k) Plans Uses Paychex

Gold Medal Award
for Excellence in Technology
– The Brandon Hall Group, 2021

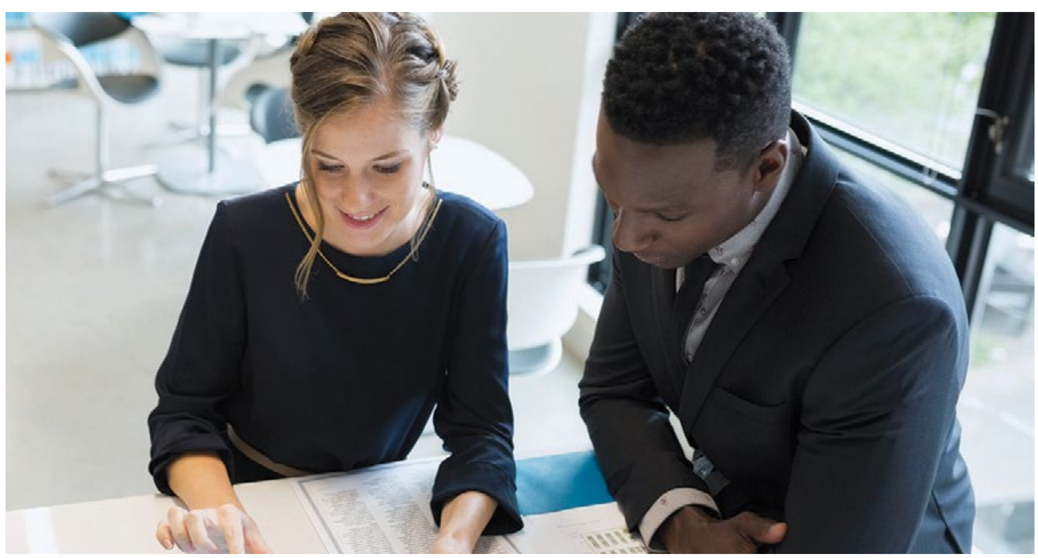
No. 1 Provider of
401(k) Plans in America
– PLANSPONSOR 2022

One of the World's
Most Admired
Companies
– Fortune® magazine, 2022

14-time Honoree as One of the World's
Most Ethical
Companies®
– Ethisphere® Institute, 2022

Largest Recordkeeper in America
by Number of Defined Contribution Plans*

1	**Paychex, Inc.**	**100,137**
2	ADP Retirement Services	70,033
3	Empower Retirement	67,476
4	Capital Group, home of American Funds	63,035
5	Ascensus	52,391
6	Voya Financial	51,905
7	John Hancock	51,610
8	Principal Financial Group	45,754
9	Newport	39,959
10	Fidelity Investments	34,361



Interactive Plan Management Tools

Online plan management gives plan sponsors an online control center for every facet of the plan.

Employee data

Add or update employees, and view eligibility, account balance, hire and birth dates, loans.

Administration

View **responsibilities, plan details, loans, payroll, compliance test results** and **actions; manage enrollment.**

Gain quick access to **reminders, assets,** and **billing statements**

Enjoy an at-a-glance view of **plan balance, participation rate, newly eligible employees,** and more.

Reports

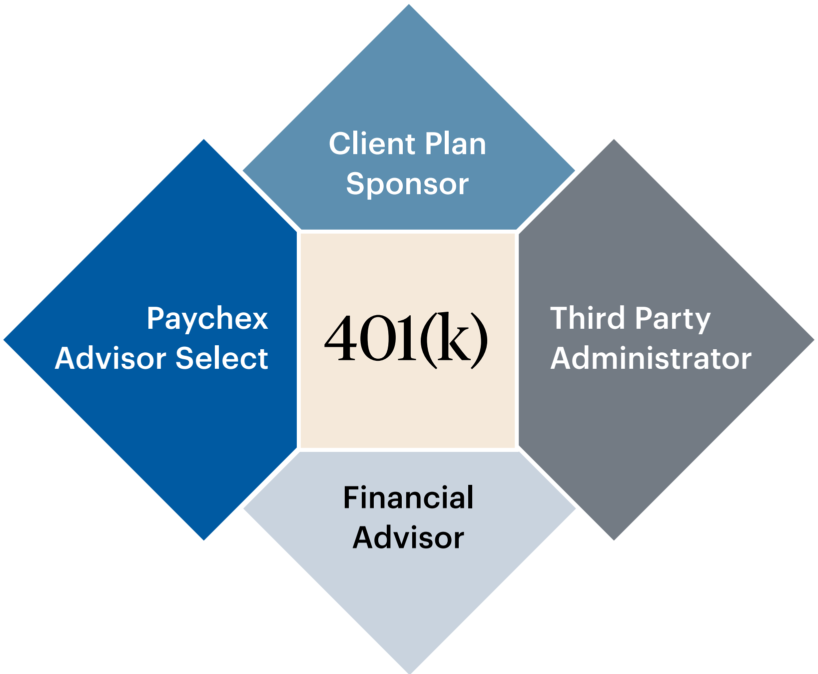
Run on-demand employee, plan, and quarterly reports. View beneficiary, rollover, and distribution forms.

