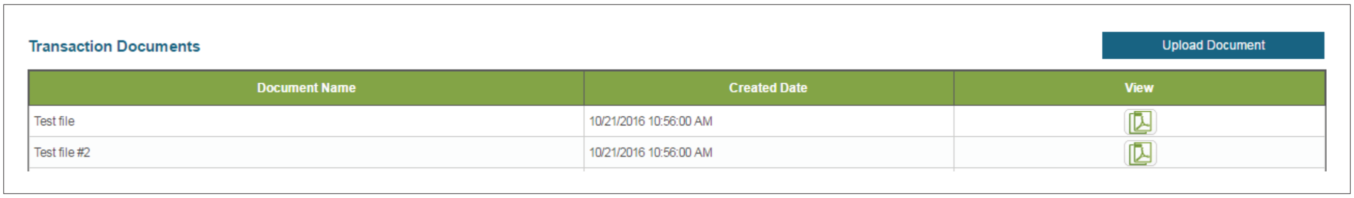
Accessing Service Agreement Forms

1. **Go to** https://portal.documentagility.com.

2. **Login** using your credentials provided in the "Important Information regarding your Aspire Retirement Plan Service Agreement" email.

3. Once logged in, you will see the documents to be completed. **Click** on each pdf icon under the View column.

PLEASE NOTE: If you click and nothing happens, you may need to allow Pop Ups.


Transaction Documents

Upload Document

Document Name	Created Date	View
Test file	10/21/2016 10:56:00 AM	
Test file #2	10/21/2016 10:56:00 AM	

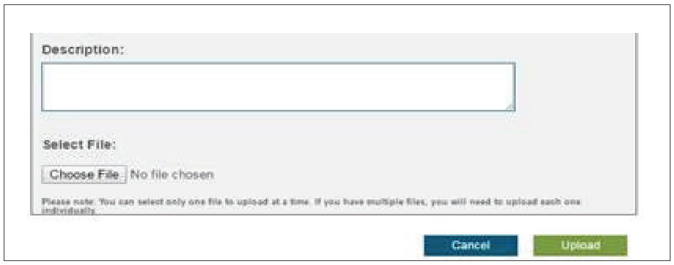
4. **Print**, **Sign**, **Scan** and **Save** locally on your computer.

5. From the login landing page, click the **Upload Document** button.

6. Enter a brief **description** of the file (i.e., "Service agreement," "Custody agreement," etc.).

7. Click **Choose File**, **Select** the document previously saved and click **Upload**.

NOTE: Only one document can be uploaded at a time.



8. **Repeat** Steps 6 through 8 for each document.

9. Click **Close** when all documents have been uploaded.

NOTE: The upload feature is real time—so you may exit the system using the **Close** button at any time without losing any information.

Instructions for Completing the Aspire Service Agreement Forms

Aspire Service Agreement Form (REQUIRED):

Page 7:

- The Client and the Plan Sponsor signatures, printed names, addresses, titles and dates are required.
- Both signatures must be authorized signers at the Plan Sponsor.
- Depending on how responsibilities are designated within the company—the same individual may sign twice or two different individuals can sign.

Schedule B:

- This section is where any other authorized signers on this plan (who did not sign previously on page 7) would be listed, if applicable.

Matrix Custody Agreement Form (REQUIRED):

Page 5 of 19:

- Elect yes/no to receive electronic statements from Matrix, the plan custodian.
- If yes, fill in name, email and phone number of desired recipient(s).

Page 19 of 19:

- Both the Customer and the Trustee(s) signatures, printed names, titles and dates are required.
- Both signatures must be authorized signers at the Plan Sponsor.
- Depending on how responsibilities are designated within the company—the same individual may sign twice or two different individuals can sign.
- If there are more than one Trustee/Owner, all will need to sign in that section (attach additional pages if necessary).

Addendum for Level Compensation Matrix Form* (Complete if INCLUDED in Packet):

- Make a fee election at the top of the page (if not already prefilled).
- Both the Client signature and the Plan Sponsor signatures are required.
- Both signatures must be authorized signers at the Plan Sponsor.
- Depending on how responsibilities are designated within the company—the same individual may sign twice or two different individuals can sign.

Financial Professional Fees Form* (Complete if INCLUDED in Packet):

- Fill in the Financial Advisor Fees section % or $ (if not already prefilled).
- Make an election for Strategist Fee services (aka co-fiduciary services).
- Plan Sponsor signs and dates under the Fiduciary Signature.

***NOTE:** The details of the fees and services to be filled in on this form are negotiated and decided upon through discussions between the Plan Sponsor, the Advisor and if applicable, the Advisor's Agency Firm. Aspire cannot dictate what fees and services are to be elected on this form.

Additional questions about the Service Agreement Packet?

Your Advisor is the first contact you should make. If you still have questions, contact Aspire at 866.634.5873, Option 5 Monday – Friday, 8:00 a.m. – 8:00 p.m. ET for dedicated Prime Plan Solutions or email PPS@aspireonline.com.

Aspire—Delivering Smart Retirement Solutions

Aspire Financial Services, LLC is a leading service provider of smart retirement solutions, serving the industry since 2002 with a conflict-free, open-investment retirement planning management system for all plans. Aspire provides a best-in-class technology-enabled portfolio of pre-defined or highly customizable smart retirement solutions with private-label branding options through its proprietary technology platform and strategic partnerships. To learn more, visit www.aspireonline.com or call 866.634.5873.

aspire
Smart Retirement Solutions

4010 Boy Scout Blvd., Suite 450
Tampa, FL 33607