

Simply Retirement by Principal® with Plan Services by Ubiquity Retirement + Savings®

401(k) Plan Overview + Account Setup Guide

Congratulations on your new 401(k) plan. Your employer is investing in you and your future and we're here to help you make the most of it.

This guide provides the information you'll need to get started, and if you'd like to learn more before you set up your 401(k) account, here are some [frequently asked questions](#).

INSTRUCTIONS

To identify the specifics of your plan's provisions, follow the instructions below to access your plan's document(s):

OPTION 1: Without creating an account	OPTION 2: After creating an account
<p>In your welcome email, locate and open the following documents:</p> <ul style="list-style-type: none"> • Your Plan Summary (your plan's Summary Plan Description) • Automatic Enrollment Notice (if included) • Safe Harbor Notice (if included) 	<p>A. Log in to your account at https://secure.simplyretirement.com/login</p> <p>B. From the main menu on the left under 401(k), click Documents + Forms to locate and open your plan's:</p> <ul style="list-style-type: none"> • Summary Plan Description (SPD) • Automatic Enrollment Notice (if included) • Safe Harbor Notice (if included)

401(k) Plan Overview

FEATURE	WHAT THIS MEANS	DETAILS
ELIGIBILITY: When you can start saving into your 401(k)		
Age Requirement	Minimum age required to participate in your plan.	Check your Summary Plan Description (SPD) for any age requirements.
Service Requirement	How long you need to be employed at your company to participate in your plan.	Check your SPD for any service requirements.
Plan Entry	When you can start participating in your plan after you have met any age/service requirements.	Check your SPD for plan entry frequency.
EMPLOYEE CONTRIBUTIONS: Money you invest in your 401(k)		
Pretax Contributions	Money withheld from your paycheck and deposited into your account <i>before</i> taxes are deducted. Taxes are paid in the future when your funds are withdrawn.	Can contribute up to the annual limit (see below). These contributions do not count toward your yearly taxable income.
If your plan includes Roth Contributions	Money withheld from your paycheck and deposited into your account <i>after</i> taxes are deducted. All future withdrawals are tax-free if you are at least 59½ years of age and meet IRS regulations.	Check your SPD to see if the Roth option is included in your plan. Can contribute up to annual limit (see below).
Contribution Limits	The maximum amount you can contribute to your 401(k) within a calendar year.	For calendar year 2022: <ul style="list-style-type: none"> • Under age 50: \$20,500 • Age 50 and over: \$27,000 (\$20,500 + additional "catch-up contributions" up to \$6,500)

