Quick reference guide

Advisor website & Retirement Plan Dashboard

Get what you need from our **advisor website**. Use this guide to learn how the site works, find out about tools and resources that can help make your job easier giving you more time to manage your book of business.

Your retirement plan dashboard
CLICK TO VIEW

Manage delegates
CLICK TO VIEW

Manage alerts & email preferences
CLICK TO VIEW

Advisor website helpful tips
CLICK TO VIEW

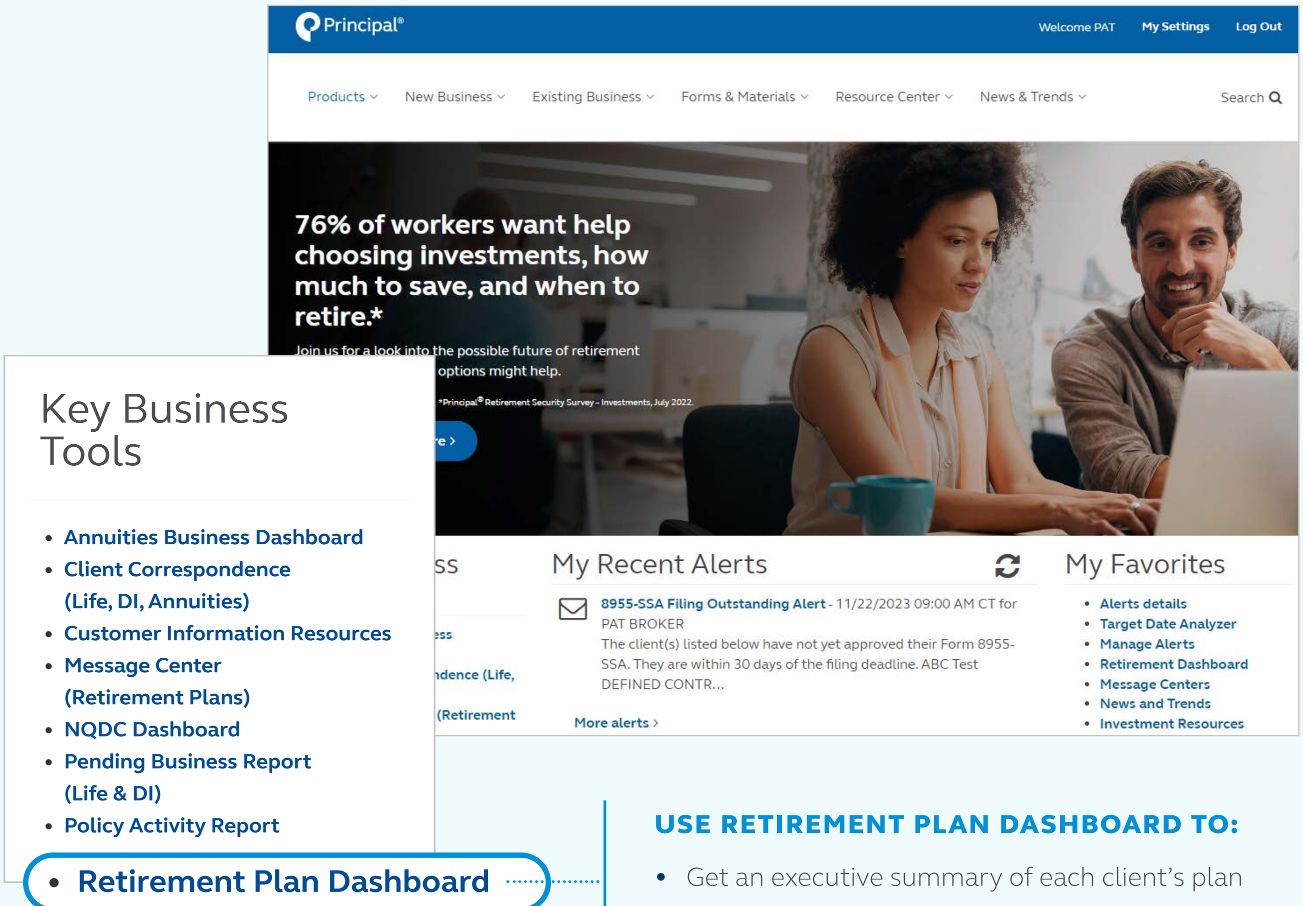
Advisor website settings
CLICK TO VIEW

Customize your view
CLICK TO VIEW

Retirement Plan Dashboard

FIND CLIENT INFORMATION & RESOURCES

On the **advisors.principal.com** homepage, you're just one click away from the Retirement Plan Dashboard and other resources to help you service your clients. Find it under Key Business Tools.



USE RETIREMENT PLAN DASHBOARD TO:

- Get an executive summary of each client's plan
- Review each client's fee summary
- Access client and participant information
- See administrative issues
- Run block level and participant reports

All images are for illustrative purposes only.

VIEW

If delegate access has been set up, choose a financial professional name from the drop-down to view their book of business.

