

The new date to migrate your Prime Plan Solutions plan to InvestLink<sup>SM</sup>, Aspire's recordkeeping platform, is **January 31, 2017**. We have received your paperwork and all is moving forward smoothly. The date extension from December 28, 2016 is to account for the holidays and offer additional time to ensure we've answered all questions pertaining to the process with you and the various stakeholders involved.

## 4 Important Updates – Review Now

1. Migration Dates and Blackout Period Notice
2. Share Class Availability Update
3. Communicating to Participants
4. Contribution Submission Process and Training

### #1 – NEW Migration Dates and Blackout Period Details You Need to Know

- The migration will begin at 4:00 p.m. ET on **Tuesday, January 31, 2017** and end **Monday, February 13, 2017**. Previously the Blackout Period was scheduled December 28, 2016 – January 10, 2017.
- 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
- Plan Sponsors are required to provide Participants at least 30 days' notice prior to the Blackout Period.
- Participants will NOT be out of the market at any time.

## #2 – Share Class Availability Update

There are no current investment changes to your plan until the migration is completed. As part of the transition to the Aspire InvestLink recordkeeping platform, certain share classes of Lord Abbett investment options will no longer be supported or will be supported in a limited fashion. Please refer to the **Share Class Availability Guide** to review your plan's investment options to determine whether any of the affected Lord Abbett share classes described are part of your plan and provide appropriate information to affected plan Participants. For information about the Class R4 shares, please go to

<https://www.lordabbett.com/en/strategies/mutual-funds.class-r4.html>.

- Additionally, depending on how your investment advisor/financial professional is paid, these changes may affect his/her compensation. You should discuss these changes with your investment advisor/financial professional.
- There are two options if you wish to make changes to your plan's available investment options:

- 1) Prior to migration you may send your request to [primeplansolutions@dstsystems.com](mailto:primeplansolutions@dstsystems.com). Your request must be received by January 20, 2017 for it to become effective before the the Blackout Period described in this letter.
- 2) After migration to Aspire, you may change your plan's investment options through InvestLink.

### #3 – Communicating to Participants

You will be communicating directly to your Participants to inform them about the InvestLink migration. We have updated the **Participant Notice of Blackout Period template**, explaining what will take place during the Blackout Period.

- **Participants must receive the Notice of Blackout Period by Friday, December 30, 2016.**
- You must also provide Participants appropriate information as to affected plans with Share Class Availability changes.

### #4 – Contribution Submission Process Options and Training

To ensure a smooth transition process, we are providing this contribution information to you today so you can review and select a training session to attend.

#### **Choosing a Contribution Submission Option**

All contributions submitted on or after **February 13, 2017**, will have two contribution

submission options to choose from: File Import, commonly used for plans with 25 or more Participants and Direct Client Entry, commonly used for plans with 25 or less Participants. Both of these options can be used for plans of any size. We have created a **Contributions, Distributions and Loans Overview** providing more details to help you decide the best option for your plan.

### Training Webinars

Regularly scheduled **training sessions** are available, during which a live walk-through will be conducted on both the File Import and the Direct Client Entry contribution submission options.

## You have Questions – We have Answers

Please visit the **[Prime Plan Solutions \(PPS\) Resource Center](#)** for additional information about the migration and the InvestLink platform. We have prepared Frequently Asked Questions (FAQs) for Plan Sponsors and FAQs for Participants.

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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**4010 W. Boy Scout Blv d. Suite 480, Tampa FL 33607 | [Unsubscribe from our emails](#)**