

**Plan Sponsor Service Agreement email (10.18.16):**

**From:** Prime Plan Solutions [<mailto:pps@aspireonline.com>]

**Sent:** Tuesday, October 18, 2016

**To:** [Plan Sponsor's email address]

**Subject:** Important Information regarding your Aspire Retirement Plan Service Agreement

Welcome to Aspire!

As previously communicated, Aspire Financial Services is pleased to serve and support your Prime Plan Solutions business. Our goal is to execute a smooth and thoughtful transition that is beneficial to all.

We are targeting to complete the transition by December 28, 2016. The first step in this process is to establish new service agreements with all Plan Sponsors. Your existing service agreement will terminate on December 31, 2016, so it is very important to execute Aspire's service agreement as soon as possible.

Please login to Aspire's ePEG (Plan Establishment Guide) tool at <https://portal.documentagility.com> using the credentials provided below. You will need to print, review, sign and return the executed agreements to Aspire using the ePEG's Upload Documents feature. For your convenience, please click [here](#) for Aspire's previous communication explaining our fees and pricing structure.

**Use the following credentials to log in:**

**User ID:** afs\_user@xxx.com

**Password:** XXXXXX

For additional information and resources, please visit [www.aspireonline.com/prime-plan-solutions](http://www.aspireonline.com/prime-plan-solutions). Questions? Please email [PPS@aspireonline.com](mailto:PPS@aspireonline.com) or call Aspire's Customer Service Team at 1.866.634.5873, select Option 5 for Prime Plan Solutions business.

Thank you for your assistance!

Aspire