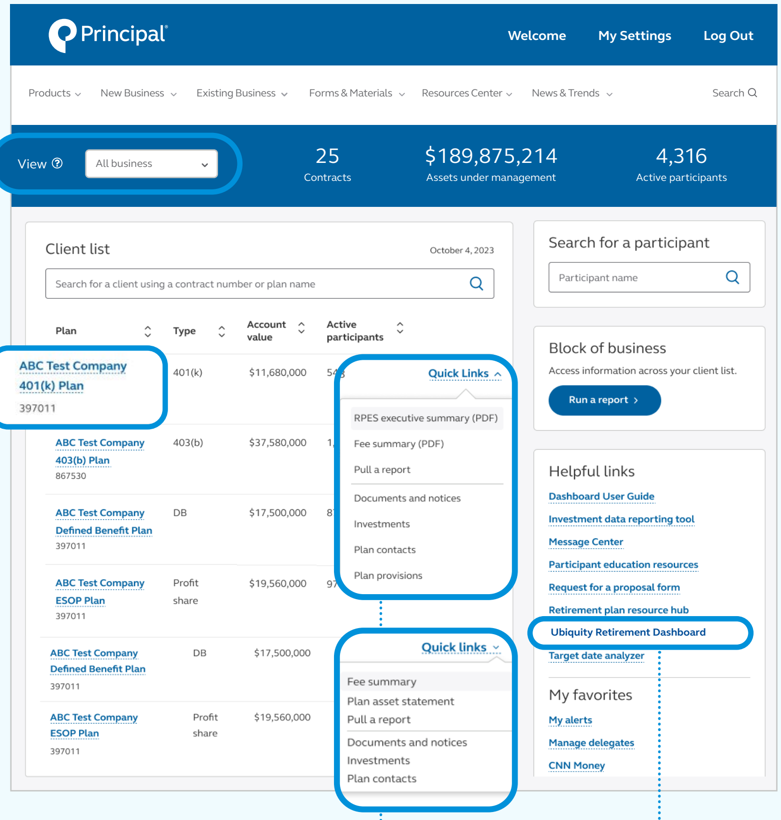
CLIENT LIST

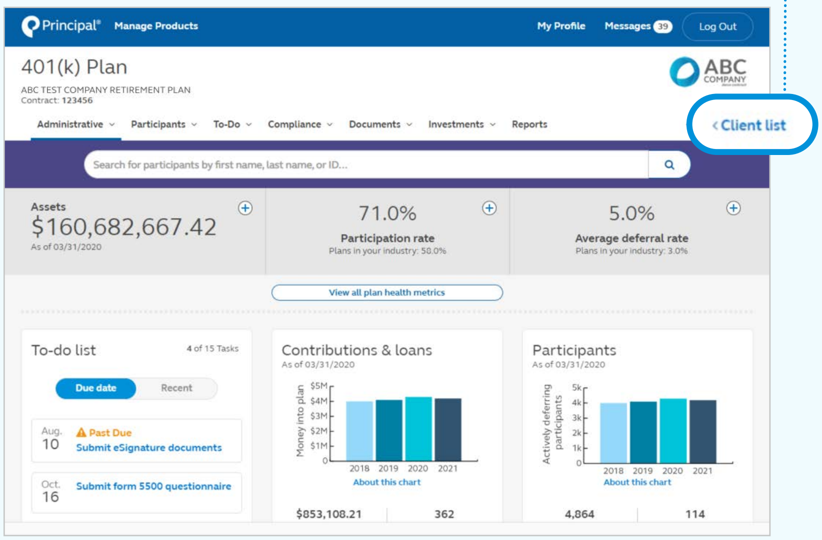
Access all 401(k), 403(b), 457, ESOP, and Defined Benefit plans in the client list. Nonqualified plan details can be accessed in the nonqualified plan dashboard.

CLIENT LIST NAVIGATION

Seamlessly move between your client list and plan sponsor website: Clicking a plan name will take you directly to the plan sponsor view of that plan.

