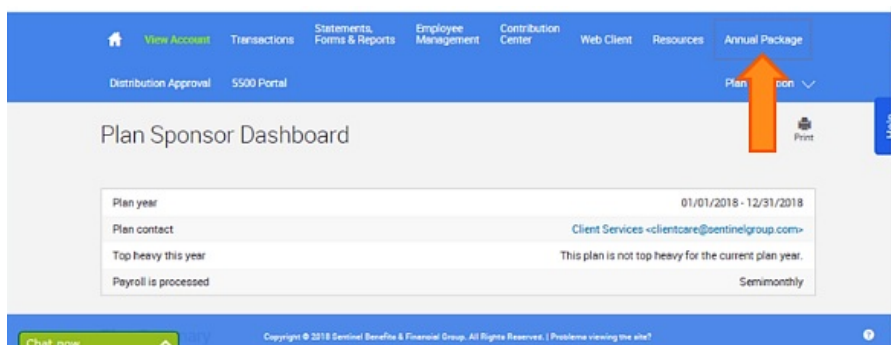


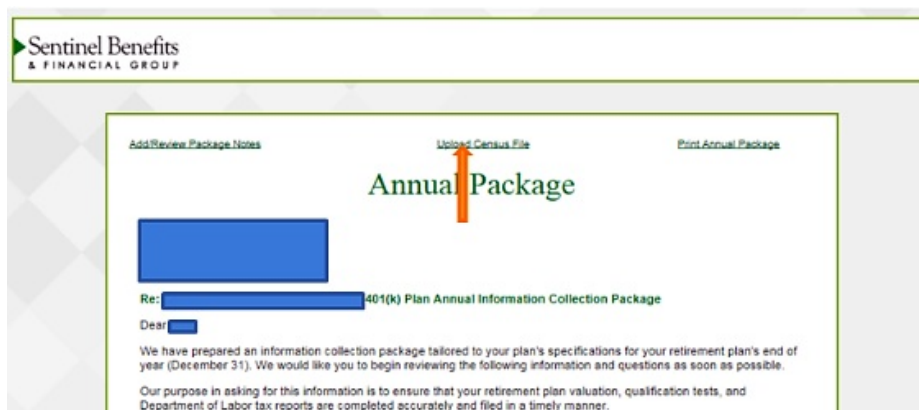
Uploading the Annual Census Verification & Annual Employer Package

To upload the Annual Census Verification & Annual Employer Package at the close of the Plan Year, please follow these steps:

1. Log in to the employer portal from sentinelgroup.com and select "Retirement" from the home page of the portal .
2. From the Plan Sponsor Dashboard, select the **Annual Package** tab.




3. Once selected, a new screen with the **Annual Package** letter will appear.
4. To submit your Census Verification file, please click on **Upload Census File** at the top center of the screen-page:



5. Please click on the **Next>** button in the lower left-hand corner of the page to begin completing the Annual Employer Package. You will have the opportunity to save your progress along the way, should you need to resume your input later on.

- Inventory agreements / disclosures you have with providers - all of your vendors should send you fee disclosures annually.
- Establish procedures to track receipt of disclosures and evaluate the completeness of the information contained therein - Sentinel has a checklist available to assist in your inventory - ask your Plan Consultant for this handy tool.
- Establish processes to request additional information, if necessary.
- Regularly review your plan's operations and investment lineup - Investment advisors should provide a review of investments and share classes offered at least annually.
- Utilize methods for benchmarking the disclosed fees and share classes used vis-a-vis the services disclosed. Sentinel can assist you in preparing a benchmark with an independent benchmarking service.
- Document, in writing, trustee meetings, benchmarking, and provider reviews.

Sincerely,
Your Retirement Plan Consulting Team



6. When all input screens are completed, you may submit your Annual Employer Package by clicking on the **Submit** button on the last screen-page.

If you need additional assistance, please contact your Sentinel Plan Consultant.