

# Plan Administration

comprehensive solutions

## Systems

Redundant data protection

Business and plan specific logic

Real time data

Multiple data translation formats

Monthly system updates

## Participant Statements and Plan Level Reporting

Source level participant and plan balances

Fund level participant and plan balances

Fund returns

Plan demographic data

Plan and Participant transactional summaries

Corporate message board

An integrated quarterly statement and newsletter

## State-of-the-Art Systems

Utilizing the Relius Administration daily valuation record keeping system. Relius is a web-enabled administration system employing the latest SQL and web-based technology.

## Internet and Voice Response

MBM Advisors maintains an interactive web site and voice response system for plan participants in both English and Spanish. These systems contain comprehensive financial and planning tools that allow plan participants to:

- View balances and transaction history
- Transfer, realign, rebalance and exchange investment funds
- Model loans and hardship distributions
- Perform asset allocations
- Do retirement, education, and financial planning
- Receive monthly educational newsletters
- Perform individual fund analysis with Morningstar reports



## Trading and Transaction Processing

MBM Advisors provides daily trading across multiple platforms with access to over 20,000 investment funds. Most of these funds can be exchanged on a same day basis and late day traded. MBM provides contribution, loan, distribution and hardship processing in an automated error free environment. Standard turn-around times are:

- Same day contribution processing
- Five business day processing for QDRO's
- Two business day loan and distribution processing
- Same day exchanges and trading

## Compliance

MBM Advisors assigns compliance specialists to each client service team. Our experts monitor all aspects of your plan to assure that it remains in compliance with the ever changing IRS and DOL rules. On an annual basis, MBM will perform all required tests. We will perform more frequent tests on a contracted basis. All compliance testing is subjected to our in-house peer analysis and reviewed by a senior compliance officer, usually an Enrolled Actuary.

## Participant Statements and Plan Level Reporting

MBM provides comprehensive quarterly participant statements in either hard copy or electronic format to plan participants. Statements are archived on our web site for retrieval by plan participants. Quarterly on-line plan level reports easily accessible to plan sponsors twenty four hours per day, seven days per week.