

DWC

THE 401K EXPERTS

New Plan Onboarding Timeline

During the onboarding period, we will work with your recordkeeping service provider and their set-up process. Typically the signed plan document\* is used for setting up the recordkeeping system.

LOI Signed



Timeline Details

Proposal

- Plan sponsor/advisor reviews proposal & signs Letter of Intent (LOI)
- DWC/plan sponsor/advisor service agreement review call
  - Service agreement details
  - Initial macro project schedule
  - Next steps
- Plan sponsor signs service agreement
- DWC sends first invoice (if applicable)

DWC Delivers Welcome Package

- Define roles and responsibilities
- Provide calendar with key dates

Welcome Call

- Introduce DWC team
- Review welcome package
- Plan document discussion
- Recordkeeper set-up protocol
- Review key next steps

DWC Summary of Plan Provisions

- Provides easy review of plan document provisions
- Includes final suggestions/thoughts to consider (if applicable)

DWC Delivers Plan Document

- Including applicable notices

\*The plan document must be signed at least one day before the effective date of the plan (rather than the 45-60 day preferred signing period.) The effective start date of the plan is the first day of the plan year, and when participant deferrals must commence. Certain notices (such as safe harbor and QDIA) are required to be delivered at least 30 days before the start of the plan year, our proposed timeline ensures the notifications are prepared timely.