

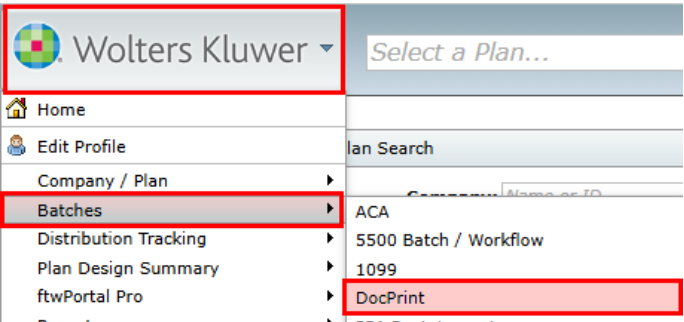
DocPrint

12/17/2025 8:52 am CST

DocPrint is available to annual document subscribers. This feature allows you to create a batch of plans to; update plan provisions, run edit checks, convert your plans, assist with required interim amendments, and print any document/forms available from the Plan Document software. In addition, if you also subscribe to ftwPortal, you can publish documents to the portal for e-signature.

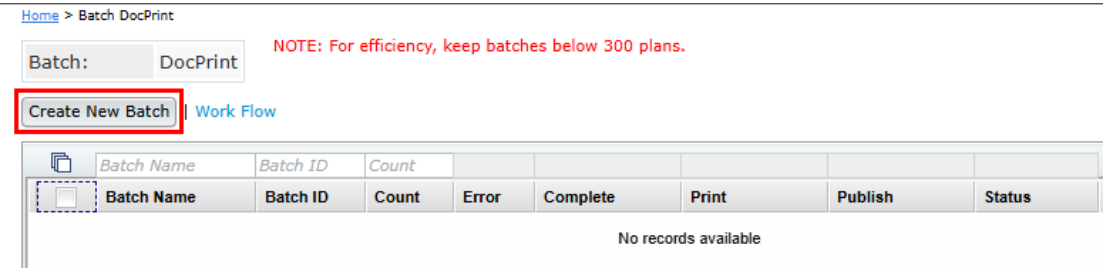
Accessing DocPrint

The DocPrint feature can be accessed via the Wolters Kluwer menu as shown below.

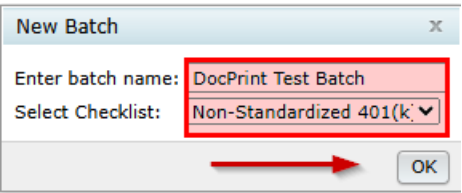


Creating a Batch

1. To create a batch, click on the "Create New Batch" button.



2. Type in a name for the batch, select the checklist from the drop down menu of your desired plan type and click on "Ok". You will be directed to the batch menu where you can add plans to your batch.



In addition, you can select an existing batch. To select an existing batch, click on the batch name.

	Batch Name	Batch ID	Count
<input type="checkbox"/>	Batch Name	Batch ID	Count
<input type="checkbox"/>	DocPrint Test Batch	346130	1

Adding Plans to a Batch

To add plans to your batch, click on the "Add Plans" button near the top of the menu. The software will open a window displaying a list of all plans on your account that are on the checklist type you chose.

Home > Batch DocPrint > DocPrint Test Batch

Batch: DocPrint	Count: 0	Error:
Batch Name: DocPrint Test B...	Complete: <input type="checkbox"/>	Print: <input type="checkbox"/>
Batch ID: 346130	Publish: <input type="checkbox"/>	Status:
Checklist: 4KPT:VolSub:POST		

Add Plans

Batch Options

Document Format: Word ☒

Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

[Convert Plans](#) | [Batch Edit Plan Grid](#) | [Edit Batch Name](#)

Company Name	EIN	Company ID	Plan Name
Company Name	EIN	Company ID	Plan Name

No records available

Filters at the top of the window may be utilized to narrow the list of plans. You can choose to select plans individually or by checking the select all box. Once you have selected your desired plans, click on the "Add" button.

PLEASE NOTE: For efficiency, we recommend limiting the number of plans in your batch to 300 or less.

