

Advisor Plan News

Summer 2005

Plan Sponsor and Advisor Websites Updated for Enhanced Transaction History

PCS' Plan Sponsor and Advisor websites have been updated to add streamlined reporting of your Plan's transaction history. Transactions are now aggregated to report at the plan level, rather than at the participant level. This new rollup of data allows for easier and more efficient usage of the website. You can easily track contributions, loan repayments and dividends, without having to add up the participant level detail.

AccountLink Automated Telephone System Now Available in Espanol!

As you may already know, the *AccountLink* website can be viewed in English or Spanish, by selecting your language preference on the login screen. The AccountLink automated telephone system (888-621-5491, x1) has now been updated to include Spanish language prompts as well. To access the Spanish telephone system enter your plan's four-digit code (2580), then select Option 2.

Of course, if you'd like to review the participant details, you can still do so! To the right of each plan level transaction, click on the link called "Show Participants" to reveal the participant(s) that make up the transaction. Then, you can drill-down into each participant's trade details for that transaction. In short, now all of your plan and participant level data is at your fingertips.

New Plan Sponsor and Advisor Service Hotline

In order to better serve your needs, we have re-designed our Service Hotline. In you haven't already heard, the PCS service team can be reached toll free via telephone (1-888-684-6653) Monday through Friday, from 8:00 am to 6:00 PM eastern standard time.

Please note that this service hotline is for Plan Sponsors and advisors only. Participants should continue to call the *Accountlink* System telephone line listed on the Wallet Card (1-888-621-5491).

Participant Website Enhancement - Dollar Transfers

Currently participants can transfer from one investment to another by designating a specific percentage of their investment. Beginning on August 1st, a participant will have the ability to designate a transfer dollar amount as well. Participants will have three choices when requesting a Fund Transfer:

1. Percent to Percent Transfer - This is the option currently available. Participants can move a percentage of their balance within a fund or multiple funds, and invest the

proceeds into a new fund or multiple funds by percentage.

2. Dollar to Percent Transfer - This option allows participants to transfer a set dollar amount from one fund or funds, and invest it into another fund or funds by percentage.

3. Dollar to Dollar Transfer - This option allows participants to move a set dollar amount from one fund or funds, and invest it into another fund or funds by dollar amount.

Online Enrollment

PCS is pleased to announce the implementation of our Online Enrollment services. The new service will be added to the *AccountLink* system effective August 15, 2005. The Online enrollment system will allow newly eligible participants to login to the website, input their census information (SS#, name, address, email, etc.) and select their investment allocation percentages. The new feature also allows participants to research the investment options offered within the Plan prior to enrolling. Therefore, assisting new enrollees in making more informed investment decisions.

Newly eligible participants will simply click on the "*New to the AccountLink system? Enroll now!*" link on the *AccountLink* login screen to access the enrollment module. When prompted, the new participant enters his or her Social Security # and the enrollment password. Then simply follow the prompts to input census information and begin using the *AccountLink* system.

In order to commence the deduction of contributions from paychecks, new enrollees must complete our new Deferral Election Form (which will be posted to the website), which will then be submitted payroll. To assist newly eligible participants in navigating these new Enrollment pages, we will be posting an Enrollment Website Guide to the login screen effective August 15th.

New Additions to the PCS Team

PCS has hired several new employees recently. Each employee has been hired specifically to help improve the service and operational efficiencies of PCS. Please join us in welcoming the following employees to the PCS team:

- Terry Abbonizio - Director of Daily Valuation
- Bill Darby - Client Services
- Michelle DiCioccio - Conversion Manager
- Carol Dougherty - Operations Specialist
- Eileen Negron - Distribution Specialist
- Meredith (Meg) Richardson - Trading Specialist
- David Snyder - Plan Installations
- Matt Whitehorn, Esq. - Vice President of Legal Affairs
- Darlene Williams - Payroll Specialist

New & Improved Distribution Package

Our distribution forms have undergone a facelift. We have transformed the multiple individual forms into a single Distribution Package, which will now include the Special Tax Notice document that is required to be included with the distribution form. Goring forward, all paperwork will be in one neat package for easy delivery to your former employees.

As an added bonus, we now have the ability to mail Distribution checks directly to participant homes, rather than to your office. This new option will be incorporated into Section Four of the distribution form. The two available options are:

1. Mail Check Directly to the Participant's Home Address - In this case, the check will be mailed directly to the participant's address, as listed on the Distribution Form.
2. Mail the Check to Plan Sponsor - In this case, the check will be mailed directly to the plan. The Plan Sponsor is then are responsible for delivering the check to the participant.

During August the new Distribution Package and sample letter to terminated participants will be posted to the plan sponsor website, under Forms.

eRegister Reports

In an effort to conserve natural resources and to improve the timeliness and efficiency of our statement delivery process, PCS is transitioning to electronic delivery of Plan sponsor-level quarterly reports. Starting with the 3rd Quarter 2005 statement cycle, Plan Sponsor Register Reports will only be made available via the SponsorLink website (www.WebSponsorLink.com). The Plan will receive an email notification once the reports have been posted to the website.

In addition to saving paper, this service will reduce the overall production and delivery time for quarterly participant statements and will eliminate the storage burden in your offices for archiving paper register reports. Please note that this will not impact the delivery of participant statements. If your office currently receives the Participants' statement, PCS will continue to mail those to your office for distribution.

We have sent a Statement Media Election Form to each Plan to continue to receive paper reports. If the Plan chooses to continue to receive paper statements, a fee of \$50.00 per quarter will be included on their quarterly invoice. All paper statements will be delivered via United States Postal Service regular delivery.

At PCS, we take our role in the recordkeeping and administration of your clients' nest eggs very seriously and the satisfaction of you and your clients is our mission. Should you have any questions regarding any of the new features of the PCS program or the functionality of the websites, please feel free to contact the PCS service team at 1-888-684-6653.

Look for more information concerning Roth 401(k)'s in the fall edition of the PCS Newsletter. . . . Have a great summer!