To return to your client list, simply click **<Client list** in the top right corner of the screen to toggle back to your view.



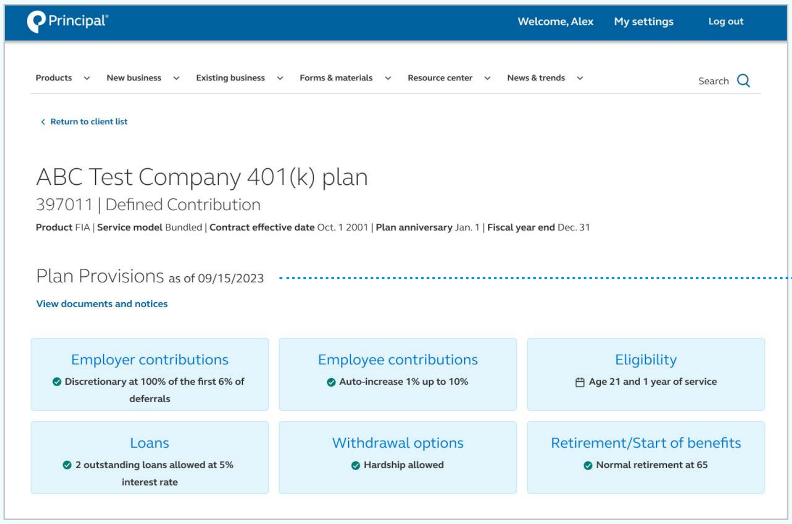


SIMPLY RETIREMENT BY PRINCIPAL®

Access your start up plan business via the Ubiquity retirement dashboard.

QUICK LINKS

Easily access the quarterly retirement plan executive summary, fee summary, reports, documents and notices, investments, plan contacts, plan provisions, and DB plan asset statement.

