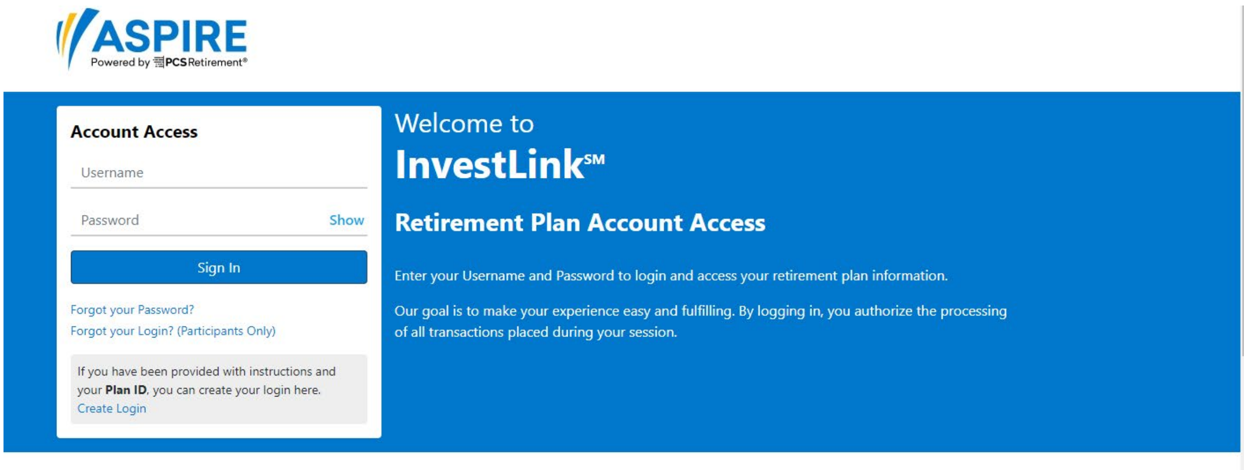
Advisor and Sponsor Website Navigation
Quick Guide

Aspire Website

Login website link: https://investlink.aspireonline.com/Login.aspx



Reports

Both Sponsors and Advisors have access to *Reports and Extract reports*, which are customizable. *Statements* can also be viewed and downloaded under the *Advisor Reports* drop down.

- At the top right, verify that that correct plan is selected on the top right of the screen.
- Select *Advisor Reports* and report options will appear in the drop downlist.
- To view and download generated reports select *Job Queue*.

Report and Extract Examples

Reports

Contribution Rate Change Summary
This report displays information related to participants who have changed their deferral amount and/or rate during a specified date range.

Contribution Rates By Participant
This report shows the current contribution amount and/or rate for all participants

Model Drift
Provides a report for Model Drift

New Participants
This report generates a list of participant accounts, and associated data, that have become eligible to participate during the selected date range.

Extracts

Age 59 ½
Generates a spreadsheet reporting current account balances and contact information of participants aged 59.5 or older.

Auto Enrollment
This extract will produce two spreadsheets for the selected Plan(s) - Plan Level Auto Enrollment and Participant Level Auto Enrollment

Flow
Generates a spreadsheet reporting transfers in by participant, plan, plan type, product code, and payroll date within a specified effective date range.

Statements

Filters:

Status | **Locations** | Apply

Select participant: All Plan Participants | Select New Participant

Statement period:

From: 7/1/2024

To: 9/30/2024

Reports

- Statements
- Activity Summary by Participant
- Activity Summary by Plan

Sort participant by: Zip Code, SSN

Sort detail fund/model and contribution data by: Contribution Desc, Fund Desc

List investment in this order: Alphanumeric

Format For Duplex Printing

Process

Views

Asset Allocation by Age Group
This report displays the current assets in five age groups. Each age group can be expanded to display the investment categories represented by the assets. Each investment category can be expanded to display the investments that represent that category.

Assets Under Management
Shows a listing of all assets under management by investment, either for the current plan or all accessible plans.

Average Balances by Age Group
This report shows how many participants are in each age band, and the current balance of all participants within that age band.