Add Plans

sample	Plan Name	PlanID	PlanNumber
<input type="checkbox"/>	Company Name	Plan Name	PlanID
<input type="checkbox"/>	Sample Company	Sample Company 401(k) Plan	001

Add **Cancel**

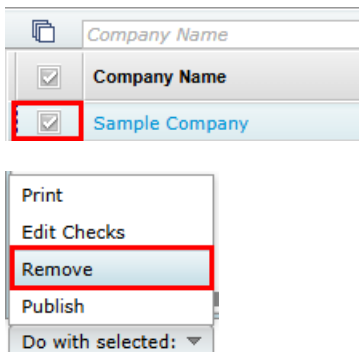
Current View Total: 1 / Number Selected: 0
Results are filtered

[Export current view to CSV](#)

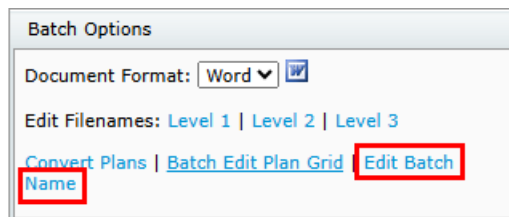
Working Within Your Batch

Once you have added plans to your batch, there are several functions available to you.

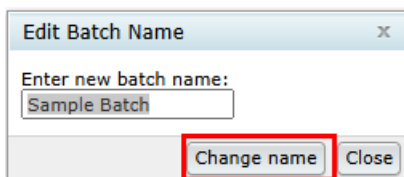
Delete a plan from the list - if you have added a plan by mistake, you can remove the plan from your batch. First, select the plan and then click on the "Do with selected" drop down and choose "Remove".



Change batch name - if you would like to change the name of your batch, you can do so by clicking on the "Edit Batch Name" link located under the "Batch Options" menu.



Type in the new name and click the "Change name" button.




Update Plan Parameters for Multiple Plans

With the "Batch Edit Grid" link you can update plan parameters for multiple plans on the same on the checklist.

To edit plan parameters - click on the "Batch Edit Plan Grid" link located under the "Batch Options" menu.

Batch Options

Document Format: Word 


Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

[Convert Plans](#) [Batch Edit Plan Grid](#) [Edit Batch Name](#)

From the "Grid View" drop-down select the Section of the checklist you wish to update.

Please NOTE: "Section K: SECURE 2.0 Operation Checklist" is now "SECURE 2.0 Amendment 2025".

Batch Edit Plan Grid

Grid View:  **Currently Showing: Default** [Download Schema](#) | [Grid Key](#) | [Grid Help](#)

Default

Annual Notice

SECURE/CARES/CAA Amendment

DC POST Restatement

Company Information

Section

Section A: GENERAL INFORMATION

Section B: ELIGIBILITY

Section C: CONTRIBUTIONS-ELECTIVE DEFERRAL AND SAFE HARBOR

Section D: CONTRIBUTIONS-EMPLOYER MATCHING AND NON-ELECTIVE

Section E: VESTING

Section F: DISTRIBUTIONS



Section G: IN-SERVICE WITHDRAWALS

Section H: PLAN OPERATIONS, INVESTMENTS AND TOP-HEAVY

Section I: SECURE/CARES AMENDMENTS & CUSTOM APPENDICES


Section J: ADMINISTRATIVE ELECTIONS - TRUST, LOANS, SPD AND FORM CUSTOMIZATIONS



Section K: SECURE 2.0 AMENDMENT 2025

Plan Name	PlanID	PlanNumber	Err Doc	Err Forms
Jodi Test Plans - One of Each SECURE 2.0 Operational				

For additional assistance with the grid, you can click on the "Grid Key" in the upper right. This key will provide an explanation of the shading in the grid. For an explanation of the column header and which question is linked to the plan document checklist, you can click on the "Grid Help" link. In addition, you can download the schema for the checklist type of your batch by clicking on the "Download Schema" link.

Batch Edit Plan Grid


Grid View:  **Currently Showing: Default** [Download Schema](#) | [Grid Key](#) | [Grid Help](#)

Company Name	Plan Name	PlanID	PlanNumber	Err Doc	Err Forms
Sample Company	Sample Company 401(k) Plan		001		

After you have selected a section, you can make your desired changes in the grid, or you can update certain parameters by clicking on the "Do with selected" button at the bottom and select "Change columns" from the drop down. You will want to first select the plans that you want to update.

Batch Edit Plan Grid

Grid View: ▾ **Currently Showing: Section C**

	Company Name	Plan Name
<input checked="" type="checkbox"/>	Company Name	Plan Name
<input checked="" type="checkbox"/>	Sample Company	Sample Company 401(k) Plan

Do with selected: ▾

Show Selected

Change columns

Then select the check box for the parameter that you want to update and then click "Ok" at the bottom of the menu. The software will update all plans selected.

