



## Simplify your retirement plan notice process

No more endless printing or stuffing envelopes. Notice delivery makes it easy to send disclosure documents and notices to participants with two service options: have us create and deliver notices automatically, or submit notices for us to mail to participants.

It's one more way that Capital Group, home of American Funds, helps you fulfill your fiduciary responsibilities with **PlanPremier**.

### Notice delivery at a glance

#### With our automated notice delivery service:

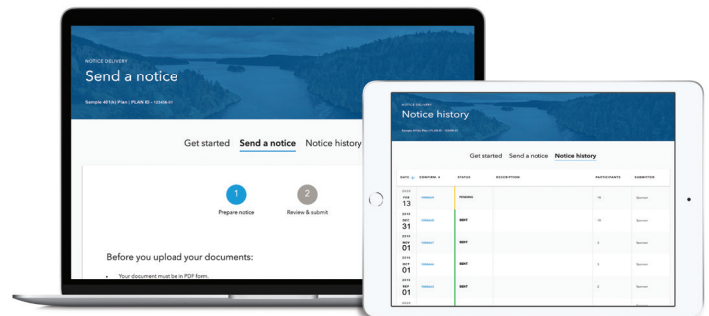
- You can opt to have a range of notices **automatically generated** and customized for your plan.
- Notices can be delivered **via email for free** to participants with valid email addresses on file. For participants without valid email addresses, notices are mailed for a **flat fee of \$2.50 per mailed notice**.\*
- Documents are automatically posted to both the participant and plan sponsor websites.

#### With our mail delivery service:

- You can create and customize **any notice** and have us deliver it for you.
- Notices are mailed for a **flat fee of \$2.00 per mailed notice** for each document sent.
- A detailed history of past notices is available on the plan sponsor website.

Costs for both services are included in the plan's quarterly recordkeeping invoice.

\* There is no fee for automatic enrollment notices sent using the automated notice delivery service, regardless of delivery method.






See the following page for a step-by-step overview →

## Option one

### Create and deliver notices for me

Simplify your plan administration by having us automatically customize and deliver plan notices, using plan and participant information in the recordkeeping system. This option also saves you money by delivering notices electronically at no charge to participants with valid email addresses on file. Documents are automatically posted to both the participant and plan sponsor websites.

 Get started	 Notices delivered	 Review history
<p>Sign up for customized notice and delivery services by submitting a service request through the plan management portal on the plan sponsor website.</p> <p>Ensure employees' addresses and emails are up-to-date.</p>	<p>Notices will be automatically generated based on plan data and provisions.</p> <p>We'll email or mail notices using participant addresses from the recordkeeping system.</p>	<p>You and your participants can view notices on the plan sponsor and participant websites.</p>




**Note:** Automated notice delivery is available for automatic enrollment, qualified default investment alternative and participant fee disclosure notices. Automatic delivery of safe harbor notices is currently only available for PlanPremier-Bundled plans. For other notice types, you can have us mail the notices using the instructions below.

To enable this service, contact your TPA or call your Capital Group representative at **(877) 872-5159**.

## Option two

### Mail notices for me

You can also customize your own notices and have us deliver them for you, by providing us with the notice and a participant list. You can send any notice using this method. Access this service by logging into the plan sponsor website, selecting the **Administration** tab and clicking **Plan Notices**.

 Get started	 Send a notice	 Review history
<p>Using the formatting requirements on our website, prepare your notice for upload.</p> <p>Then download our template to create a participant list.</p>	<p>Upload your plan notice and participant list.</p> <p>Then review and submit your notice for delivery.</p> <p>We'll mail your plan notice within four business days.</p>	<p>Check the status of your notice and see when it's been sent.</p> <p>You can also view a detailed history of your past notices in one convenient place.</p>

**Note:** Notices that you submit to be mailed cannot be delivered electronically, and are not posted automatically to the participant website.



### Learn more

Visit the plan sponsor website to learn more or contact your Capital Group representative.

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