



Retirement. Get There.

PLAN SPONSOR INTERNET NOTICE

Default Login Information

USER ID: _____

PASSWORD: _____
(until you change it)

You are being provided with **Plan Sponsor** access to your company's retirement plan account at www.mvp401k.com. Once at the website, click on the Plan Sponsor login section from the top right of the website. **The information below lists functions available to you online as Plan Sponsor.**

Tip: The Plan Sponsor view on the web always has a Left menu – the Participant view always has a Top menu!

Tip: The top of every page on the website provides you with a description of what the feature does!

Tip: When in “Participant View” you can access the most recent Plan Forms and Documents.

Tip: If you click on “Participant Access” from the left menu and then any participant name, you can view accounts in Participant view.



www.mvp401k.com

Check out what's available!

Home page

From the left menu shows all features/functions available to the Plan Sponsor. Most commonly used are Participant Access/View, Reporting and Investment Demographics!

Report Center vs Reports Available on Demand

Report Center is where MVP publishes reports and post them to the website for your review. These reports could be pertaining to compliance reporting, Income and Balance Statements or other important reports. We will send you an auto-generated email when we "publish" a report for your review to the web.

Reports Available on Demand is a feature for your convenience. You can print these reports anytime you wish for the time period you specify! The most commonly used reports are:

- **Investment Demographics:** Provides a snap shot of the plan's investments and balances of those investments.
- **Employee Census Report** – Provides a detailed listed of employee census data we have available in your plan.
- **Change Deferral Report** – Likely the most used report for the Plan Sponsor. This report provides you with detailed information of participant contribution elections and changes to their contribution elections for the time period you specify. You need this information to update contributions with your payroll provider. *(If you are not currently setup for online contributions, let your Relationship Manager know and we can discuss how this option will help you.)*

Plan Analytics provides a tremendous amount of plan information. You can drill down into specific investment information including performance, source information and more. Or, detailed participant demographics. There are drop down boxes that help you navigate to get the information you want to see.

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This is the section you go to upload your payroll reports each pay period.

Documents & Forms – from Participant View

Click on Participant Access/View, then any plan participant's name. You will be directed to the Participant's View. In this view will provide important forms pertaining to the retirement plan such as the Summary Plan Description (SPD), Enrollment/Election Instructions, Beneficiary and Distribution Forms, Loan Application and much more! Just look under "Documents and Forms" from the top menu.

Contact Us

MVP's contact information! This is how you can reach us!

Questions? Call
us toll-free at

1-866-687-6877

or

Email us

mvp@mvp401k.com

Please help us keep plan participants informed! We update participant address information through payroll feeds uploaded to MVP. Be sure the most recent addresses are updated in your payroll system.

Let us do the heavy lifting! Provide complete census information with every payroll upload. Then we can project eligibility, track vesting and much more! Help us help your plan participants!

Be sure to read and act upon the auto-generated emails sent to you by MVP, they are important!

We have
designated
MVP'ers here to
help you – ask us!