Change Columns - 1 selected Show Selected X

<input type="checkbox"/>	Column	New Value
<input checked="" type="checkbox"/>	PlanFKMinMax	Yes ▾
<input type="checkbox"/>	FKMin	Yes ▾
<input type="checkbox"/>	FKMinimum	percent of Compensation ▾
<input type="checkbox"/>	FKMinimumAmt	
<input type="checkbox"/>	FKMax	Yes ▾
<input type="checkbox"/>	FKMaximum	percent of Compensation ▾
<input type="checkbox"/>	FKMaxAmount	
<input type="checkbox"/>	FKLimitations	Yes ▾
<input type="checkbox"/>	FKLimitationsText	
<input type="checkbox"/>	FKModifications	Each pay period ▾
<input type="checkbox"/>	FKStopAnyTime	Yes ▾
<input type="checkbox"/>	FKCatchUp	Yes ▾
<input type="checkbox"/>	FKNegativeElection	None ▾
<input type="checkbox"/>	FKNegativeElectionAdminPolicy	Yes ▾
<input type="checkbox"/>	AutoEnrollApplication	Only Participants whose Plan entry date is on or after ▾
<input type="checkbox"/>	AutoEnrollApplicationEntryDate	
<input type="checkbox"/>	AutoEnrollApplicationOtherText	
<input type="checkbox"/>	EACACovered	All Eligible Employees ▾
<input type="checkbox"/>	FKNegativeElectionAmount	
<input type="checkbox"/>	FKNegativeElectionIncrease	Yes ▾
<input type="checkbox"/>	FKNegativeElectionIncreasePercent	
<input type="checkbox"/>	MaxNegativeElection	
<input type="checkbox"/>	FKNegativeElectionDelay	Yes ▾


OK **Cancel**

After you have updated your desired plan parameters, you can now run edit checks for all or select plans in your batch.

To run the edit checks for all plans in your batch, go to the top of the batch screen and click on the symbol next to "Error".

Count:	1	Error:	
Complete:	<input type="checkbox"/>	Print:	<input type="checkbox"/>
Publish:	<input type="checkbox"/>	Status:	

To run edit checks on select plans from your list, select the plans, then click on the "Do with selected".



Company Name

<input checked="" type="checkbox"/>	Company Name
<input checked="" type="checkbox"/>	Sample Company

Print

Edit Checks

Remove

Publish

Do with selected: ▼

403(b) Batch Restatement

To restate your PPA 403(b) Plans to Cycle 2 using the DocPrint feature, first create a batch selecting one of the 403(b) PPA plan types from the drop-down menu. For example, to restate your PPA 403(b) ERISA documents, you would choose the Volume Submitter 403(b) ERISA - PPA, from the list. Once you make your selection, click "Ok".

New Batch

Enter batch name:

Select Checklist:

Volume Submitter 403(b) ERISA - PPA

Non-Standardized 403(b) ERISA - Cycle 2

Volume Submitter 403(b) Governmental - PPA

Non-Standardized 403(b) Governmental - Cycle 2

Prototype Non-Standardi ▼


OK

Next, you can add your plans. Please refer to "Adding Plans to a Batch" in this guide for the steps to add plans to your batch.

After you have added your plans, you now proceed with the conversion process.

1. Click on the "Convert Plans" link located under the "Batch Options" menu.

Batch Options

Document Format: Word 

Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

[Convert Plans](#)
[Batch Edit Plan Grid](#)
[Edit Batch Name](#)

2. The software will display a list of Cycle 2 403(b) plan checklists that you can choose from. Select the radio button to the left of the Cycle 2 403(b) checklist you wish to convert to and then click on the "Convert Plans" button at the bottom.

DocPrint Conversion ✕


Convert to Checklist

Defined Contribution:	n/a
Defined Benefit:	n/a
Section 403(b):	<input type="radio"/> Non-Standardized 403(b) Church with RIA - Cycle 2 <input type="radio"/> Non-Standardized 403(b) Church without RIA - Cycle 2 <input type="radio"/> Non-Standardized 403(b) Deferral Only 501(c)(3) - Cycle 2 <input checked="" type="radio"/> Non-Standardized 403(b) ERISA - Cycle 2 <input type="radio"/> Non-Standardized 403(b) Governmental - Cycle 2
Non qualified plans:	n/a
Other:	<input type="radio"/> Misc (1099, 5500 or Compliance)

Convert Plans

PLEASE NOTE: Prior to converting documents, we do recommend that you download your documents as the conversion process is irreversible. To download your documents before converting, click on the "Cancel" button. If you are ready to proceed, click on the "Ok" button.

Batch Conversion ✕



You are converting to a new ChecklistVersion. We recommend that you download any current documents that you wish to maintain for historical purposes before conversion.

OK

Cancel

A progress bar will appear to indicate the progress of the conversion. Once the bar has reached 100%, you can proceed by clicking "Ok".

Batch Conversion

100%

Batch conversion completed!

