



# ADP Advisor Access Portal: Helping advisors successfully manage their retirement plan clients

ADP IS COMMITTED TO PROVIDING FINANCIAL ADVISORS WITH THE TOOLS AND RESOURCES THEY NEED TO BEST SERVE THEIR RETIREMENT PLAN CLIENTS. The enhanced ADP Advisor Access portal allows you to effortlessly manage your retirement book of business and keep track of important compliance and administrative tasks, monitor investments and identify areas for improving overall plan health. By providing a bird's eye view and enhanced functionality, you can better serve your clients.

## The dashboard

When you first log into the new portal, you'll see a dashboard view of your entire book of business where you can easily see such important aggregate metrics as:

- Total assets
- Number of active plans
- Participant average contribution rate
- Aggregate asset allocation
- Key feature adoption (i.e., Auto Enrollment, 3(16) and TPA services, Roth and more).

You'll also be able to track plans in implementation by clicking on the View More button in the Plans in Setup tile and find links to helpful resources including our Advisor Resource page, Financial Wellness Library and ADP Research Institute.

**ADP Advisor Access** | Dashboard | Give Feedback | Refer a client | Guide | David G. ▾

### Overview

Total Assets	Active Plans
\$151M	14
Outstanding Loans	Avg. Participation Rate
\$29M	81%
Total Balance	Avg. Contribution Rate
\$180M	3.18%

[View All Plans](#)

### Feature Adoption

Auto Enrollment	62%
316/TPA	32%
Roth Contribution	42%
Auto Escalate	51%

### Plans in Setup

- Capello LLC 401K Profit Sharing Plan  
Target Completion: 10/28/2021
- Santos CMI Inc USA 401K Profit Sharing Plan and TRU  
Target Completion: 10/28/2021
- Ricks Bakery Pension Plan  
Target Completion: 10/28/2021

[View More](#)

### Asset Allocations

Morningstar Categories Balance (YTD)

Stable value	50%
Immediate Government	15%
Short-term Bonds	15%
Multi-sector Bond	15%
Other	5%

[View All Investments](#)

### Plan Health

**Keep an eye on your plan health**

The Plan Health Summary provides a score of how the plan is performing with comparative benchmarks to help you manage your plan's strengths and opportunities.

[View All Plans](#)

### Resources

- ADP | Advisor Resource Page: Tune into the 401(k) podcasts, explore our enhanced participant journey and learn about...
- ADP | Research: Data-driven discoveries for business leaders, economists, policy makers and human resourc...
- ADP | Financial Wellness: It's a lifelong pursuit with many moving parts. Make sure you're armed with the knowledge...

## Book of business

The ADP Advisor Access portal allows you to quickly review all of the individual plans that make up your ADP book of business. To access, simply click on View All Plans on the Overview tile on the Dashboard or select Book of Business from the left navigation menu.

From the Book of Business view, you can obtain the following information:

- Plan Number
- Plan Name
- Balance
- Number of Eligible Not Participating Employees
- Participation Rate
- Year-End Compliance Test Status
- 5500 Filing Status
- File Transfer

Click on the icons on the right to access:

Plan's investment scorecard

Plan Health Report

• Plan Documents, File Transfer, Compensation Detail, standard and custom reports, and search employees by hovering over the 3 dot icon.

## All investments

From the Dashboard, you can take a more in-depth look at your plans' investments across your book of business, including balances by individual funds, rates of return and expense ratios.

You can also access this information from the left navigation menu by clicking on All Investments.

## Plan level view

To view an individual plan, simply click on the Plan Name in the Book of Business view and you'll open a Plan Level view that provides you with:

- Summary of key statistics and dates
- Overview of plan features and services the plan has adopted
- Compliance Status
- Plan Contacts
- Plan Health Summary Report

**Compliance** Updated Nov 1

2020 YET Status	2020 YET Run Date	2019 Form 5500 Status
● Action Required	July 27, 2020	Not Ready

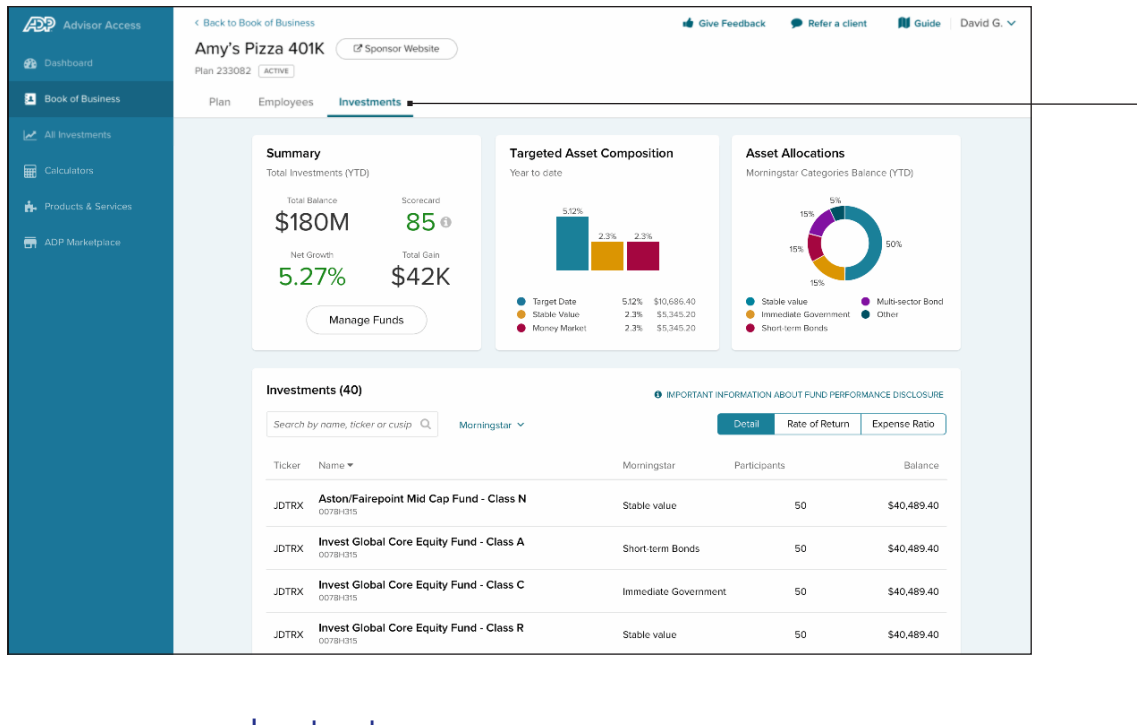
You can also check the status of your client's key compliance tasks including 5500 filing and Year-End Tests

Click on the links under Common Resources to access Plan Documents, generate standard and custom reports, search employees and view the most current Plan Health Report.

## Employees

Click on Employees from the top navigation menu and you can see how many employees are participating in the plan, how many employees are eligible but not participating and the number of terminated participants with balances.

Use the Search Employees link to get information on a specific employee, or group of employees.



## Investments

From the Plan Level view, you can also review an individual plan's investment lineup including:

- Total Assets
- Net Growth
- Scorecard (if available)
- Total Gain
- Targeted Asset Composition
- Asset Allocation
- Individual Fund Information including rates of return and expense ratios.



To learn more about the tools and resources ADP makes available to advisors and their clients, please contact your ADP Client Services Team.

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