



Summary of Enrollment Options

	Paper Enrollment	Basic Online Enrollment	Full Online Enrollment	Automatic Enrollment
Description	Everything is done on paper forms (enrollments, deferral-rate changes, and initial investment elections).	Paper forms for Initial and ongoing deferral rates and online investment elections (initial and ongoing). Plans in conversion may elect to have initial deferral rates and investment elections completed on paper, with investment elections online after conversion.	Online initial deferral rate and investment elections. Ongoing deferral rates and investment changes performed online.	Same as full online enrollment, but adds automatic enrollment and automatic escalation to the process.
Plan Size	Available to small plans only (fewer than 25 participants). Best when a high percentage of workforce has limited internet access.	Works well for plans with more than 25 employees and organizations with higher web utilization among employees.	Recommended for mid- and large-sized clients.	Comprehensive approach to counter negative effects of inertia in a DC plan, produces a variety of benefits.
Plan Sponsor Role	Greatest liability for Plan Sponsor: must collect enrollment forms, input deferral rates into payroll system, and submit forms for initial investment election set-up.	Reduced liability for Plan Sponsor: investment elections are made online. Plan Sponsor collects enrollment forms and inputs deferral rates into payroll system.	Significant reduction of work and liability for Plan Sponsor: enrollment forms are eliminated. Plan Sponsor retrieves Contribution Change Report from website and enters changes into payroll system with each payroll.	Significant reduction of work and liability for Plan Sponsor: enrollment forms are eliminated. Plan Sponsor retrieves Contribution Change Report from website and enters changes into payroll system with each payroll.
Eligibility	Flexible. Accommodates most scenarios (subject to BPAS policies).	Flexible; can accommodate most scenarios (subject to BPAS policies).	Immediate eligibility not supported. Suggest monthly or quarterly entry dates e.g., after 30 days of service.	Immediate eligibility not supported. Suggest monthly or quarterly entry dates (e.g., after 30 days of service). Requires advance notice to employees.
Entry Dates	Flexible. Accommodates most scenarios (subject to BPAS policies).	Employee cannot make investment elections until receiving PIN; recommend monthly, quarterly, or annual entry.	Employee cannot make investment elections until receiving PIN; recommend monthly, quarterly, or annual entry (e.g., after 30 days of service).	Employee cannot make investment elections until receiving PIN; recommend monthly, quarterly, or annual entry (e.g., after 30 days of service).
PIN Letter	PIN letter mailed to participant upon first trade of contribution from census file. Participants with account balance during conversion will also receive a PIN letter.	PIN letter mailed to employees as soon as they appear on a census file.	PIN letter mailed to employees as soon as they appear on a census file.	PIN letter mailed to employees as soon as they appear on a census file. Separate auto enroll notice mailed 45 days prior to eligibility.

Questions? Contact your BPAS representative or email TrustSales@bpas.com