OK

3. Now that your plans have been converted to Cycle 2, you have the option of updating plan parameters within the batch. Please refer to, "Update Plan Parameters for Multiple Plans" in this guide for details.

4. It is recommended to run the edit checks before proceeding. To run the edit checks for all plans in your batch, go to the top of the batch screen and click on the symbol next to "Error".

Count:	1	Error:	
Complete:	<input type="checkbox"/>	Print:	<input type="checkbox"/>
Publish:	<input type="checkbox"/>	Status:	

To run edit checks on select plans from your list, select the plans, then click on the "Do with selected".

Company Name

<input checked="" type="checkbox"/>	Company Name
<input checked="" type="checkbox"/>	Sample Company

Print
Edit Checks
Remove
Publish
Do with selected: ▼

5. After all edit checks are passed, you can now proceed with printing your Cycle 2 documents or publish them to the Portal.

- Please refer to "Printing Documents" in this guide for how to print your Cycle 2 403(b) documents.
- Please refer to "Publishing Documents in the Portal" in this guide for how to publish your Cycle 2 403(b) documents to the Portal.

Printing Documents

Before printing your desired documents, you have the option to customize the file names via the Edit Filenames under the "Batch Options" menu.

- Level 1 applies to the folder that is downloaded from DocPrint. This will contain plan folders and files for all the plans in your batch.
- Level 2 applies to the file or folder within the Zip folder in Level 1.
- Level 3 applies to all the files inside of the folders in Level 2.

Batch Options

Document Format: Word

Edit Filenames: Level 1 | Level 2 | Level 3

[Convert Plans](#) | [Batch Edit Plan Grid](#) | [Edit Batch Name](#)

To print your desired documents/forms, select your desired format and click on the "Print" checkbox.

Count:	1	Error:	
Complete:	<input type="checkbox"/>	Print:	<input type="checkbox"/>
Publish:	<input type="checkbox"/>	Status:	

Batch Options

Document Format: Word

Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

[Convert Plans](#) | [Batch Edit Plan Grid](#) | [Edit Batch Name](#)

You can also select plans from your list, then click on the "Do with selected".

Company Name

<input checked="" type="checkbox"/>	Company Name
<input checked="" type="checkbox"/>	Sample Company

Print

Edit Checks

Remove

Publish

Do with selected: ▾

On the "Print Batch" page, you can choose which documents/forms you want to include. In addition, you can update the "Batch Printed" status, choose your download options via the "Print Options" drop down, include a cover letter, and choose to suppress the error page. Once you have made your selections, click on the "Print" button.

Print Batch: DocPrint Test Batch

Batch Print Status: Mark as Printed ▾

Download Option: ZIP: One Folder, All forms ▾

Cover Letter: N/A ▾ Edit

Suppress Error Page: No ▾

Documents / Forms Select All / Deselect All

Plan Document

☐ Adoption Agreement
 ☐ Blank Adoption Agreement
 ☐ Joinder Agreement
 ☐ Basic Plan Document
 ☐ Trust Agreement

Required Amendments *

☐ SECURE/CARES/CAA Amendment
 ☐ DC SECURE 2.0 Amendment 2025

Summary Plan Description

☐ Summary Plan Description
 ☐ Summary Plan Description - English Including Spanish Foreign Language Requirement
 ☐ Summary Plan Description - Spanish

Highlights

☐ Plan Highlights
 ☐ Plan Highlights - Spanish

Administrative Policies

☐ Loan Procedures
 ☐ QDRO Procedures
 ☐ Funding Policy
 ☐ SECURE 2.0 Operation Checklist

Model/Sample Amendments/Agreements

☐ Consent
 ☐ Amendment
 ☐ Short Plan Year Amendment
 ☐ Termination Kit non MP
 ☐ Discretionary Match Sample Kit
 ☐ Safe Harbor Non-Elective Amendment
 ☐ Cease Safe Harbor Amendment
 ☐ Cease Safe Harbor

Annual Notice

☐ Annual Notice
 ☐ Annual Notice - Spanish
 ☐ Annual Notice - no QDIA
 ☐ Annual Notice - no QDIA - Spanish
 ☐ Annual Notice - QDIA only
 ☐ Annual Notice - QDIA only - Spanish
 ☐ Annual Notice - SIMPLE 401(k)
 ☐ Annual Notice - SIMPLE 401(k) - Spanish

Forms

☐ Follow-up Notice
 ☐ Deferral Election Form
 ☐ Deferral Election Form - Spanish
 ☐ Bonus Deferral Election Form
 ☐ Self Employed Deferral Election Form
 ☐ Publicly-Traded Stock Notice
 ☐ Publicly-Traded Stock Notice - Spanish
 ☐ Beneficiary Designation
 ☐ Beneficiary Designation - Spanish
 ☐ Rollover Contribution
 ☐ Special Tax Notice
 ☐ Special Tax Notice - Spanish

Cancel

Print

On the "Print Batch" page, there are four options available.