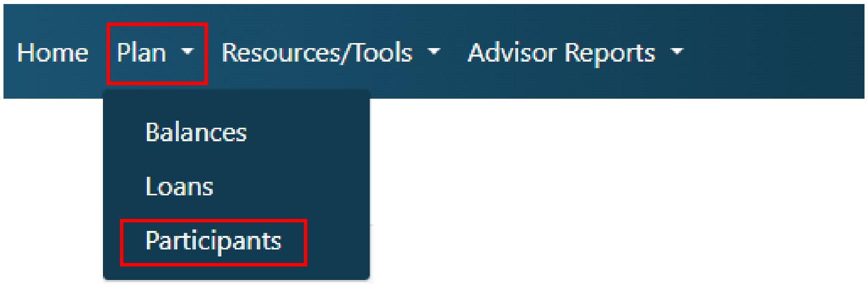
Fund Utilization
This report displays the investment categories into which plan assets are invested, broken down by dollar and percentage. Each investment category can be expanded to display the investments that represent that category.

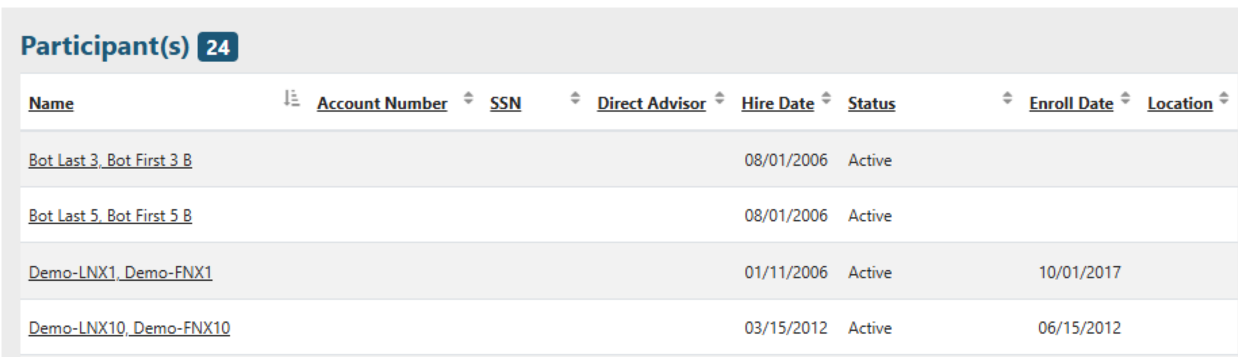
Participant Diversification
This report shows you the number of investments in which plan participants are invested. The results are shown as a percentage of all participants that meet the filter criteria.

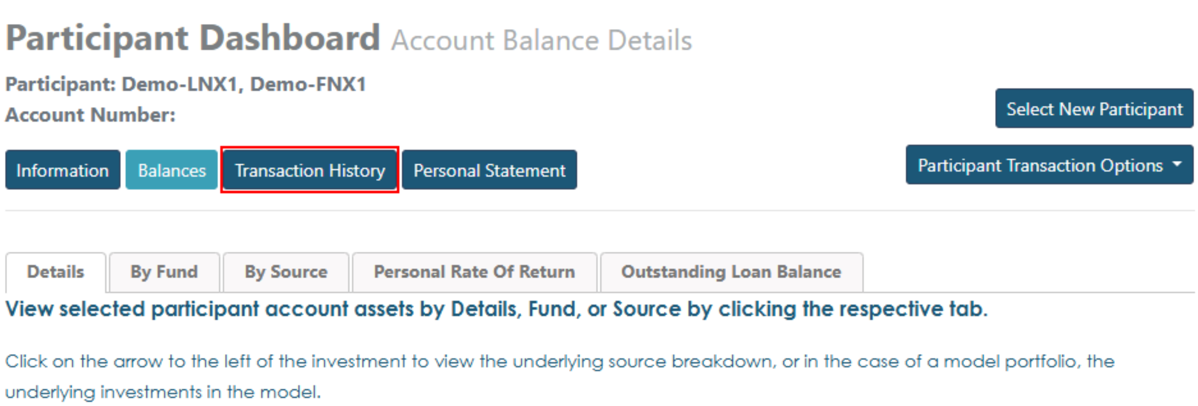
Terminated Participants
This report shows all participants in a plan who have a Terminated status, with their gross and vested balances.

Transaction History

Select > Plan > Participant> click the participant's name you are inquiring into. You will be redirected to the participant dashboard. Here is where you will see the transaction history tab and other options.







How to View Investment Holdings

There are two options for seeing holdings.

- You can view holdings on the participant dashboard, following the steps above.
- You can view holdings from the home page. The home page allows you to also view participant assets.