Tools and learning

Get information on managing plans, contributions and transactions, and participant work events, and more.

Unique Needs Require Unique Solutions

401(k) solutions from Paychex combines the power and efficiency of the nation's top recordkeeping service* with fiduciary services from Mesirow, and Third Party Administrator (TPA) sevices, creating a robust solution to ensure your 401(k) plans run smoothly.



The Third Party Administrator will:

- Provide plan design consulting
- Maintain plan documents
- Calculate participant eligibility and vesting
- Prepare annual Form 5500
- Execute compliance testing
- Prepare profit-sharing allocations
- Verify loan and withdrawal requests

Paychex Advisor Select will:

- Offer access to long-term investment platform for retirement savings
- Keep track of plan assets, including data and monetary transfers
- Produce management reports and participant statements on a monthly and quarterly basis
- Update account balances daily
- Administer participant loans
- Provide participants with a robust online portal with tools such as goal setting, ability to manage their own investment, and full access on any mobile device
- Enhance your recruiting and retention efforts by offering a user-friendly platform to manage this valuable benefit

PAYCHEX®

Exceptional Solutions for Every Business

Investment flexibility

Choice and control are the key components of a tailored 401(k) plan. Paychex Advisor Select provides the options and freedom to design a plan that meets your unique needs.

- Choose from an open architecture menu of investment options
- Complete investment neutrality with no proprietary requirements

In addition, Paychex Advisor Select has partnered with Mesirow Financial to provide fiduciary services that help mitigate the fiduciary risks associated with investment selection and monitoring.

With Mesirow Fiduciary Partnership Services, you can choose the “Help Me Do It” Investment Advisory Service under section 3(21) of ERISA, or the “Do It For Me” option for full investment management under section 3(38) of ERISA. Both options provide legal protection, flexibility of solutions, and years of expertise backed by Mesirow, a pioneer of third-party fiduciary solutions.

Coordination with any payroll provider

No matter how you do your payroll, Paychex Advisor Select helps ensure a smooth transfer of information between the payroll provider, TPA, and our services. All contributions to the participant accounts are accurate and timely.

