

# ZZZ - Default Plans

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## ZZZ - Default Plans

When you add a new plan any necessary plan specifications are automatically populated using defaults set in special plans called 'ZZZ-Defaults' (unless you added the plan using 55Autofill or by cloning a plan). Before adding new plans, you may want to start by opening the default company plans and updating the default plan specifications. 'ZZZ-Default' settings do not affect existing plans, and are only used when creating a new plan. All 'ZZZ-Defaults' are unique to each plan type: for example, the defaults for a 401(k) Prototype Non-Standardized plan will not affect new Volume Submitter 401(k) plans.

Designated Admin users and the Master user can edit ZZZ-Defaults by clicking the Wolters Kluwer logo button, selecting **Administrative Tasks**, then clicking **ZZZ-Defaults** under **Defaults** . You can edit the default [Plan Checklists](#) just like other plans.

You may also copy the checklist answers to a new plan in any company instead of using ZZZ-Defaults by clicking on the **Clone Me** link next to the Checklist name. Cloning a plan will copy the checklist answers of the selected plan to a new plan for an existing company that you have created on the system. If you would like to add the plan to a new Company, you will need to create the company prior to cloning the plan. You will not need to create a new plan, which will be done by the Clone Me feature. To clone a plan, simply navigate to the **Edit Plan** screen by either selecting the plan in the [Navigation Bar](#), or from the Home screen. In the Plan Menu click **Clone Plan**, then in the next screen, select a company to associate with the cloned plan.

### *Clone a Plan*

Name of plan that will serve as the basis of the new plan: Test 401k A

Select the Company for which the new plan will be created:

Company: