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As previously communicated, **Aspire Financial Services (Aspire)** is pleased to serve and support your Prime Plan Solutions retirement program. Our goal is to execute a smooth and thoughtful transition that is beneficial to all. We are looking to complete the transition to Aspire's platform by **December 31, 2016**.

Please take note of the key activities that will be transpiring over the next couple of days/weeks. You will continue to receive subsequent communications designed to inform and educate you on all the actions and activities that impact you through this transition process, including the new retirement account portals that sponsors and participants will experience.

New Service Agreement Package

To ensure compliance and continuation of service, as part of the transition, all plans will be required to enter into new service agreements. The first step in this process is for us to gather contract and communications requirements. To facilitate the repapering process in an easy-to-understand and informational format, we will be utilizing our online data capture tool to assist you in reviewing and completing the required paperwork. Key dates and things to know:

1. You will receive an auto-generated email on **October 17th** or soon after from **PPS@aspireonline.com** with directions to log in and provide the necessary information for your plan's repapering process. Your financial advisor will also receive a copy of the communication and related materials, so they can be a resource in guiding you through the process.
2. The contracts will be pre-populated based on the current plan structure and terms.
3. It is critical that you complete, sign and return the paperwork by **December 2, 2016** to ensure continuation of Aspire services for the plan, because the existing Aspire service agreement is terminating effective **December 31, 2016**.
4. Refer to the online resource, **www.aspireonline.com/prime-plan-solutions** for the Revised Pricing & Cost – Comparative Analysis for detailed information on the fee structure changes

Changes to Your Plan

Aspire, along with the other services providers supporting your plan, are committed to sustaining what currently works, enhancing wherever possible and ensuring immediate compliance through the transition and beyond. And in the spirit of full transparency, we will collectively work diligently and proactively to communicate known changes that will impact your plan and participants as soon as reasonably possible.

Revised Fees and Costs

In order to better align with the DOL regulatory fee structure requirement and more importantly enable greater long-term retirement outcomes for your participants, the fees and costs assessed to your plan will change. The change is in the administration fees, as well as your advisory fees. Your advisor will be contacting you to discuss the applicable changes in their fees.

At face value, it will look like the administration fees to your plan are increasing. However, it's critically important that you have a full understanding of all the fees and costs currently assessed to the plan, both directly and indirectly, to truly understand the net impact to your plan and participants both near term and long term. The document, **Revised Pricing & Cost – Comparative Analysis** will also provide further explanation about Aspire's pricing philosophy and fee model. Based on an assessment of your fees and experience with our existing clients, we ultimately expect your plan and participants will realize a net reduction in costs.

If you have any immediate questions, please send your inquiries to **PPS@aspireonline.com** or contact your financial advisor.

Thank you in advance for your cooperation and support. We look forward to working with you to ensure a smooth transition.

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