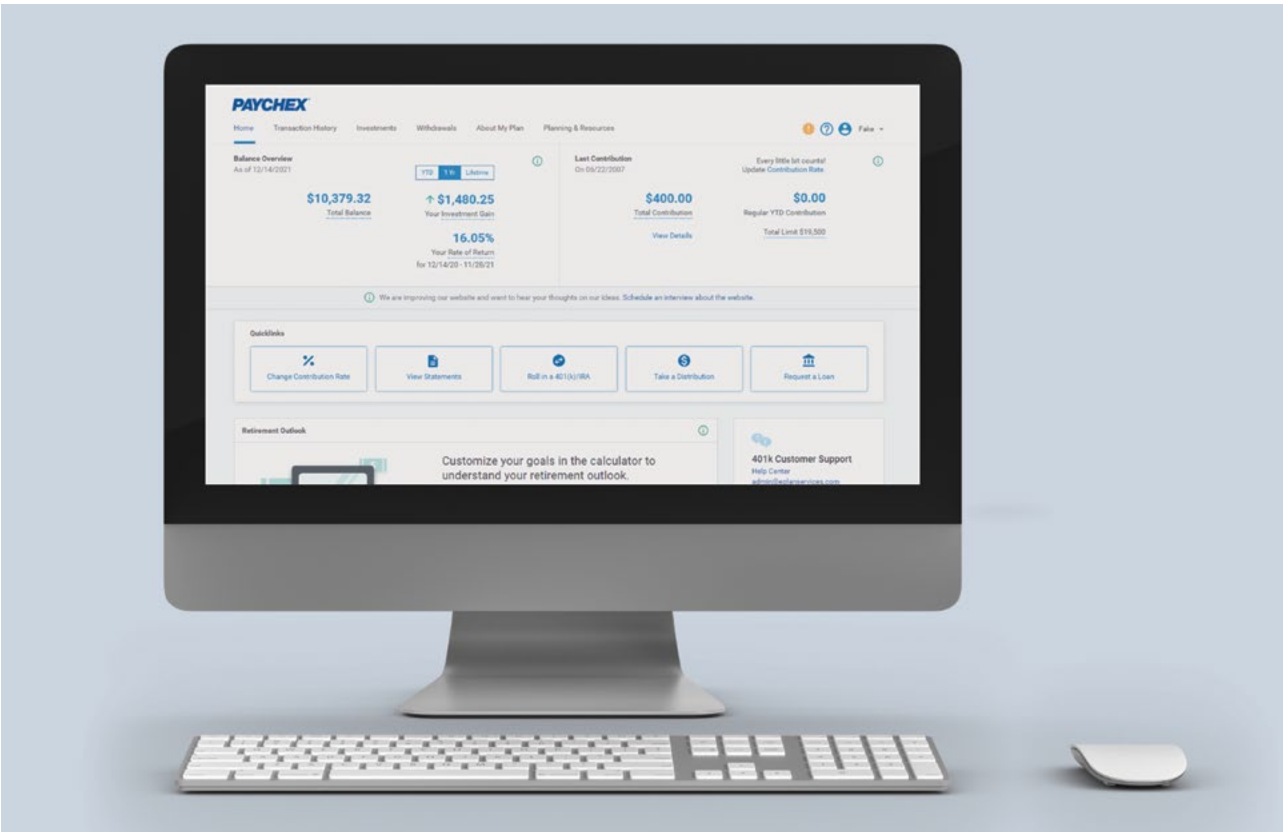
Online plan management

The complete online platform delivers real-time plan and participant-specific data when you need it.

- Online 15-minute plan establishment
- Online portals for plan sponsors, participants, Third Party Administrators
- Access to all plans and documents, investment lineups, enrollment materials, advisor participation information, and more
- Mobile-first Online Quick Enrollment for eligible participants. An easy and intuitive way to enroll with just a few clicks

Paychex Advisor Select 401(K) Participant Portal

Real-time online plan-management for you and your clients.



What do your clients need to do with their plan today? Just go to our online dashboard to help them enroll in a plan, change a contribution rate, or check an investment. Most plan management activities can be accessed anytime, anywhere via PC or mobile device.

Other features include:

Retirement Readiness. This tool can be used to help advise your clients on their retirement savings strategy, see if they are on track, and guide them on how they can improve.

Interactive tools. Charts and graphics use data visualization to help clients get a better picture of account performance, investments, and allocation.

Enrollment-in-three-clicks. A painless, three-step process with minimum requirements to get your clients on the path to saving for retirement.

Investment portal. This provides access to calculators and tools for managing portfolios.

About My Plan. Provides an overview of plan activity in plain and friendly plain terms so that advisors can help clients track progress and make informed decisions.

Planning and Resources. Educational resources to help your clients 401(k) terminology and how their plan works. This can help empower your clients and build a sense of trust.

Fiduciary Solutions

Fiduciary responsibility and liability can be a heavy burden when it comes to both investments and administrative duties. We offer choices through third-party providers that can help mitigate the risks.

Optional Services

3(38) investment management

The 3(38) fiduciary assumes full fiduciary responsibility for all investment activities — a more "do it for me" approach.

- Full discretion to choose, manage, or change the investments within the plan.
- Investment Policy Statement to document how the plan will be managed, and limit liability.
- Quarterly and annual reporting on investment performance, changes in strategy and/or operations, and due diligence on comparing expenses and fees to assess competitiveness against a peer group average.