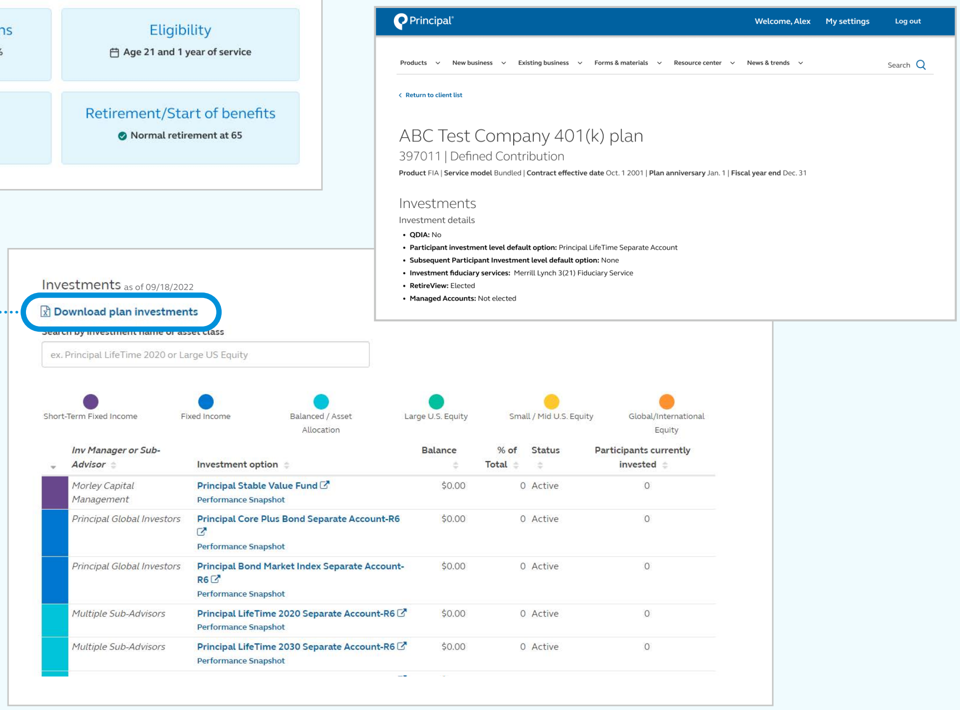


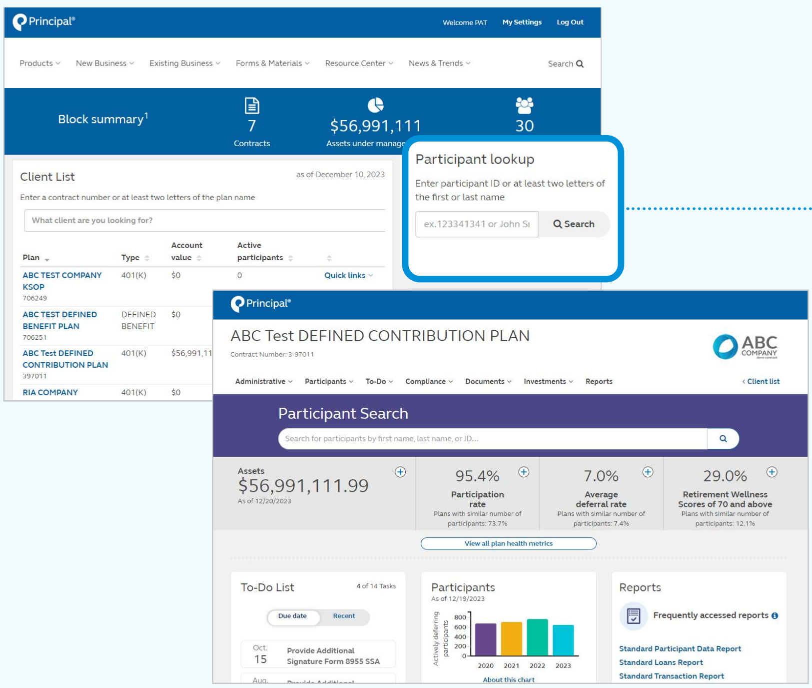
PLAN PROVISIONS

Easy access to key plan provisions at a glance.

INVESTMENTS

Access and download all available plan investment options. See participants currently invested within each of the plan's investment options.



