

## Your Blackout Period Begins January 31

Your InvestLink<sup>SM</sup> migration is about to begin. If you have not familiarized yourself with the changes to the contribution submission process, please review the [Contributions, Distributions and Loans Guide](#) providing more details about the new contribution submission options, requirements and training opportunities to help you decide the best option for your plan. For your convenience, we have scheduled weekly [training sessions](#) on Thursdays at 2:00 p.m. ET, which provide a live walk-through on both the File Import and the Direct Client Entry contribution submission options.

**NOTE: All contributions submitted on or after February 13, 2017 must use one of the options referenced in the Guide.**

### Important Dates and Details:

1. **The migration will begin at 4:00 p.m. ET on Tuesday, January 31, 2017 and end Monday, February 13, 2017.**
2. During this time there will be a Blackout Period, which means:
  - You are unable to process contributions
  - Participants are unable to:
    - Direct or diversify investments
    - Obtain a distribution/loan
    - View their account online
3. Participants will NOT be out of the market at any time.
4. Aspire will send you an email announcement when the migration has been completed and your plan is live and ready for you to login to your account.

### Accessing your Plan and/or Account

To access your plan or account on and after **February 13, 2017**, follow these directions:

**Website URL:** The new website address is: [Investlink.Aspireonline.com](http://Investlink.Aspireonline.com). Please feel free to bookmark this page for your reference

**Sponsors:**

**Username:** The same username you had with DST

**Password:** Username

Once you login, you can visit the Profile tab to update your username and password and set your account preferences. Your new password must be exactly eight characters with at least one number and no special characters. You can create a password reminder question under the Profile tab. You will have to contact Aspire if you forget your password and do not have a reminder question set up.

## Participants:

Participants will access their accounts using the same web URL: [Investlink.Aspireonline.com](https://Investlink.Aspireonline.com).

**Username:** Social Security number (no dashes or spaces)

**Password:** Birthdate entered as MMDDYYYY

Participants also have the option to update their username and password (same criteria as Sponsors) and set up account preferences through the Profile tab.

The [Managing Your InvestLink Account Participant Notification](#) includes pertinent information your Participants need to know for a smooth migration. If you have already delivered this notice, no further action is required at this time. If you have not distributed to your Participants, you will need to take action. You have the option of sending the communication by email or as a direct-mail letter.

## Learn More about InvestLink

Access to a full suite of training materials about the InvestLink migration is available in multiple channels including videos, webinars, user guides, brochures and a video demo, accessed through the Plan Sponsor drop-down menu of the [Prime Plan Solutions \(PPS\) Resource Center](#). We have also prepared [Frequently Asked Questions \(FAQs\)](#) for your convenience.

We thank you for your patience and understanding during this transition. If you have any questions, please send your inquiries to [PPS@aspireonline.com](mailto:PPS@aspireonline.com) or call Aspire's Customer Service team at 866.634.5873, Option 5 for Prime Plan Solutions business. We look forward to working with you.



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