3(21) investment guidance

The 3(21) Co-Fiduciary will provide a list of investments appropriate for use in retirement plans from which you can choose. This is more of a "help me do it" approach because the plan sponsor still maintains some liability as the main fiduciary by approving the fund lineup.

- Co-discretion to recommend changes to the investments within the plan.
- Investment Policy Statement to document how the plan will be managed, and limit liability.
- Quarterly and annual reporting on investment performance, changes in strategy and/or operations, and due diligence on comparing expenses and fees to assess competitiveness against a peer group average.

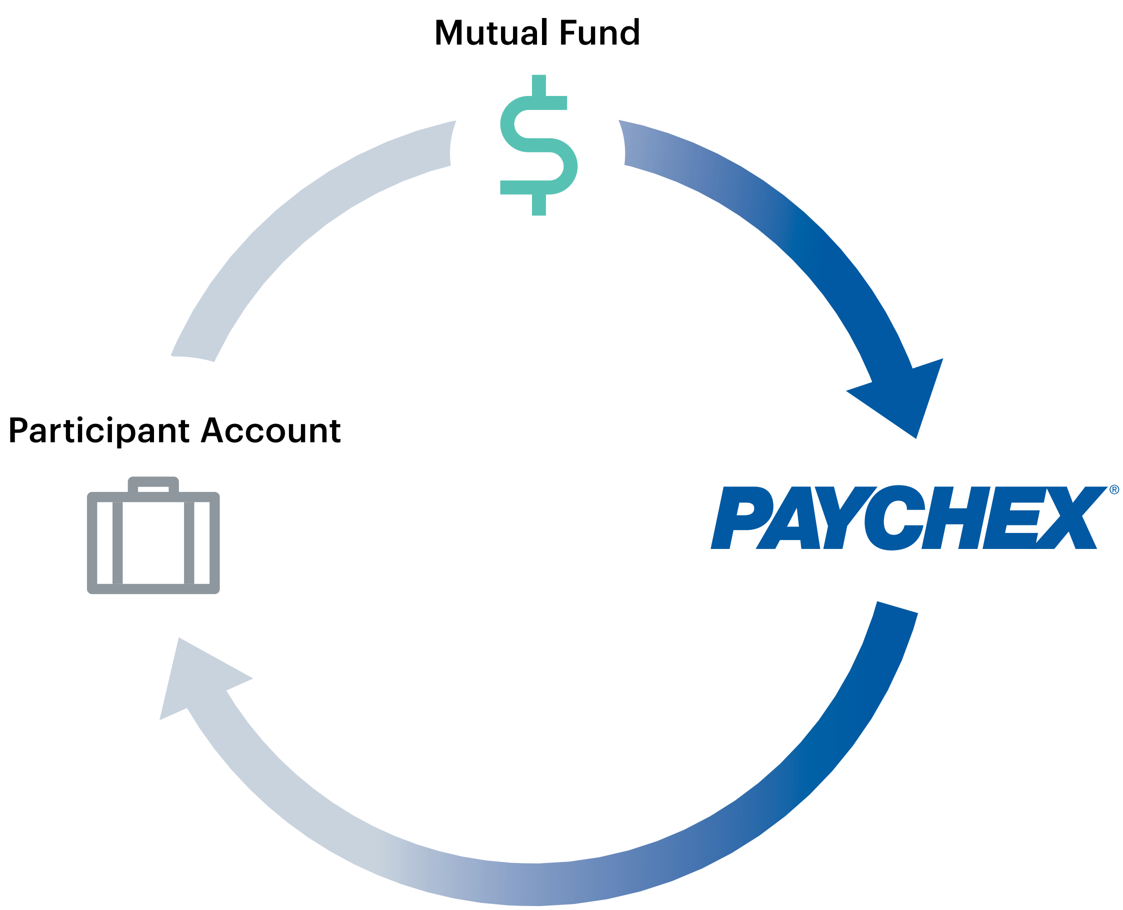
Return of Mutual Fund Revenue Share

Paychex Advisor Select offers a plan that returns mutual fund concessions, meaning that Paychex does not retain any form of revenue share payments that are routinely provided by mutual funds.