Find Participant

SSN **First Name** **Last Name** **Plan**

Find

Summary

	Plan Relationships	Individual Participant Relationships	Total
Plans	5	1	6
Participants	110	20	130
Participants With Balance	36	19	55
Total Assets	$238,455.85	$226,615.79	$465,071.64

Balances calculated on: 9/21/2018 12:00 AM

Dummy Text

Plans 6

Plan Type	Number of Plans	Number of Participants	Balance
401K	2	41	$236,455.79
403B	1	21	$77,058.51

Plan Name (Plan Id)	Number of Participants	Participants With Balances	As of Date	Balance
Aspire Financial Demo Plan - 403B (30105)	21	5	9/21/2018	$77,058.51

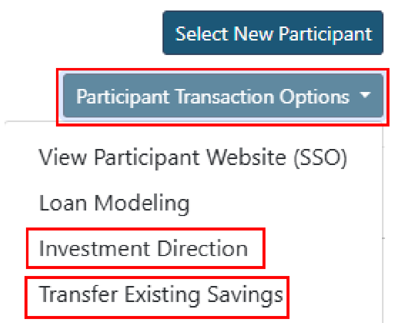
1 Page size: 10 1 items in 1 pages

Changing Investments

Agents who have been granted Limited Trading Authority (LTA) will be able to submit certain transactions through the web on behalf of the account holder. Changes can only be made from the participant dashboard.

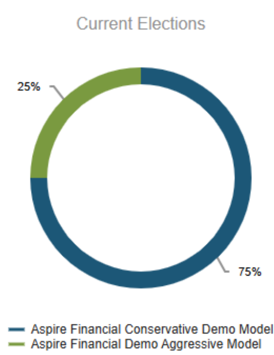
Select Plan > Participant > click the participant's name you want to make the changes for. It will bring you the participant dashboard.

Select > *Participant Transaction Options*



Investment Direction >

- For updating future funds, select *Change Investment Elections*



Fund	Ticker	Elections (%)
Aspire Financial Conservative Demo Model		75.00
Aspire Financial Demo Aggressive Model		25.00

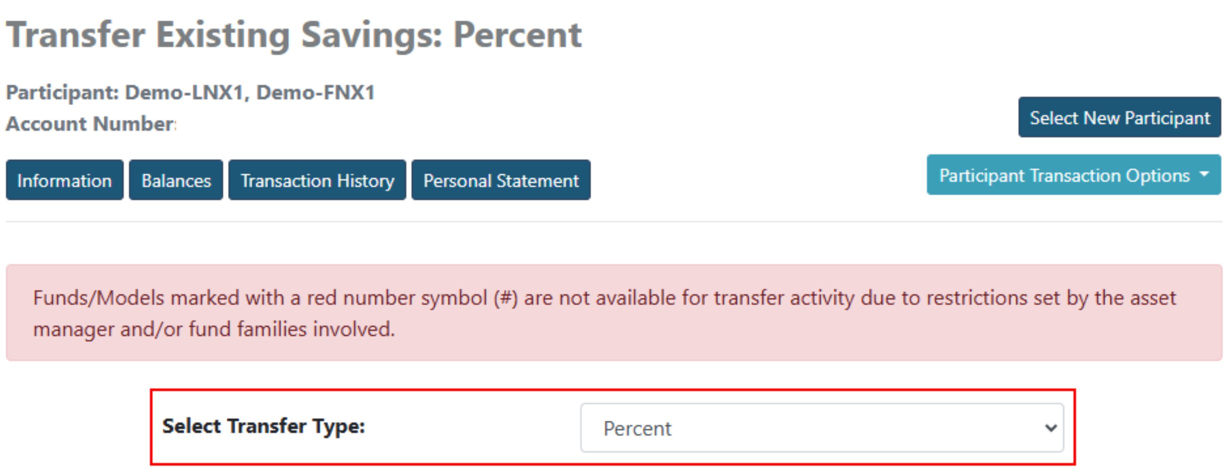
CHANGE INVESTMENT ELECTIONS

Enter Percent next to the fund you are choosing under New Elections %. You can also Filter by fund name or ticker for a specific selection.

Filter...