<p>If your plan includes Automatic Enrollment</p>	<p>When your plan becomes effective or when you become eligible to participate, you will be automatically enrolled in your plan with a percentage of your paycheck contributed to your 401(k) pre-tax unless you opt out of automatic enrollment.</p>	<p>Check your SPD to see if automatic enrollment is included in your plan. If included, reference your Automatic Enrollment Notice or SPD for your plan's initial deferral amount.</p>
<p>If your plan includes Automatic Escalation</p>	<p>If you were automatically enrolled in your plan, the initial contribution amount will automatically increase by 1% until it reaches a certain percent. <u>Does not apply</u> if you opted out of automatic enrollment.</p>	<p>Check your SPD to see if auto-escalation is included in your plan (only applicable to plans with auto-enrollment). If included, reference your Automatic Enrollment Notice or SPD for additional details on your plan's auto-escalation schedule.</p>
<p>EMPLOYER CONTRIBUTIONS: Money your employer deposits to your 401(k)</p>		
<p>If your plan includes Safe Harbor Contributions</p>	<p>An employer contribution made to eligible employees' accounts based on a percentage chosen by your employer.</p>	<p>Check your Safe Harbor Notice or SPD to see if your employer will be making Safe Harbor Contributions.</p>
<p>If your plan includes a Discretionary Match</p>	<p>An employer matching contribution on your behalf in an amount determined by and made at the discretion of the employer.</p>	<p>Check with your Plan Sponsor to see if a Discretionary Match will be made.</p>
<p>Profit-Sharing Contribution</p>	<p>Company profits paid out through contributions to the retirement plan made at the discretion of your employer.</p>	<p>Check with your Plan Sponsor to see if a Profit-Sharing Contribution will be made.</p>
<p>If your plan includes a Vesting Schedule</p>	<p>How long before you gain ownership of employer-made contributions, e.g., can be immediate or take multiple years and requires being employed at your company.</p>	<p>Check your Safe Harbor Notice or SPD to see if there is a vesting schedule attached to any employer contributions.</p>
<p>DISTRIBUTIONS: Moving money into or out of your 401(k)</p>		
<p>Rollovers</p>	<p>The transfer of money from a one retirement account into another.</p>	<p>You may roll over from another qualified retirement plan or a traditional Individual Retirement Account (IRA) into your Ubiquity 401(k) at any time.</p>
<p>In-Service Withdrawals</p>	<p>If you qualify, you may withdraw money from your 401(k) account while you're still employed.</p>	<p>In-service withdrawals are only available to participants who have reached age 59½. Also, the amount eligible for such withdrawals might be limited to a certain dollar amount or to certain contribution sources. Please review your SPD for more information.</p>
<p>If your plan includes Loans</p>	<p>Borrow money from your 401(k) account balance. Depending on what your employer's plan allows, you could take out as much as 50% of your vested account balance up to a maximum of \$50,000.</p>	<p>Check your SPD to see if your plan allows loans.</p>
<p>If your plan includes Hardship Withdrawals</p>	<p>The withdrawal of money from your 401(k) can only be made if the distribution is both:</p> <ul style="list-style-type: none"> • Due to an immediate and heavy financial need • Limited to the amount necessary to satisfy that financial need 	<p>Check your SPD to determine availability and details about hardship distributions.</p>

Account Setup Guide

Let's get your account set up!

Step 1: Locate your welcome email

Click the **Get Started** button in your welcome email sent by Ubiquity to set up your account. If you need it resent you can go to <https://secure.simplyretirement.com/enrollnow> and enter the requested information or ask your Plan Sponsor to resend it to you.

Step 2: Follow the instructions in the online account setup process

Use this guide for a step-by-step explanation of how to set up your 401(k) account:

- [401\(k\) Account Setup Guide](#)

Once you've completed your account setup, you will be automatically logged in to your account. To manage your account in the future please go to <https://secure.simplyretirement.com/login> and enter your login credentials created during the account setup process.

Ongoing Support

RESOURCES		
FEATURE	WHAT THIS MEANS	DETAILS
Investment Guidance	Answer a brief questionnaire to get investment recommendations based on your age and risk tolerance. The investments available in your plan are selected and managed by Wilshire Associates, a registered investment advisor.	Access the questionnaire either during the account setup process or after log-in under 401(k) > Investment Allocations > clicking the Change Investment Strategy button.
Financial Wellness: Best Money Moves	Ubiquity has partnered with financial wellness experts to provide free tools on financial planning, analysis, and savings to improve your financial wellness.	Click here to find out more.
Saver Resource Center	A comprehensive set of topics to help you enhance your financial wellness, improve your investments, and manage your account.	myubiquity.com/saver-resource-center (also available after log-in)
Help Center	Answers to questions on managing your account, investments, distributions, loans, taxes, and more!	Accessible after log-in
CONTACT US		
24 hour Virtual Assistant	Answers to questions on understanding your 401(k) plan, managing your account, investments, distributions, loans, taxes, and more!	Accessible after log-in
Live Chat	Chat with a Saver Success Specialist.	Accessible after log-in Hours: Monday – Friday, 8 AM – 4 PM PST
Phone	Speak with a Saver Success Specialist.	855.401.4357, option 2 Hours: Monday – Friday, 8 AM – 5 PM PST
Email	Email us how we can help.	Accessible after log-in or at info@myubiquity.com
Submit a ticket	Let us know how we can help by sending a request through your account.	Accessible after log-in or at info@myubiquity.com

Here's to building your nest egg!