Conversion plan implementation process

Always Designing for People®

Our Implementation Team will oversee the entire plan transfer process to ensure your client's objectives are met and disruption is minimized. Plus, our experienced ERISA professionals will guide you and your client through the many plan customizations that can minimize administrative burdens and unlock better employee retirement outcomes.

Our three-phase transition process typically takes several weeks, depending on plan complexity.

PHASE 1: DOCUMENT

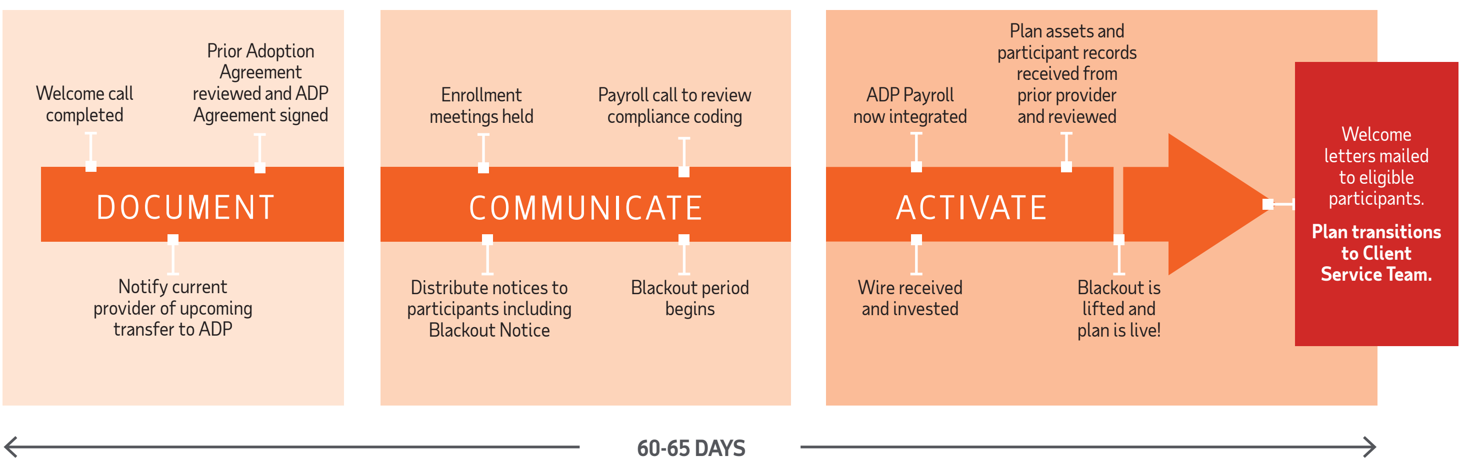
Meet your Implementation Manager, who will review our conversion process, collect critical plan information and provide a template you can use to notify your current plan provider of your service termination and request to transfer current plan assets.

PHASE 2: COMMUNICATE

We will assist with communicating the plan changes to your client's employees. An ADP Retirement Counselor will work with you and your client to discuss any enrollment needs and additional education solutions based on your client's workforce needs.

PHASE 3: ACTIVATE

The plan trustee will receive the client's plan assets and ADP will receive the participant-level conversion data. Once the assets and participant records are reconciled, the plan Blackout Period ends, the plan will go live, and full account access will be granted to participants.



The typical implementation cycle will take between 60-65 days from the date all required documentation is received in good order but may vary based on complexity. We will customize an agreed upon timeline based upon the needs of the client and requirements of the plan.