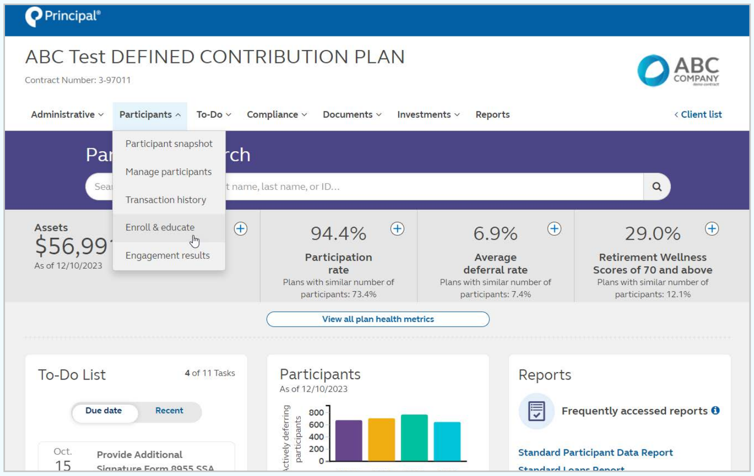


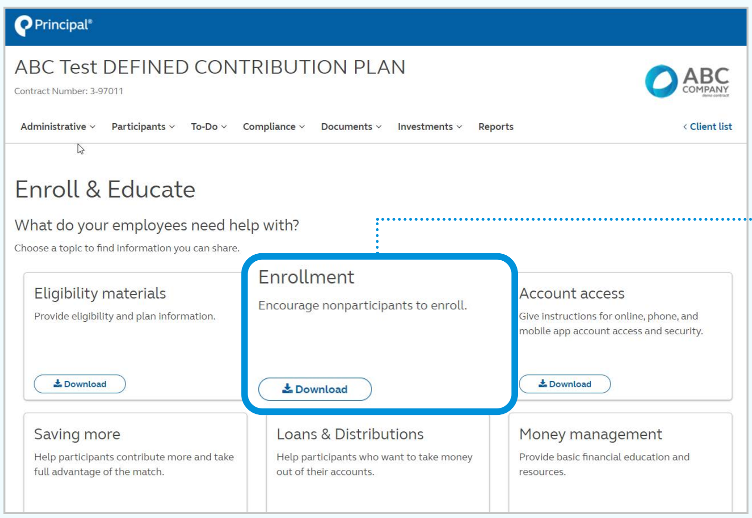
DEFINED CONTRIBUTION PARTICIPANT LOOKUP*

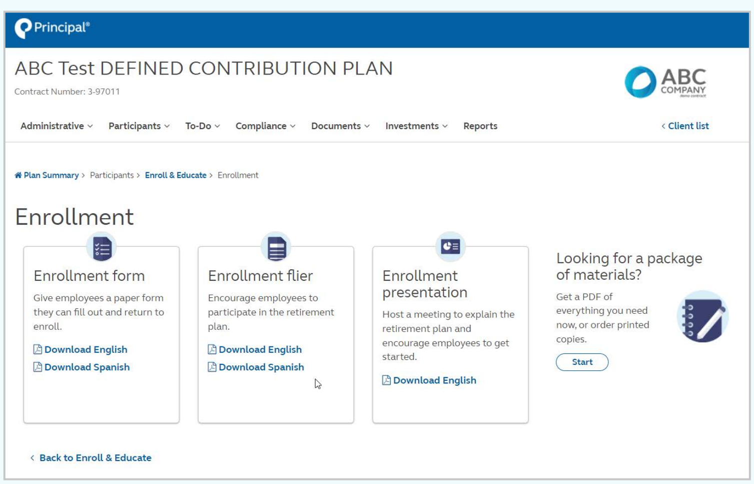
To view participant details, enter at least two letters in the search field and then click on their name when it appears or click search to see all participants who meet your search criteria.

You can also search for a participant right from the main page of the plan sponsor website.

*The financial professional must be granted appropriate access to view participant information.







ENROLLMENT MATERIALS

- Customize and download (or order) enrollment materials and forms directly from the Plan Sponsor website.
- In the Participants tab select Enroll & educate and then click the download button in the Enrollment tile.
- Instantly download the materials you need or create a package of materials including eligibility notices with the option to order printed copies.

