www.noblediavis.com

Noble-Davis Plan Sponsor Website

Manage all aspects of your retirement plan in one easy location! Just log on to view participant accounts, see plan totals, get forms, run reports and more!

Questions?

Please call us toll-free at 1-888-657-0702

Monday—Friday 8 AM—4:30 PM

Or email ContactUs@NobleDavis.com

NOBLE DAVIS CONSULTING, INC

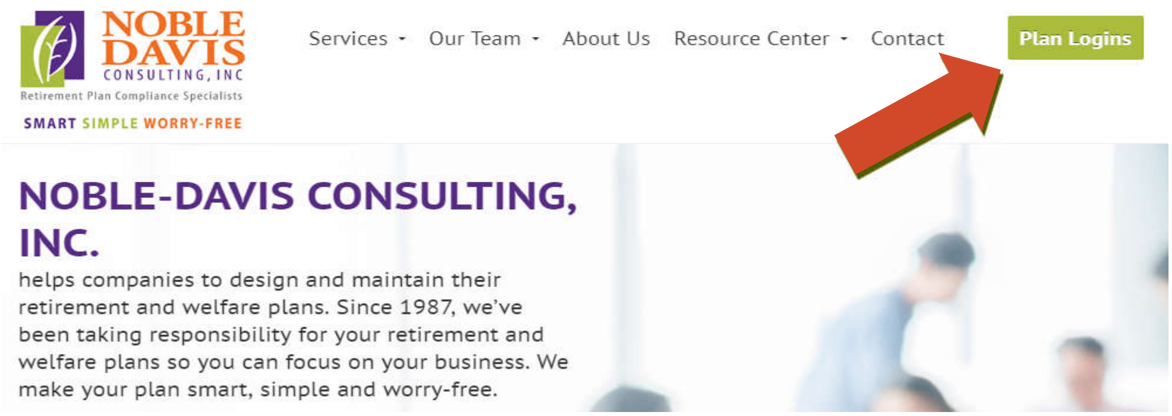
Retirement Plan Compliance Specialists

SMART SIMPLE WORRY-FREE

This application is written to work with the latest version of Firefox, Chrome, Safari, Edge and Internet Explorer 11.0+

Logging In

Log in: Go to www.nobledavis.com and click on Plan Logins in the upper right hand corner.



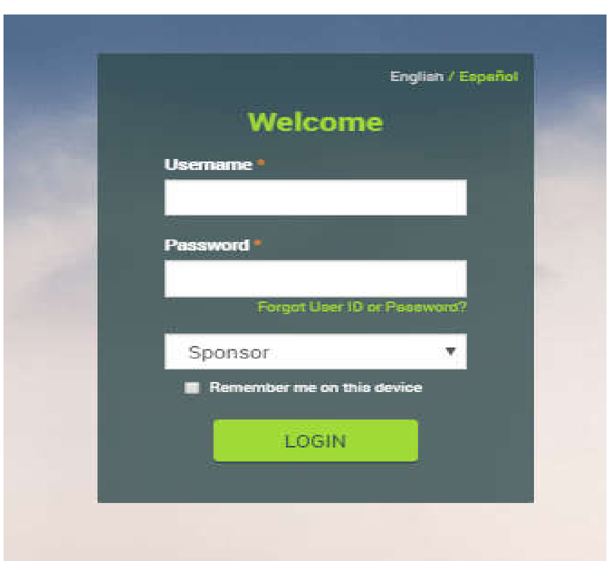
Sponsors:

Then click on Sponsors:

Your Plan Access

Your Plan Access Login | Guide
(Payroll upload and plan activity)

