

Managing your plan with Plan Sponsor Web



Our website is available 24 hours a day, 7 days a week, 365 days a year so you can manage your plan anytime!

**NOBLE-DAVIS
CONSULTING, INC.**

30275 Bainbridge Road
Building B
Solon, OH 44139

Phone: 440-498-8408
Toll Free: 888-657-0702
E-mail:

contactus@noblepension.com

**PLAN SPONSOR SERIES
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Visit www.noblepension.com

Manage the participant accounts of your retirement plan online! You can view participant accounts, see plan totals, run reports and more!

Log In: Go to www.noblepension.com and click on "Account Information" under the "For Plan Sponsors" box.

Then, enter your Username and your password (these are provided to you at the time of plan setup), choose "Sponsor" and click the "Login" button to log on as the Plan Sponsor.

The summary screen will open onto the Plan section and give you information about the status of your plan along with a summary of your plan account totals.



For Plan Sponsors:

- [Plan Sponsor Balance](#) [Log in](#)
- [Sponsor Newsletters](#)
- [Sponsor Education](#)
- [Quick Web Guide](#)

New User **Welcome**

Username *

Password *

Dashboard EE Search Manage **Plan** Forms & Reports Payroll Plan Selection

Summary

Plan year: 01/01/2016 - 12/31/2016
Plan contact/File attachment: User Default
Top heavy this year: This plan is not top heavy for the current plan year.
Payroll is processed: Semimonthly

Plan Summary

Divisions Employee Activity **Balance**

Plan balance: \$ **9,291,981.86**

Show balance by source

Investment	Balance
Morning Star Aggressive	\$4,992,271.15
Expedition Money Market Fund	\$1,355,433.32
Accessor Growth	\$663,706.04
Morley Stable Value Fund	\$319,146.41
A	\$297,736.89
CAALX	\$246,000.00
Fidelity Advisor Large Cap Fund	\$232,516.65

Plan Sponsor Web

Clicking on the ribbon at the top of the screen allows you to view more information:

SS#	Name (Last, First Middle)
XXX-XX-1127	Participant, Test
XXX-XX-0001	Cardonez, Miguel noOverride
XXX-XX-0002	Morris, Janus Override
XXX-XX-0003	Participant, Patty
XXX-XX-0004	Smith, Jane
XXX-XX-0005	Guy, Rich Override
XXX-XX-0006	Plan2, Multiple2
XXX-XX-0007	Plan, Multiple
XXX-XX-0008	Jones, Bob
XXX-XX-0009	Smart, Sally

Try clicking on EE Search—

This feature will bring up a listing of all of the participants in your plan. You can view their division, status, and account balance. You can also click on their social security number and the site will take you into their account, allowing you to view their account just as they see it. This is helpful when trying to assist a participant with navigating the website—you can see the same things that they see!

> Test Participant	Type: Allocation Change
> Test Participant	Type: Contribution Rate Change
> Test Participant	Type: Allocation Change
> Test Participant	Type: Allocation Change
> Test Participant	Type: Contribution Rate Change
> Test Participant	Type: Allocation Change
> Test Participant	Type: Contribution Rate Change
> Test Participant	Type: Allocation Change
> Alicia Abrams	Type: Allocation Change

Next on the ribbon is Manage—

This feature has two choices—All Transactions or VRU/Web Requests. The All Transactions choice will show you all of the transactions that have happened in the plan and allows you to drill down to see more detail. The VRU/Web Requests allows you to see the online requests of all of the participants so you can see what has been requested.

Report Name	Report Group
Participant Certificate (S...	None
Totals: Includes \$, Units...	None

Next on the ribbon is Form & Reports—

The beneficiary designation form is available on the forms tab. All of the other plan forms are available on our Plan Sponsor Link portal. The reports tab has two choices—you can either generate a report or you can view a report that has already been created. You can generate a participant statement or summary reports. These will then show in the reports available for viewing. If we send electronic statements for your plan, you will be able to view those online.

Data Validation Center

Process selection
Payroll

Process Method:

- Upload a file containing the payroll data
- Manually enter employee information
- Copy information from a previous payroll period
- Work with a previously uploaded or manually created file

If enabled, your ribbon will end with Payroll—

Payroll allows you to upload your payroll file so that we can process it automatically. The Data Validation Center allows you to upload your payroll file and the system will validate that your data is correct. The scrubbed data is now available for the system to automatically process your contributions. The DER layout tab shows the information we are requesting for the Data Entry Routine (DER). Lastly, the Upload File choice allows you to upload any type of file.