

## Visit https://retirementplanconsultants.info and click Account Access.



Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

Select role from dropdown menu: Sponsor

Click the Login button

A One-Time PIN (OTP) is required to login using multi-factor authentication (MFA). If you need additional guidance with the OTP process, click the **Guide to Logging in with MFA** link (located at the top of this gray login box).

Once signed into the Plan Sponsor Web, click the Add an Employee to Your Plan option under the Manage Your Plan tab.

🛉 Sponsor Dashboard Plan Information	Manage Your Plan	Submit Payroll Contributions		
Summarv	Transaction Request Approval			
,	Search for a Participant			
Plan year	Transaction History			
Contact Us:	Web Requests			
Payroll is processed	Add an Employee to Your Plan			
Plan Summary	Update Employee Information			
	Loan Summary			

Manage Your Plan Manage Your Plan Munage Your Plan Submit Payroll Contributions Forms, Documents and Reports Add an Employee to Your Plan
 1) Enter the Employee's Social Security Number below and click the 'New Employee' button
 First & last name, DOB, and DOH are required fields; phone and email are highly encouraged.
 2) Once added to the plan, provide your employee with one of the following:
 The Online Enrollment Flyer, which includes instructions for the participant to complete enrollment & investment elections online.
 The Enrollment & Beneficiary Form which can be submitted to Retirement Plan Consultants.

- 1) Type in the Employee SSN.
- 2) Click the New Employee button.

You may **click the arrow** next to each section to expand and enter the participant's information:

- **General:** Enter Name, Date of Birth, Date of Hire, Address.
- Email: Enter Email Address, How to Receive Participant Statements and where to send email confirmations.
- Alternate Verification: This is used to setup a verification question, which may be used to reset a username and password in the future.
- Access: You may setup the participant with login credentials to access the Participant Web.
- Click the **Submit** button when appropriate information is entered.

👚 Sponsor Dashboard	Plan Information	Manage Your Plan					
Add an Employee to Your Plan							
Social Security # NEW EMPLOYEE							
General SS#: XXX-X	X-7919						
> Email							
> Alternate Verificatio	n						
> Access							
	RESET	SUBMIT					

• The Participant is instantly added to the plan!

A	Sponsor Dashboard	Plan Information	Manage Your Plan	Submit Payroll Contributions	Forms, Documents and Reports	Contact RPC	Plan Selection $\checkmark$
Ac	ld an Employ	ree to Your	Plan				Print
Ø	Your changes have bee	n saved.					
Soci	al Security #	NEW EMPLO	YEE				
>	General SS#: XXX-X	X-7919					
>	Email						
>	Alternate Verificatio	'n					
>	Access						
					RE	SET	SUBMIT