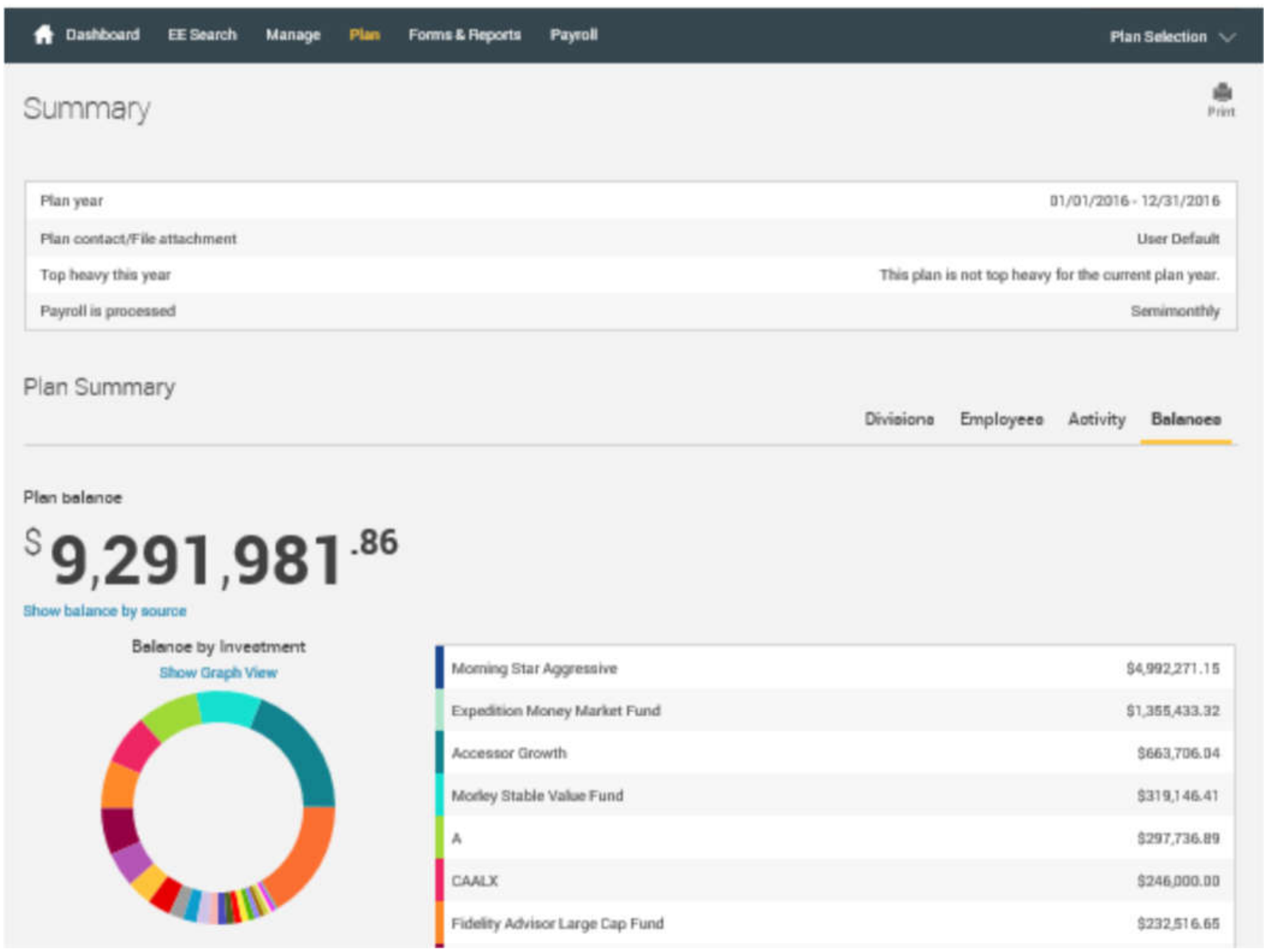
Plan Sponsor Link Login | Guide
(Plan information and file uploads)



Enter the Username and Password provided by your plan consultant. Make sure Sponsor is selected and Login.

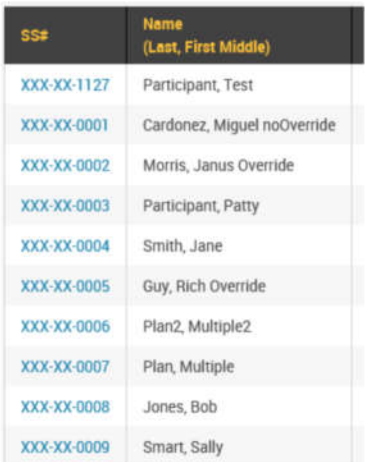
Your Dashboard

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.



Managing Your Plan Accounts

Clicking on the ribbon on the top of the screen gives you more information:

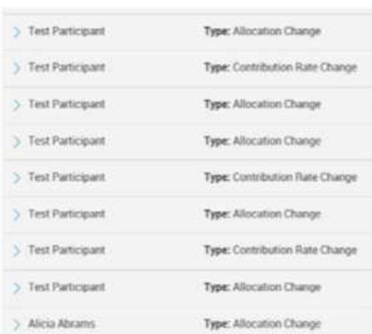


SS#	Name (Last, First Middle)
XXX-XX-1127	Participant, Test
XXX-XX-0001	Cardonez, Miguel noOverride
XXX-XX-0002	Morris, Janus Override
XXX-XX-0003	Participant, Patty
XXX-XX-0004	Smith, Jane
XXX-XX-0005	Guy, Rich Override
XXX-XX-0006	Plan2, Multiple2
XXX-XX-0007	Plan, Multiple
XXX-XX-0008	Jones, Bob
XXX-XX-0009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



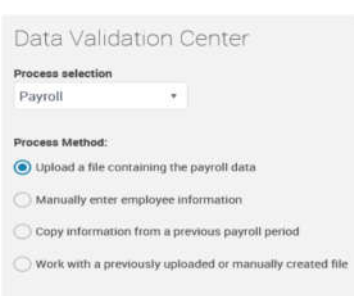
Test Participant	Type: Allocation Change
Test Participant	Type: Contribution Rate Change
Test Participant	Type: Allocation Change
Test Participant	Type: Allocation Change
Test Participant	Type: Contribution Rate Change
Test Participant	Type: Allocation Change
Test Participant	Type: Contribution Rate 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

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



if enabled, your ribbon will end with Payroll— Payroll allows you to upload your payroll file. The Data Validation Center allows you to upload your payroll file and the system will validate that the data is correct. The scrubbed data is now available for the system to automatically process your contributions.