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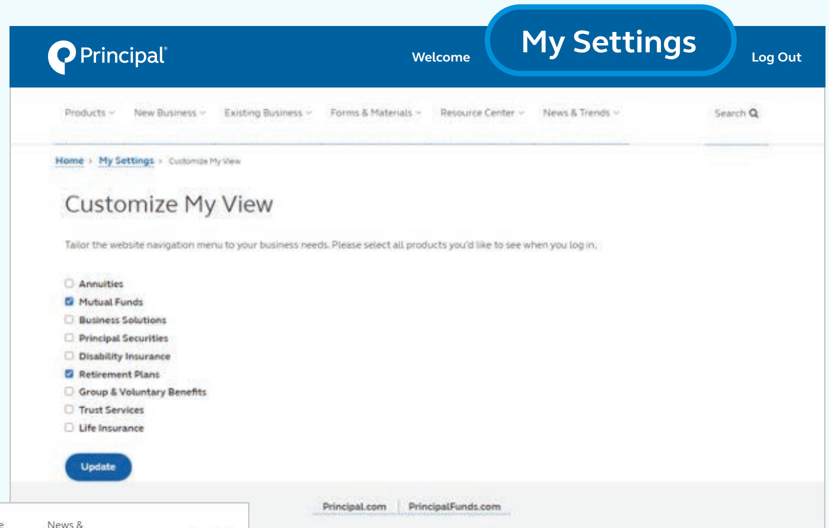
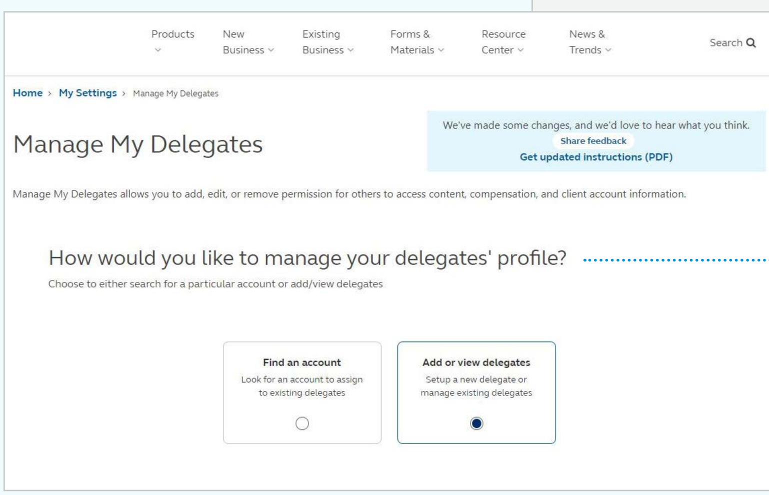
My settings

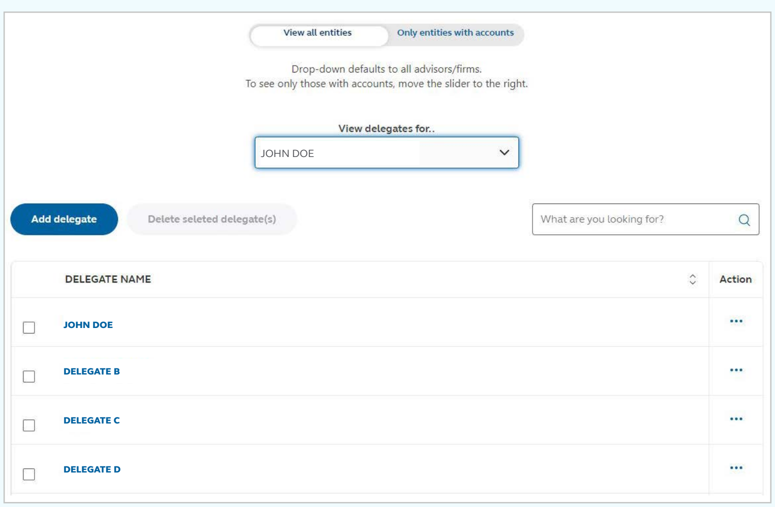
You're in the driver's seat. Change what you see, your contact info, delegates, alerts, subscriptions, and more.



