

Plan Implementation Timeline

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	Responsible Parties		Point of Sale	Week 1	Week 2	Week 3	Week 4-6	Implementation Complete
	Plan Sponsor	Advisor						
Step One Review Implementation Process <input type="checkbox"/> Identify Roles/Responsibilities <input type="checkbox"/> Review Implementation Timeline <input type="checkbox"/> Employee Communications (Blackout, Account Access, Enrollment) Complete & Sign Installation Kit, Inv Application, Takeover Ltr Gather conversion documents (Takeovers Only) <input type="checkbox"/> (see installation kit for detailed list of information required) <input type="checkbox"/> SIGNED Plan Documentation <input type="checkbox"/> Copy of most recent year compliance tests <input type="checkbox"/> Copy of IRS Form 5500 for the prior three years <input type="checkbox"/> Loan papers & Amortization schedules for outstanding loans Establish date(s) for enrollment meeting(s)	x	x						
	x	x						
	x	x						
Step Two Receipt & Review of documents received (BCG Implementation Specialist assigned to plan) Mail introduction letter and administrative manual to Sponsor Introduction Call with plan sponsor Plan documents drafted by document department Plan documents sent to plan sponsor for signatures via email	x	x						
	x	x						
	x	x						
Step Three Advisor conducts enrollment meeting Plan Sponsor submits completed enrollment forms Status update with Plan Sponsor/Advisor Investment Accounts established Establish plan on BCG record keeping system Status update with Plan Sponsor/Advisor Plan sponsor sends in signed plan document signature pages	x	x						
	x	x						
	x	x						
Step Four Status update with Plan Sponsor/Advisor Implementation Specialist Welcome call with plan sponsor Mail welcome letter to plan sponsor Implementation Specialist will schedule first payroll call First payroll will be submitted through BCG sponsor website Plan Sponsor forwards conversion money to BCG Plan Sponsor forwards Final Valuation of assets transferred Conversion Specialist reconciles final valuation	x	x						
	x	x						
	x	x						
Final Transition Plan to Ongoing Service Team (RPS) Activate Website/Voice Response Unit(VRU) Send letter to plan sponsor with Web/VRU participant brochures	x	x						

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**This timeline is provided as a general resource to assist you in the implementation process. Exact timing of each step may vary based on the information provided.

Implementation Specialist Name:

Phone: 800-524-401K Option 3

Email:

Advisor Name:

Phone:

Email: