



# Welcome



## Your Ascensus Experience Is Ready

We're pleased to share that your retirement plan successfully migrated to Ascensus. Everything you need to continue managing your plan is now available on the [Ascensus plan website](#). Log in using your existing username and password.

### What you need to know

- For key information including your plan ID, website addresses, wire and check deposit instructions, and service contact details, click the **Plan reference sheet** button below.

[Plan reference sheet](#)

- Bookmark the [Sponsor Help Center](#) for answers to frequently asked questions about managing your retirement plan with Ascensus.

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### **Ready to submit your first payroll with Ascensus?**

Instructions for submitting payroll and other helpful resources are still available on the [Resources page](#) of your migration website. As a reminder, if you tried to submit payrolls with a date of November 13 or later, you may need to resubmit them now that your plan has moved. If you are unsure if you need to submit, please contact your client service manager.

HRIS report: To view your HRIS report capturing all election changes through November 12, 2024, you must download it from your report repository or reporting archive.

### **Reminder: deadlines for depositing employee contributions and loan payments**

Under Department of Labor (DOL) guidelines, any amounts withheld from an employee's pay for contribution to the plan (including pre-tax deferrals, Roth deferrals, after-tax contributions, and loan payments) must generally be remitted to the plan **no later than the third business day following the relevant payroll date**, unless an exception applies.

### **Making it easy for participants**

Participants with email addresses on file will be notified their plan has migrated and receive this [participant checklist](#) with instructions to log in to the employee website, along with important steps to take now that the move is complete. Please share a copy with any participants who do not have an email address on file.

Thank you for the opportunity to serve you and your employees.

As always, we're here to answer any questions you may have.

*Please note, if you are the plan sponsor of multiple plan types across the heritage Newport organization, you may receive communications related to certain plan types at different times. Our goal is to get the right information to you at the right time depending on the plan. If you have questions about a particular plan, please contact your plan's service representative.*



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[www.ascensus.com](http://www.ascensus.com)

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### **For plan sponsor use only.**

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