CUSTOMIZE MY VIEW

Choose your lines of business for a simpler view. To make changes, go to **My Settings > Customize My View.**





MANAGE MY DELEGATES

Share access to your business and client information with others at your company.

To manage your delegates, go to **My Settings > Manage My Delegates**

Choose to either search for a particular account or add/new delegates.

Select **View All entities** or **Only entities with accounts.**

Then **view delegates** and select **Add delegate.** Add delegate details, select **Access to application** and **Access to employer sponsored accounts.** Then, click the confirmation box and Add delegate.

To **Delete** or **Edit a delegate,** click the button next to the delegate you'd like to make the change to.

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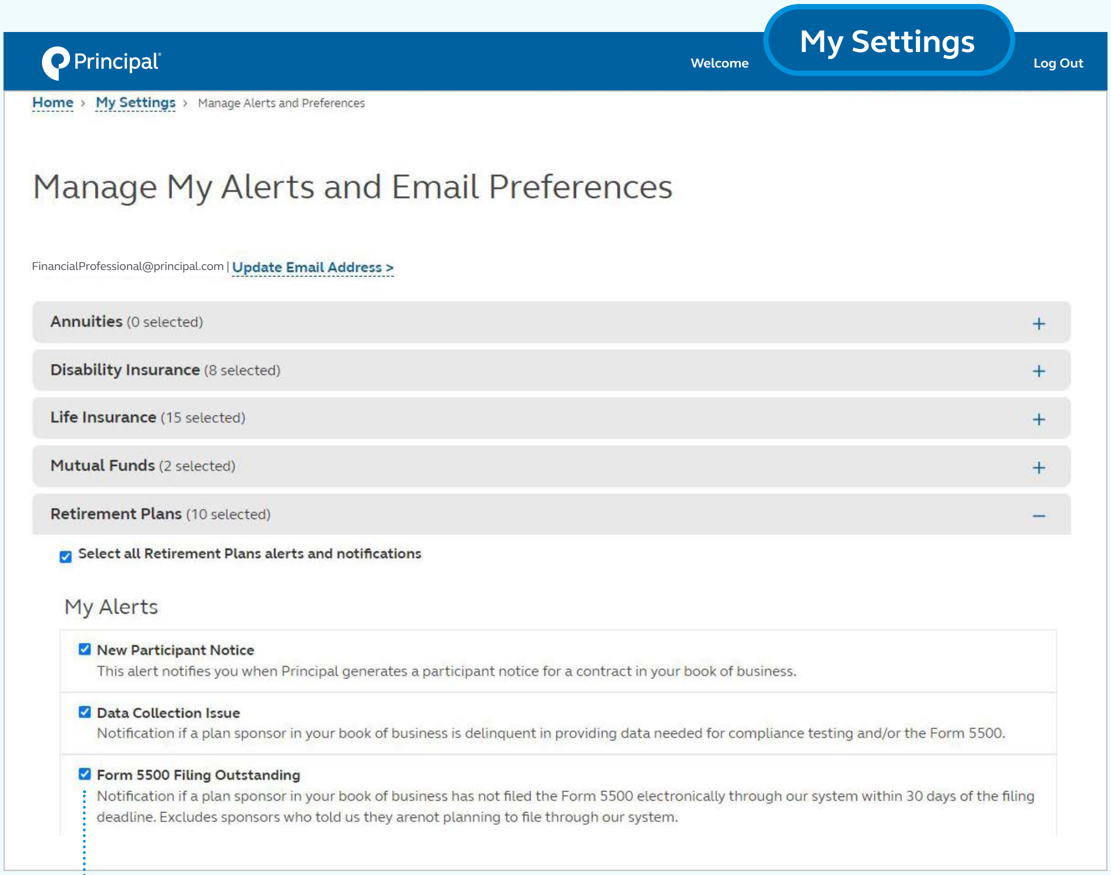
My settings