These mutual fund concessions are returned to the participant accounts from which they were generated.

This allows clients and advisors to:

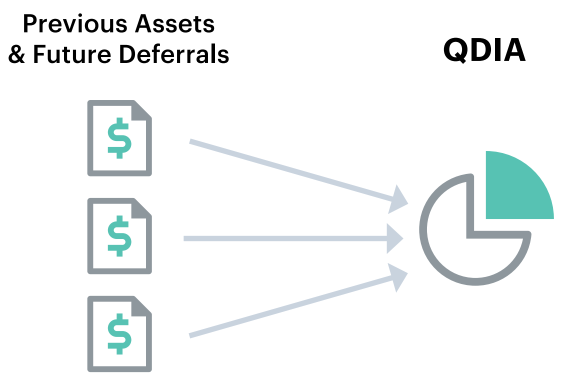
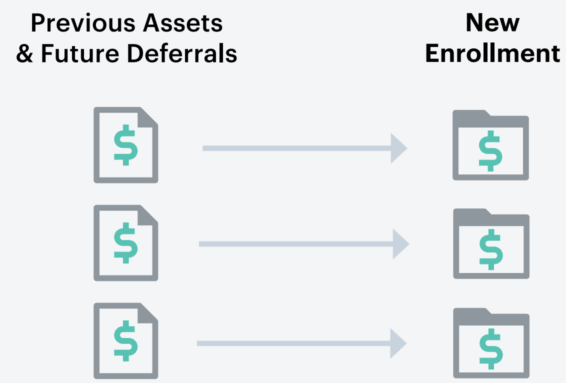
- Assure fee transparency
- Track plan costs more accurately
- Assemble an unbiased menu of investment options
- Avoid cross subsidization



Getting Started

Choose the Best Investment Option

Trust our experienced team of onboarding and service professionals, and a well-orchestrated process.

Plan Default Investment	Enrollment
Assets and payroll deferrals will be invested into the plan's selected Qualified Default Investment Alternative (QDIA).	Participants can elect new investments for their 401(k) account balances and future payroll contributions.
	

Getting Started

Onboarding and Supporting

- ☐ Support Advisor Select sales team
- ☐ Research availability of mutual funds for trading
- ☐ Review case submissions for discrepancies
- ☐ Activate plans to go live within 1–2 business days
- ☐ Conduct client welcome calls
- ☐ Train clients on navigating plan sponsor interface
- ☐ Convert existing 401(k) plans onto platform
- ☐ Ensure payroll clients are linked

Electronic Signature

- ☐ 1 business day activation
- ☐ Payroll integration (if applicable)

Plan Activation and Initial Client Call

- ☐ Within 1 business day of receiving clean case, Implementation "activates" plan
- ☐ 401(k) plan is now live and accessible on the website
- ☐ Implementation sends initial email to client to schedule a welcome call
- ☐ Contact payroll provider to activate integration (if applicable)
- ☐ Conversion Specialist coordinates plan transfer dates with client (if applicable)

Client Welcome Call

Implementation reviews the following with the client:

- ☐ Client access to the website
- ☐ Confirms anticipated funding data (1st payroll data)
- ☐ Each plan feature and confirms elections
- ☐ Payroll integration/manual contribution posting process

Enrollment Process

For ongoing Service Support contact ePlan Services 401(k) Service Center

Phone: 888-827-4749
Email: admin@eplanservices.com

The Power of Simplicity

Paychex Advisor Select and your Third Party Administrative Services

Plan Sponsor Experience

- Payroll integration if applicable
- Online and mobile plan management tools
- Simple loan processing
- Distributions

Recordkeeping Services

- No proprietary fund requirements
- Open architecture with fiduciary line ups if needed
- Trading platform
- Loan processing
- Distributions
- Automatic enrollment
- Qualified Default Investment with multiple target date funds series (TDFs)
- Per-pay-period investing

Participant Experience

- Quick Enrollment features
- Eligibility and vesting tracking
- 24/7 online and mobile access
- Enrollment materials and guidance
- Retirement readiness online tools and calculators
- Quarterly personalized statements
- Ongoing education and service communications

888-298-1005 | sales@eplanservices.com

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