Fund		Ticker	Current Elections (%)	New Elections (%)
Aspire Financial Conservative Demo Model	ℹ		75.00	0.00
Aspire Financial Demo Aggressive Model	ℹ		25.00	0.00
American Funds 2010 Trgt Date Retire R5		REATX	0.00	0.00
American Funds 2020 Trgt Date Retire R5		RECTX	0.00	0.00
American Funds 2025 Trgt Date Retire R5		REDTX	0.00	0.00
American Funds 2030 Trgt Date Retire R5		REETX	0.00	0.00

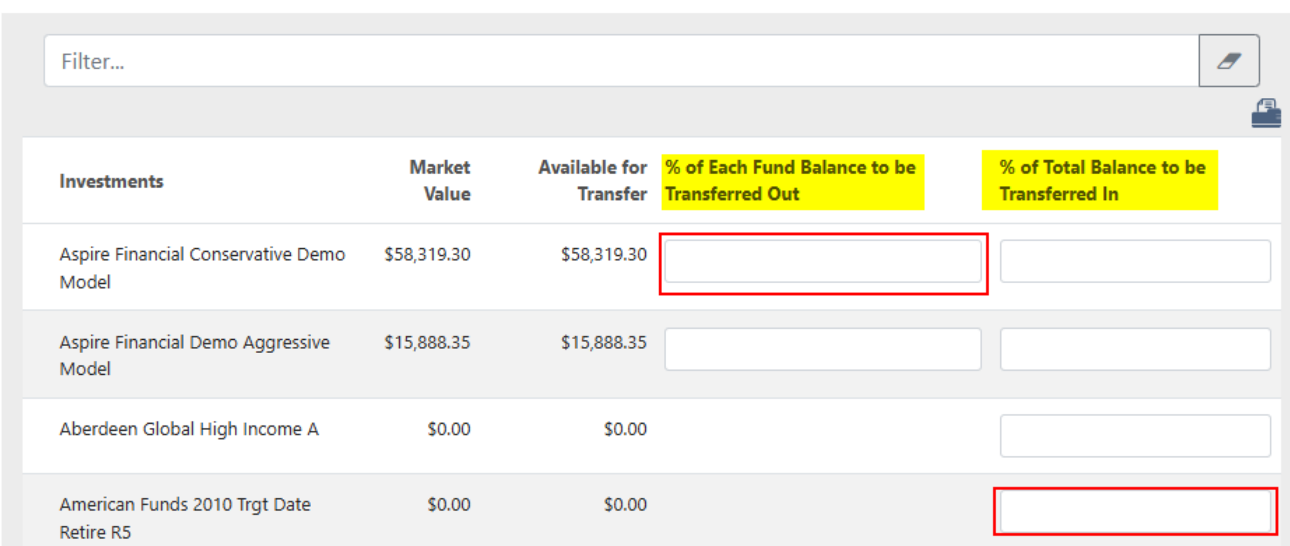
Transfer Existing Savings: Percentage



This function allows you to move existing funds from one fund to another.

- First step: you will enter the percentage you're requesting to be transferred out of an existing fund.
- Second Step: enter in the percentage of each fund you would like to reinvest/transfer the existing fund into. NOTE: this column must equal 100%
    - Example: if you are moving 50% out of a fund and requesting to move to just one fund. You will enter 100% in the new fund column because all the 50% is going to that one fund.

You can also make changes by Dollar amount for transferring existing savings.



Filter...

Fund	Market Value	Available for Transfer	From Dollar	To Dollar
Aspire Financial Conservative Demo Model	$58,319.30	$58,280.41		
Aspire Financial Demo Aggressive Model	$15,888.35	$15,885.39		
Aberdeen Global High Income A	$0.00	$0.00		
American Funds 2010 Trgt Date Retire R5	$0.00	$0.00		

You can also reallocate and rebalance the current holdings and set up a scheduled rebalance.

Select Transfer Type: Reallocate Current Balances

Current Holdings

Filter...

Investments	Market Value	Available for Reallocation	Current Allocation	To Percent
Aspire Financial Conservative Demo Model	$58,319.30	$58,319.30	78.59%	
Aspire Financial Demo Aggressive Model	$15,888.35	$15,888.35	21.41%	

Transfer Existing Savings: Schedule

Participant: Demo-LNX1, Demo-FNX1
Account Number:

Select New Participant

Information | Balances | Transaction History | Personal Statement

Participant Transaction Options

Funds/Models marked with a red number symbol (#) are not available for transfer activity due to restrictions set by the asset manager and/or fund families involved.