1. "Batch Print Status" - Updates the "Print" date on the Batch Menu. You can choose to update the printed date, leave the printed date unchanged, or choose to mark as not printed.

Print Batch: Sample Batch Test

Batch Printed: Update Print date

Print Options: Update Print date ms ▼

Cover Letter: Leave Unchanged ▼ [Edit](#)

Suppress Error Page: Mark as Not Printed

Documents / Forms Select All / Deselect All

2. "Print Options" - Provides options to choose from on how documents/forms are printed.

- "ZIP: One Folder, All forms" - generates a zip file in a single folder for all plans in the batch.
- "ZIP: One folder per Plan, One file per form" - generates a zip file with individual folders for each plan in your batch.
- "ZIP: One Plan, All forms single file" - generates a zip file containing a single document with all selected documents/forms.

Print Batch: Sample Batch Test

Batch Printed: Update Print date ▼

Print Options: ZIP: One Folder, All forms ▼

Cover Letter: ZIP: One Folder, All forms ▼ [Edit](#)

Suppress Error Page: ZIP: One folder per Plan, One file per form

Documents / Forms Select All / Deselect All

3. "Cover Letter" - Provides the option of using any of the default cover letters available. You can modify the letter by clicking on the "Edit" link next to the drop-down menu.

Print Batch: DocPrint Test Batch

Batch Print Status: Update Printed date ▼

Download Option: ZIP: One Folder, All forms ▼

Cover Letter: N/A ▼ [Edit](#)

Suppress Error Page: N/A

Documents / Forms Deselect All

Plan Document

☐ Adoption Agreement

☐ Basic Plan Document

☐ Joinder Agreement

☐ Trust Agreement

Required Amendments *

☐ SECURE/CARES/CAA Amendment

Default Annual Notice Email

Default Carryover Increase Amendment cover letter

Default Covid-19 Amendment cover letter

Default Cycle 2 403(b) Restatement Cover Letter

Default Cycle 3 Cash Balance Restatement Cover Letter

Default Cycle 3 Defined Benefit Restatement Cover Letter

Default Document Signer Email

Default POST PPA Restatement cover letter

Default PPA Restatement Email

Default SECURE/CARES/CAA Amendment cover letter

Default Upload Email

Default Welfare Change in Election Amendment Cover Letter


4. "Suppress Error Page" - gives the option of suppressing the error page. The error page generates as the first page of all documents when the checklist has not passed all edit checks.

Print Batch: Sample Batch Test

Batch Printed:

Print Options:

Cover Letter: [Edit](#)

Suppress Error Page: 

Documents / Forms [Select All](#) / [Deselect All](#)

Highlights **Annual Notice**

After making your print selections, choose which supporting materials you would like to include, and click on the "Print" button at the bottom of the menu.

Print Batch: DocPrint Test Batch

Batch Print Status:

Download Option:

Cover Letter: [Edit](#)

Suppress Error Page:

Documents / Forms [Select All](#) / [Deselect All](#)


Plan Document	Summary Plan Description	Annual Notice
<input type="checkbox"/> Adoption Agreement	<input type="checkbox"/> Summary Plan Description	<input type="checkbox"/> Annual Notice
<input type="checkbox"/> Blank Adoption Agreement	<input type="checkbox"/> Summary Plan Description - English Including Spanish Foreign Language Requirement	<input type="checkbox"/> Annual Notice - Spanish
<input type="checkbox"/> Joinder Agreement	<input type="checkbox"/> Summary Plan Description - Spanish	<input type="checkbox"/> Annual Notice - no QDIA
<input type="checkbox"/> Basic Plan Document		<input type="checkbox"/> Annual Notice - no QDIA - Spanish
<input type="checkbox"/> Trust Agreement		<input type="checkbox"/> Annual Notice - QDIA only
Required Amendments *	Highlights	<input type="checkbox"/> Annual Notice - QDIA only - Spanish
<input type="checkbox"/> SECURE/CARES/CAA Amendment	<input type="checkbox"/> Plan Highlights	<input type="checkbox"/> Annual Notice - SIMPLE 401(k)
<input type="checkbox"/> DC SECURE 2.0 Amendment 2025	<input type="checkbox"/> Plan Highlights - Spanish	<input type="checkbox"/> Annual Notice - SIMPLE 401(k) - Spanish
	Administrative Policies	Forms
	<input type="checkbox"/> Loan Procedures	<input type="checkbox"/> Follow-up Notice
	<input type="checkbox"/> QDRO Procedures	<input type="checkbox"/> Deferral Election Form
	<input type="checkbox"/> Funding Policy	<input type="checkbox"/> Deferral Election Form - Spanish
	<input type="checkbox"/> SECURE 2.0 Operation Checklist	<input type="checkbox"/> Bonus Deferral Election Form
	Model/Sample Amendments/Agreements	<input type="checkbox"/> Self Employed Deferral Election Form
	<input type="checkbox"/> Consent	<input type="checkbox"/> Publicly-Traded Stock Notice
	<input type="checkbox"/> Amendment	<input type="checkbox"/> Publicly-Traded Stock Notice - Spanish
	<input type="checkbox"/> Short Plan Year Amendment	<input type="checkbox"/> Beneficiary Designation
	<input type="checkbox"/> Termination Kit non MP	<input type="checkbox"/> Beneficiary Designation - Spanish
	<input type="checkbox"/> Discretionary Match Sample Kit	<input type="checkbox"/> Rollover Contribution
	<input type="checkbox"/> Safe Harbor Non-Elective Amendment	<input type="checkbox"/> Special Tax Notice
	<input type="checkbox"/> Cease Safe Harbor Amendment	<input type="checkbox"/> Special Tax Notice - Spanish
	<input type="checkbox"/> Cease Safe Harbor	

