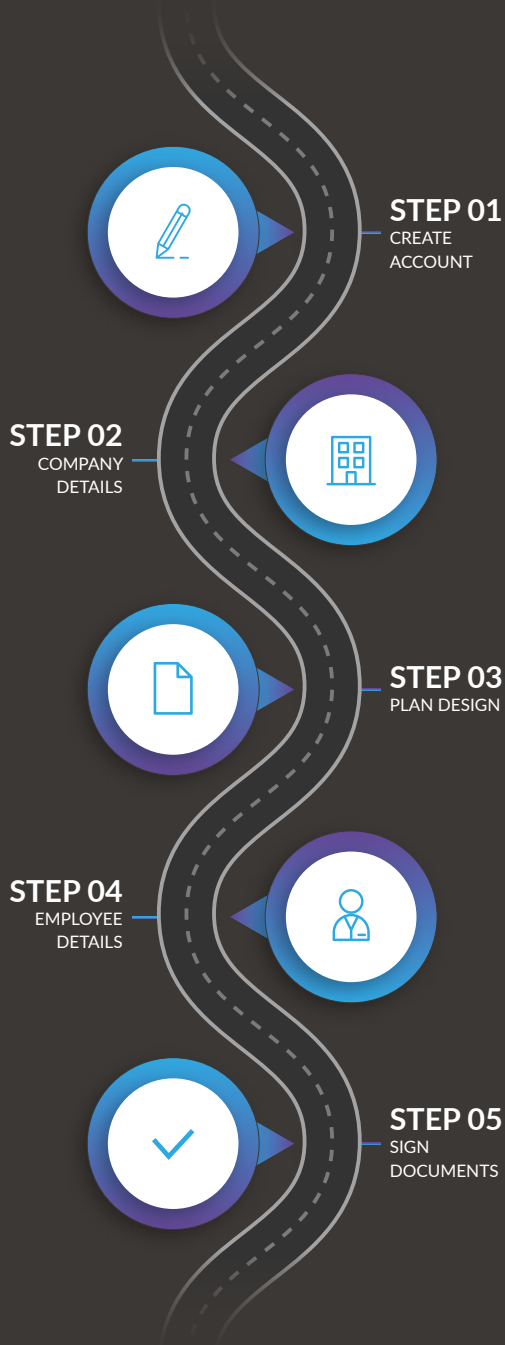


401GO

Plan Setup Checklist



01. Create Account

- Startup or takeover?
- If takeover, what is the match provision?
- Number of employees
- Name of company
- Your partner code

02. Company Details

- Company EIN
- Entity type
- Company ownership: is there a control group?
- NAICS code
- Trustee contact information
- Payroll provider and frequency

03. Plan Design

- Upload existing plan document (if applicable)
- Plan start date
- Service requirements
- Auto-enrollment
- Vesting schedule
- Employer contributions
- Select a plan type: safe harbor basic, enhanced, QACA or traditional

04. Employee Details

Employee census: input manually or use provided template

- First and last name
- Social security number
- Employment start date
- Email address
- Phone number
- Birth date
- Ownership %
- Years worked 1000 hours
- Prior year compensation

05. Sign Documents

Review and sign documents, and congratulations! You're finished setting up a 401(k) plan. Notifications will go out to all eligible employees within 40 days of the plan start date.