

VESTWELL CLIENT JOURNEY:

Conversion Plan



WEEKS 1 – 2

Set Up Plan and Complete Task Tracker

- ✓ Vestwell and employer Plan Design discussion and approval
- ✓ Vestwell provides termination letter for prior provider
- ✓ Employer signs Plan Services Agreement
- ✓ Employer completes online task tracker
- ✓ Vestwell Implementation Manager introduction and invitation to employer to schedule Welcome Call



WEEKS 2 – 6

Conduct Welcome Call, Set Up Payroll and Review Eligibility

- ✓ Vestwell and employer have Welcome Call
- ✓ Vestwell establishes conversion and onboarding timeline
- ✓ Vestwell confirms investment lineup
- ✓ Vestwell drafts plan documents and employer signs
- ✓ Vestwell assists employer with payroll setup
- ✓ Employer confirms all plan data is in good order, including eligibility



WEEKS 6 – 8

Send Registration Emails and Confirm Payroll

- ✓ Vestwell sends employee registration emails
- ✓ Vestwell leads employer platform & payroll walkthrough
- ✓ Vestwell confirms payroll procedures



WEEKS 8 – 12

Process First Payroll and Complete Conversion

- ✓ Vestwell processes first payroll
- ✓ Vestwell receives and reconciles conversion assets
- ✓ Onboarding Team introduces employer to Employer Services Team

*Proposed timing is highly dependent on employer (startups) and prior record keeper (conversions) cooperation with the timely delivery of accurate data and final approval of plan specifications.