Select Transfer Type: Schedule

Transfer Type:
- (•) Fund Transfer
- ( ) Rebalance

Frequency Period: Annually

Start Date: 12/15/2024

End Date:

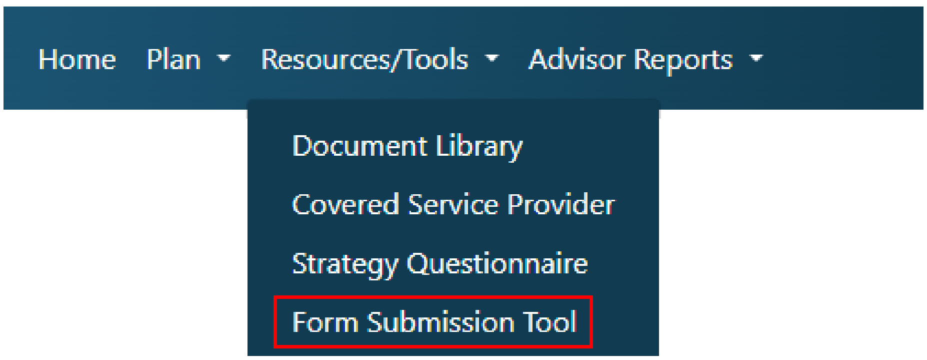
Submit | Cancel

Form Submission Tool

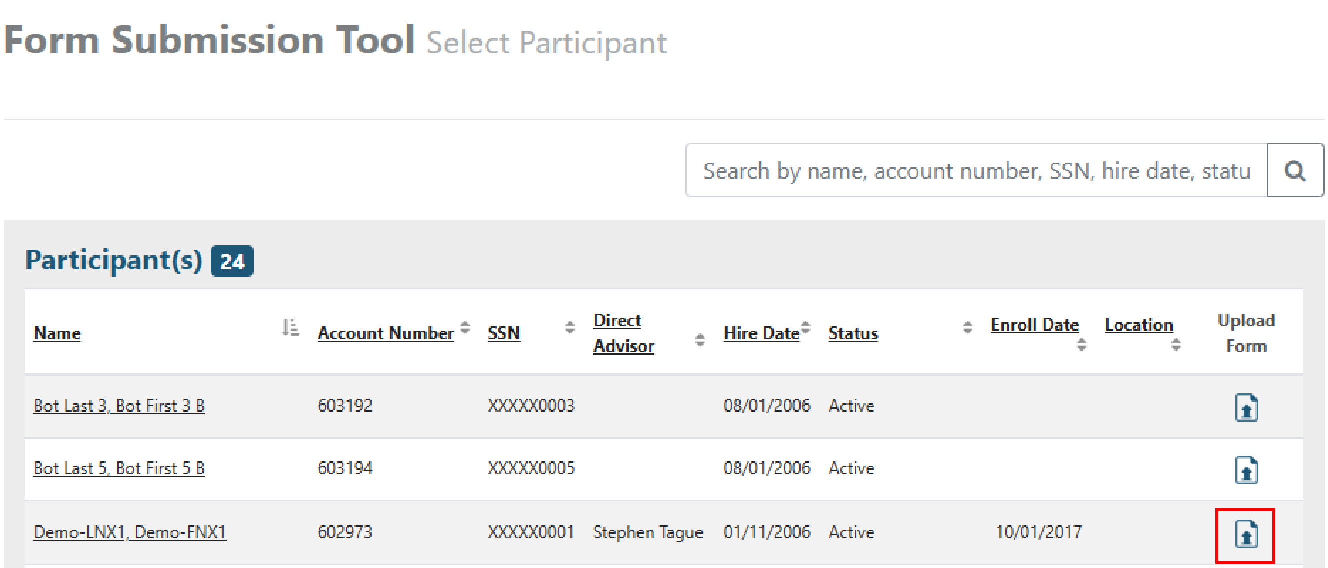
To safely and securely upload paper requests for existing accounts, please utilize the Form Submission Tool located on the client portal for the following transactions:

- Distribution requests.
- Loan requests (if the retirement offers loans).
- Beneficiary changes.