MANAGE MY ALERTS & EMAIL PREFERENCES

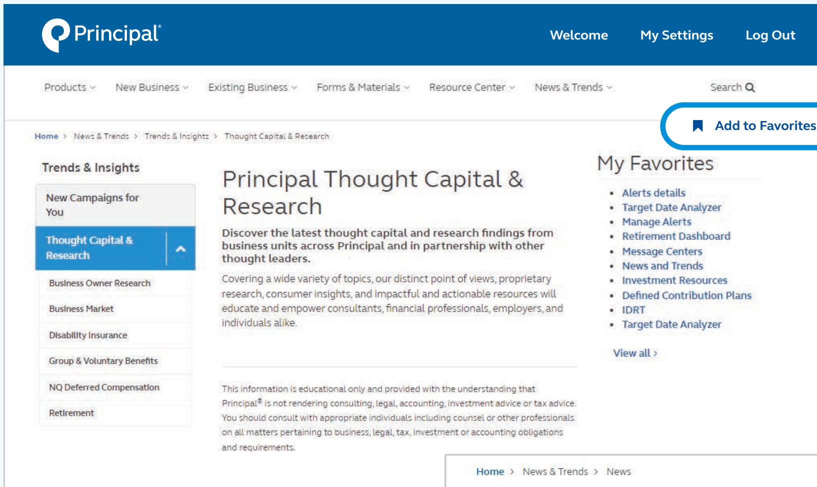
Get alerts plus servicing and product news of your choosing, delivered electronically. Alerts may appear when your client misses a Form 5500 deadline, fails a compliance test, has a new participant notice, etc.

Go to **Settings > Manage My Alerts and Email Preferences** for descriptions of what's available.

Most alerts are delivered through email and online .

On the homepage, you'll see your most recent client alerts under My Recent Alerts.

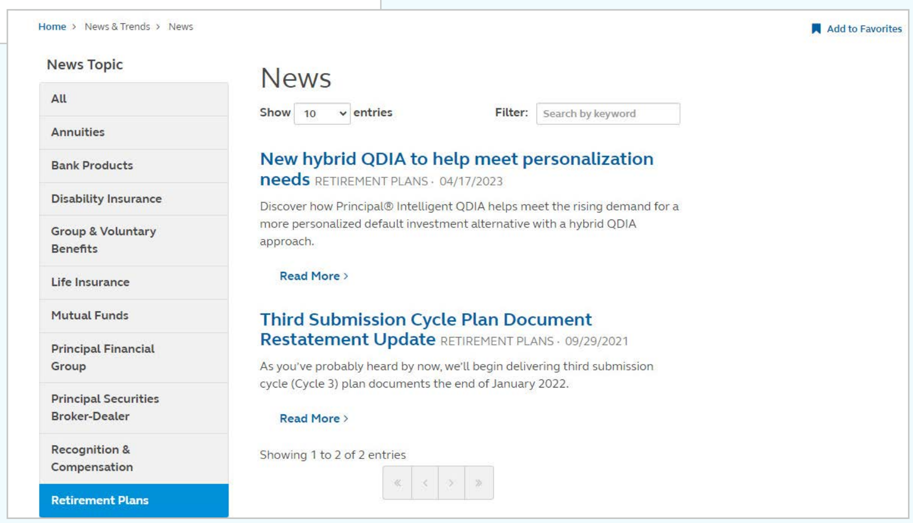
Helpful tips



MY FAVORITES

On most pages of the site, you'll see a link that says **Add to Favorites.**

Clicking this will add the current page to your **My Favorites** list—helping you quickly get to specific pages.



FEATURED NEWS

Stay on top of the latest news. From the News & Trends tab, click **News**, then **Retirement Plans** in the left side navigation to view news specific to retirement plan business.

Note: Log in to see available news items.

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QUESTIONS & FEEDBACK

If you have technical problems with the site, we're here to help. Just call **800-554-3395.** For help using the site to manage your retirement plan business, please call our Advisor Support Team at **800-952-3343 option 4.**

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