

NEW PLAN ADMINISTRATOR QUICK REFERENCE GUIDE

ADP is committed to making plan administration easy. To help you get started, and to keep you on track toward meeting your fiduciary responsibilities, we have prepared this quick reference guide. Save a copy to your desktop, and refer back to it as needed.

1 Review your contact information.

Sign in to the Plan Sponsor Website to review your plan's authorized plan contact list. Simply select PLAN from the left navigation panel and click on Plan Contacts. Only designated Plan Administrators, the Executive Contact, the Billing Contact and Security Administrator may make changes to your authorized plan contact list.

2 Add our email addresses to your safe sender list.

To ensure that you receive important emails from ADP, please add the following email addresses to your contact folder or safe sender list. This will prevent important emails from going to your SPAM folder.

- RS_Plan_Sponsor@adp.com
- RS-Plan-Admin@adp.com
- adp_noreply@spire.net
- ADP_DONOT_REPLY@adp.com
- Achieve@adp.com
- adp_retirement_services_client_training@adp.com
- noreplies@bounce.adprsportal.com
- noreplies@retirement.adprsportal.com
- noreply@m2.adp.com
- ADPRS.KSR@adp.com
- RS.Service.Support@adp.com
- invoice.updates@adp.com
- ADPRetirementServices_noreply@adp.com

3 Bookmark our websites.

- Plan Sponsor Website: www.mykplan.com/sponsor
- Plan Sponsor Resource Hub: <https://psresources.adp.com>
- Participant Website: www.My.ADP.com
- ADP Achieve Engagement Hub: <https://achieve.adp.com>

4 Locate your Plan Administration Manual.

The Plan Administration Manual provides detailed information on your responsibilities as a plan administrator and instructions for completing critical administrative tasks. To locate your plan's manual, log into the Plan Sponsor Website, and select RESOURCES >> Plan Information >> Plan Documents >> Administration Manual.

5 Set a reminder to review your Tasks, at least monthly.

The Tasks section of the Plan Sponsor Website alerts you to all pending tasks — including required employee maintenance, participant transaction approvals, filing your Form 5500 and more. We recommend that you review your pending tasks, at least monthly.

6 Review your Calendar and stay ahead of your required actions.

Please check the Calendar on the Plan Sponsor Website at least once per month for required plan actions, requirements, and deadlines. Microsoft users can sync this Calendar to their Outlook calendar. To access, click on CALENDAR on the left navigation panel.

7 Register for instructor-led plan sponsor training events.

We offer a full curriculum of instructor-led training events designed to help you successfully manage your plan. You can register for these events and access our comprehensive library of on-demand videos on our Plan Sponsor Resource Hub found on the Plan Sponsor Website>>Resources>>Education Center.

8 Explore our employee education resources.

Visit our [Achieve Engagement Hub](#) to learn more about the resources that ADP makes available to your employees. You'll find on-demand videos, live events led by our Retirement Counselors, informative guides and more.

9 Review your plan's health.

You can access important plan analytics such as participation rates, contribution rates, savings rates and more right from the Plan Health Dashboard. Metrics are compared to industry benchmarks giving you a clear picture of your plan's health. The dashboard also provides you with ready access to information designed to help you improve your plan's overall health.

10 Keep us informed of important changes.

Contact your ADP Client Services Team with any changes (i.e., company status/merger/acquisition, company name and EIN) that result in the need to update plan documents or draft a plan amendment. Your Plan Administration Manual contains additional information regarding plan changes.

11 Keep participant data current.

Keeping retirement plan account information up-to-date is important for many reasons, including receiving notifications and security messages about your account as well as protection against fraud. Participants should sign into their account using the ADP Mobile Solutions App or through My.ADP.com to review their contact information.

ADP RETIREMENT SERVICES 71 Hanover Road Florham Park, NJ 07932

ADP, Inc. owns and operates the ADP websites identified on this reference guide.

ADP, Inc. and its affiliates do not offer investment, tax or legal advice to individuals. Nothing contained in this communication is intended to be, nor should be construed as, particularized advice or a recommendation or suggestion that you take or not take a particular action. Questions about how laws, regulations, guidance, your plan's provisions or services available to participants may apply to you should be directed to your plan administrator or legal, tax or financial advisor.

ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. All other trademarks and service marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All Rights Reserved. 99-6009-PS-0525 AR-727194-2025-04-23

FOR PLAN SPONSOR USE ONLY — NOT FOR DISTRIBUTION TO THE PUBLIC.