[Cancel](#) [Print](#)


Publishing Documents to the Portal

PUBLISHING DOCUMENTS TO THE PORTAL

Customers that also subscribe to ftwPortal Pro can choose to deliver documents/forms using the "Publish" option at the top of the Batch Menu.

Count:	1	Error:	
Complete:	<input type="checkbox"/>	Print:	<input type="checkbox"/>
Publish:	<input type="checkbox"/>	Status:	

You can also select plans from your list to that you want to publish. Select your plans, then click on the "Do with selected".

	Company Name
<input checked="" type="checkbox"/>	Company Name
<input checked="" type="checkbox"/>	Sample Company

Print
Edit Checks
Remove
Publish
Do with selected: ▼

On the "Publish Batch" page, there are three options available.

1. "Batch Published" - Updates the "Publish" date on the Batch Menu. You can choose to update the publish date, leave the publish date unchanged, or choose to mark as not published.

Publish Batch: Sample Batch Test	
Batch Published:	Update Publish date ▼
Publish Options:	Update Publish date ▼
Suppress Error Page:	Leave Unchanged
Documents / Forms	Mark as Not Published
Select All / Deselect All	

2. "Publish Options" - provides options to choose from on how selected documents/forms are published to the Portal.

- "One File per Form" - sends all selected documents/forms in individual files. This option is recommended for E-Sign.
- "One File, All forms" - sends all selected documents/forms in one file. This may be a large file. You may experience additional processing time.

Publish Batch: Sample Batch Test	
Batch Published:	Mark as Published ▼
Publish Options:	One File per Form ▼
Documents / Forms	One File, All forms - E-Sign Not Available
Highlights	Notice

3. "Suppress Error Page" - gives the option of suppressing the error page. The error page generates as the first page of

all documents when the checklist has not passed all edit checks.

Publish Batch: Sample Batch Test

Batch Published:Update Publish date

Publish Options:One File per Form

Suppress Error Page:No

Documents / Forms

No

Highlights

Yes

Annual Notice

Select All / Deselect All

After making your publish selections, choose which documents/forms you would like to include, and click on the "Next" button at the bottom of the menu.

Publish Batch: DocPrint Test Batch

Batch Publish:Mark as Published

Publish Options:One File per Form

Suppress Error Page:No

Documents / Forms

Select All / Deselect All

Plan Document

☐ Adoption Agreement

☐ Blank Adoption Agreement

☐ Joinder Agreement

☐ Basic Plan Document

☐ Trust Agreement

Required Amendments *

☐ SECURE/CARES/CAA Amendment

☐ DC SECURE 2.0 Amendment 2025

Summary Plan Description

☐ Summary Plan Description

Summary Plan Description - English Including Spanish Foreign Language Requirement

☐ Summary Plan Description - Spanish

Highlights

☐ Plan Highlights

☐ Plan Highlights - Spanish

Administrative Policies

☐ Loan Procedures

☐ QDRO Procedures

☐ Funding Policy

☐ SECURE 2.0 Operation Checklist

Model/Sample Amendments/Agreements

☐ Consent

☐ Amendment

☐ Short Plan Year Amendment

☐ Termination Kit non MP

☐ Discretionary Match Sample Kit

☐ Safe Harbor Non-Elective Amendment

☐ Cease Safe Harbor Amendment

☐ Cease Safe Harbor

Annual Notice

☐ Annual Notice

☐ Annual Notice - Spanish

☐ Annual Notice - no QDIA

☐ Annual Notice - no QDIA - Spanish

☐ Annual Notice - QDIA only

☐ Annual Notice - QDIA only - Spanish

☐ Annual Notice - SIMPLE 401(k)