Select *Resources/Tools > Form Submission Tool*



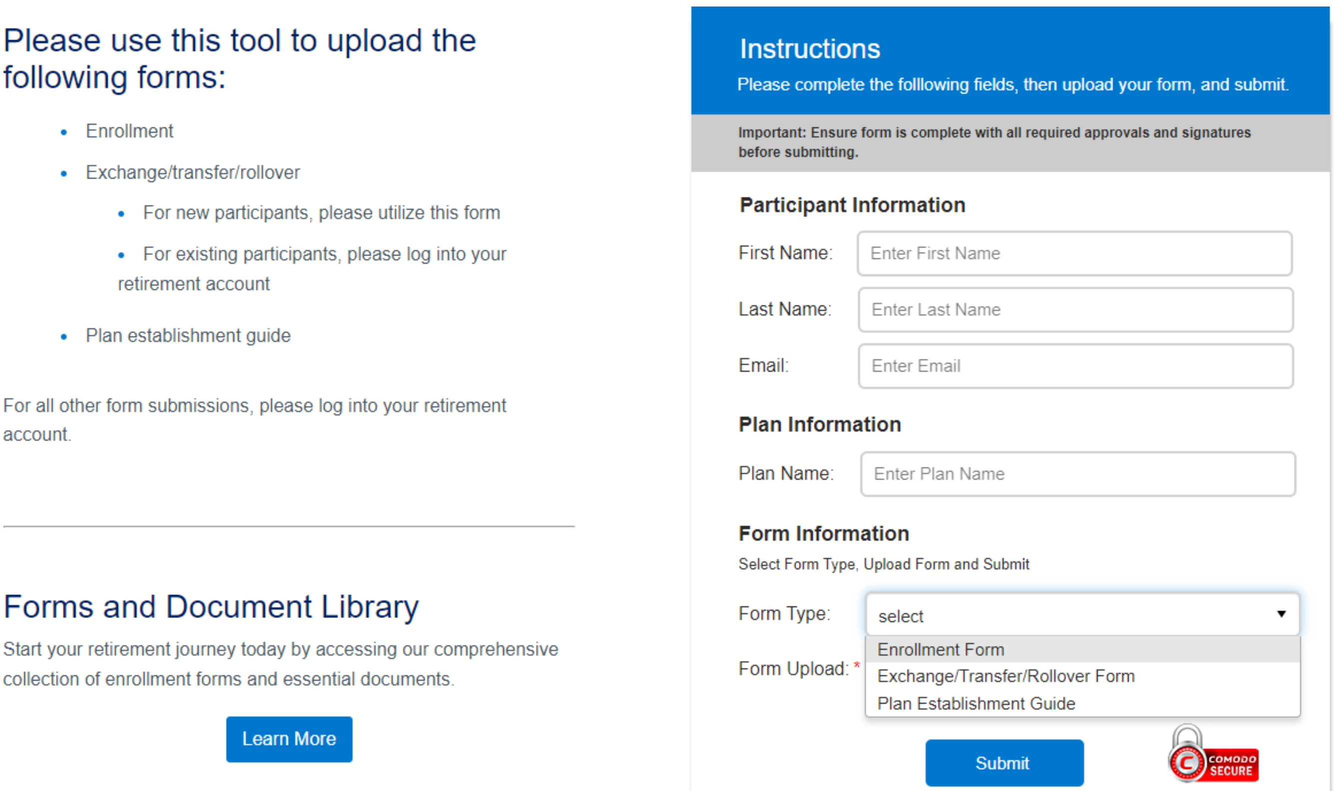
Click the document tab icon next to the name of the participant you are uploading the form for and follow the steps.



Name	Account Number	SSN	Direct Advisor	Hire Date	Status	Enroll Date	Location	Upload Form
Bot Last 3, Bot First 3 B	603192	XXXXX0003		08/01/2006	Active			
Bot Last 5, Bot First 5 B	603194	XXXXX0005		08/01/2006	Active			
Demo-LNX1, Demo-FNX1	602973	XXXXX0001	Stephen Tague	01/11/2006	Active	10/01/2017		

Enrollment Forms

To submit enrollment forms, exchange/transfer forms and Plan Establishment Guides, please visit: https://www.pcsretirement.com/aspire/tools/forms-submission-tool



Please use this tool to upload the following forms:

- Enrollment
- Exchange/transfer/rollover
  - For new participants, please utilize this form
  - For existing participants, please log into your retirement account
- Plan establishment guide

For all other form submissions, please log into your retirement account.

Forms and Document Library

Start your retirement journey today by accessing our comprehensive collection of enrollment forms and essential documents.

Learn More

Instructions

Please complete the folllowing fields, then upload your form, and submit.

Important: Ensure form is complete with all required approvals and signatures before submitting.

Participant Information

First Name: Enter First Name

Last Name: Enter Last Name

Email: Enter Email

Plan Information

Plan Name: Enter Plan Name

Form Information

Select Form Type, Upload Form and Submit

Form Type: select

- Enrollment Form
- Exchange/Transfer/Rollover Form
- Plan Establishment Guide

Form Upload: *

Submit

COMODO SECURE

ASPIRE Forms

Various ASPIRE forms can be located here: https://www.pcsretirement.com/aspire/forms-and-documents

- Select type of account request is for
- Locate the type of .PDF form needed under the type of account