☐ Annual Notice - SIMPLE 401(k) - Spanish

Forms

☐ Follow-up Notice

☐ Deferral Election Form

☐ Deferral Election Form - Spanish

☐ Bonus Deferral Election Form

☐ Self Employed Deferral Election Form

☐ Publicly-Traded Stock Notice

☐ Publicly-Traded Stock Notice - Spanish

☐ Beneficiary Designation

☐ Beneficiary Designation - Spanish

☐ Rollover Contribution

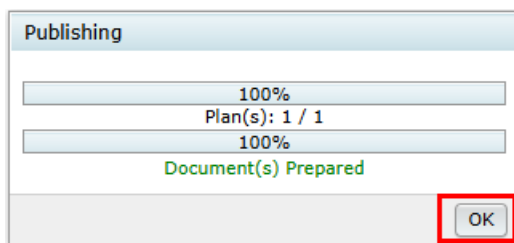
☐ Special Tax Notice

☐ Special Tax Notice - Spanish

Cancel

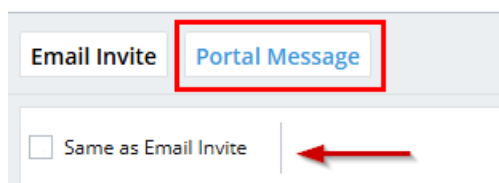
Next

A progress bar window will appear to indicate you are ready to proceed. Click on the "Ok" button.



The software will direct you to the Communication Manager in the Portal, where there are several options to choose from.

1. **Classifications:** If you are publishing more than one document with different types of "Classifications", the classification type of "Plan Forms" will default. You can choose a different classification from the drop-down menu.
2. **Subject:** Each communication requires a subject to be sent.
3. **Send Email Invite:** This toggle option indicates whether communication will be sent to the Portal User that the items are available, or you can choose to publish the files to the Portal without an invitation. When the toggle is gray (off mode), an invitation will not be sent.
4. **Confirmation Email Recipient:** This field indicates who will receive confirmation that the Portal User has downloaded, or E-Signed the documents in the communication. This will either be the Admin associated with the plan or the Master User on your account.
5. **Expires Field:** This field allows you to set an expiration date. Once the date has passed these documents will no longer be on the Portal User's Portal. **NOTE: this is an uncommon field, as most prefer their Portal Users to have access to these documents on an ongoing basis.**
6. **Email Invite:** This field indicates what template to use when sending the invitation to your Portal User to inform them of items to review or sign. You can select from system generated or custom templates from the dropdown icon in this section. You can also create or edit templates by selecting the gear icon to the right of the template dropdown.
7. **Portal Message:** This is the message that is displayed within the portal view for your Portal Users. This can be left blank, you can enter a custom message, or you can choose to have the email invitation copied to the Portal message by checking the box next to "Same as Email Invite".



8. **Folder Name:** This allows you to specify a folder for the documents you are publishing to the Portal. This is often used to help organize documents by specific years or item type.

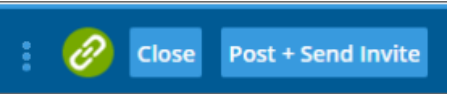
9. **Add ToDo with Portal Access:** This allows you to add items that do not require action to the Portal User's "ToDo" list. Adding items to the ToDo list will also trigger reminders if reminders are set in the Global Email Settings. To add viewing the document to the Portal User's ToDo list after E-Signing, be sure to check the box.

10. Do with Selected: This field will allow you to add E-Sign options, remove E-Sign options, or remove selected plans/files from the batch.

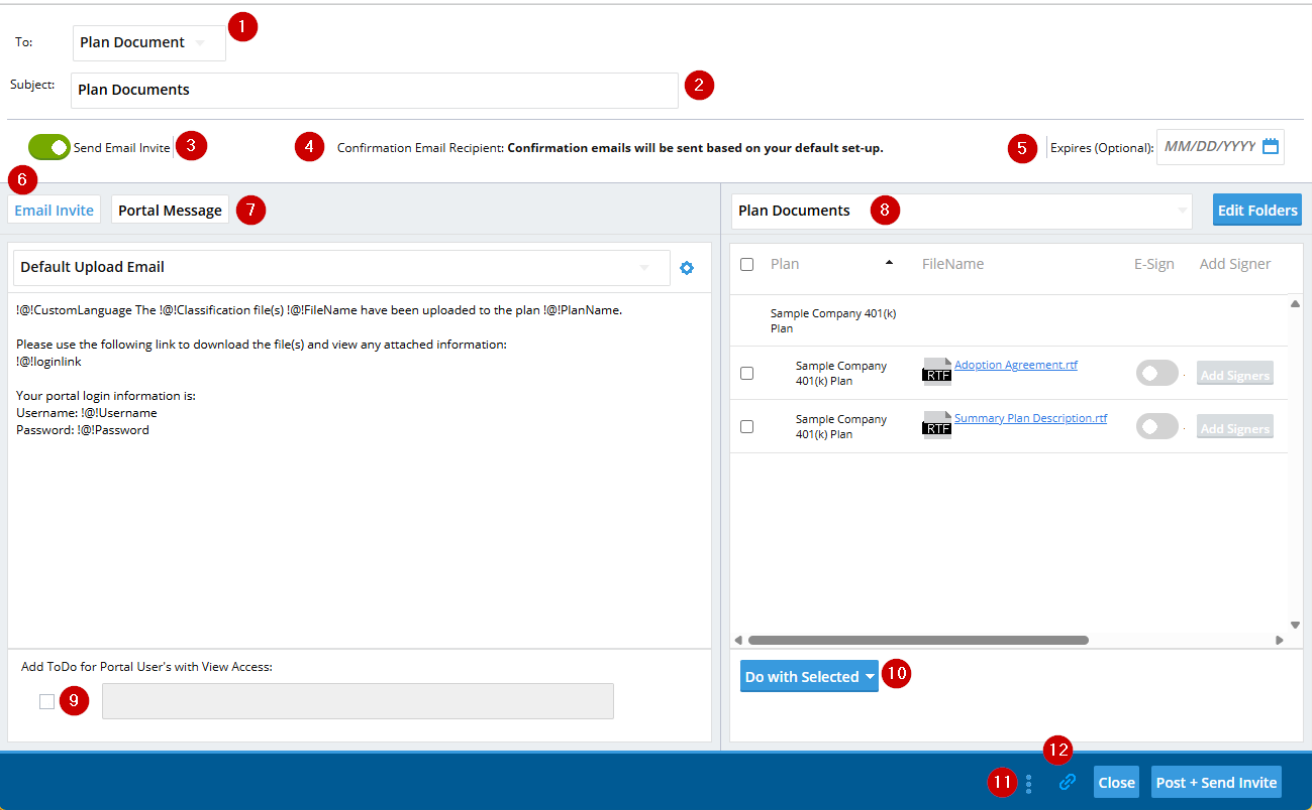
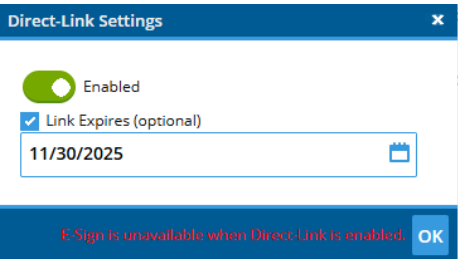
11. Preview Portal Invite: The tri-colon at the bottom of the page allows you to preview your communication.

12. Direct-Link: The chain icon at the bottom of the page allows you to send your documents/files in email. This offers the Portal User the ability to access the documents within the communication (Direct Message) without having to log into the Portal.

Please Note: Direct-Link cannot be used for items set for E-Sign. When Direct-Link is enabled, the link will turn green. To use this feature requires "Specify a Server" to be set up in your Global Email Settings. For detailed instructions on Specify a Server, please click [here](#). For detailed instructions on how to verify your Global Email Settings, please click [here](#).



When using Direct-Link, you can also set an expiration for how long the link is visible.



Once you are ready to send your communication to the Portal, click on the "Post+Send Invite" or "Post" (depending on your selections) button at the bottom of the page. A window with a progress bar will generate. Click the "Ok" button.

Sending Posts

Posting Complete!

100%

Post(s) Sent: 5 / 5

100%

Email(s) Sent: 1 / 1

OK

You can now view the communications on the Global or Plan Level Dashboards. The red flag on your dashboard indicates there are unread messages for that Portal User. The Batch column indicates the name of the batch file the plan is in.

<input type="checkbox"/>	To / From	Status	Classification	Batch	Batch Type	Folder	Subject / Description
	<input type="text" value="filter"/>		<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>
<input type="checkbox"/>	Sample User	<div><div></div><div></div><div></div><div></div><div></div></div>	Plan	DocPrint Test Batch	DocPrint	Plan Documents	Plan Documents