



julyservices.com
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passport401k

BNY Mellon | Pershing

A modern solution for small businesses seeking a low-cost 401k

Simple | Low Cost | Fiduciary Oversight | Employee-Friendly

What is Passport401k?

Passport401k is a modern solution for small businesses (up to 250 eligible employees) seeking a low-cost 401k benefit that is easy to set up and operate and simplifies employee retirement saving. Passport401k is a Pooled Employer Plan (PEP) that allows unrelated small businesses to band together under one plan, creating economies of scale for a robust yet cost effective retirement plan solution.

Simple

We manage most of the day-to-day plan processes without distracting you or your team. This reduces your time by leveraging our 25+ years of industry experience to pro-actively do the work for you.

Low Cost

Passport401k is more affordable than most 401k products. It leverages lower-cost investment structures, reduces administrative complexity, and utilizes technology to automate processes.

We Do It for You

We become the legal plan administrator¹ of your plan, so you don't have to. Passport401k includes built-in, accountable plan fiduciaries that accept legal responsibility for managing the plan, reducing risk and liability.

Employee-Friendly

Employees are automatically enrolled in the plan and provided easy-to-understand investment options. Our intuitive technology makes enrollment and account management easy.



The investment advisor serves as the plan's relationship manager and coach, spearheading enrollment and education.

¹Pooled Plan Providers (PPPs) are required to serve as a PEP's named fiduciary, plan administrator and perform all associated administrative duties.

Ideal Candidates



Small, start up plan seeking low-cost option



Larger plans looking to avoid expensive audit



No dedicated HR staff



Wish to reduce plan risks



Need to free time for other tasks

Streamline with Payroll Pilot™

To fulfill our fiduciary responsibility and simplify plan processing, you gain access to Payroll Pilot™ which includes the following features:



Payroll Integration

Save time and streamline contribution and data submission by integrating your 401k and payroll provider.



Payroll Monitoring

Prevent penalties and interest from late 401k deposits with our late payroll reminders tailored to your preferences.



Payroll Validation

Ensure participant elections are implemented accurately – over 23 data integrity rules catch common data issues.

Payroll Pilot 360° and 180° integration providers

360° Integration: Where data flows in both directions between the payroll firm and JULY.



Additional 360 providers include: AAP HCM, Ace Workforce, Ahola, Anchor Pays, APS Payroll, Coastal, ConceptHR, Crescent Payroll Solutions, Dominion, GTM Payroll Services, HR Butler, Keystone Payroll, Launch Payroll, ManagedPay, MassPay, PayMedia, PayUSA, PCS HCM, Premier Now, Solex HCM, The Payroll Company, The Payroll Network, Thread HCM, and Zuma.

180° Integration: Where data flows automatically from the payroll firm to JULY, but only in one direction.



Additional 180 providers include: Emcentrix, Primepay, and Proliant.

Payroll integration is provided by a direct connection with the payroll provider or via a third party such as Payroll Integrations or Pay(k)onnect.

Investments

The investment lineup is built and maintained by Expand Financial, an experienced 3(38) investment fiduciary. Participants can select their own investments from the core lineup or opt into a variety of professionally managed account solutions.



Investment Menu Maintained by Experts

An experienced 3(38) investment fiduciary, builds and maintains the investment lineup.



Low Cost Options

Low cost investments with no revenue sharing keep investment expenses reasonable.



Diversified Investments

Covers all major investment asset categories, positioning participants for success.



Reduce Fiduciary Risk

Best practices include written investment policy statement, quarterly monitoring services and investment reports.



Blend of Passive and Active Funds

Offers an investment mix consisting of actively and passively managed investments.



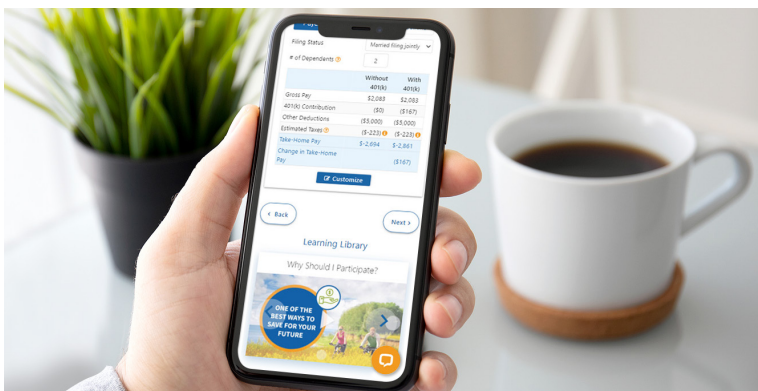
Professionally Managed Options

Makes investing easy – no need to research investments, select funds, or make decisions.

Tools & Technology

Our services are driven by industry-leading technology and include the tools and support needed to make plan setup and management a snap.

- **Online Plan Setup** – You and your client answer short online questionnaires, and your plan goes live in 30 to 60 days.
- **Online Enrollment** – Employees are guided through the process with an intuitive system that takes the guesswork out of enrollment.
- **Plan Websites** – Employers and employees manage their plan via a modern, responsive website.
- **myFuture Retirement** – We offer a robust retirement readiness tool providing a customizable projected monthly income amount.



Plan Design

Passport401k has been pre-configured with features to maximize employee retirement readiness, maximize highly compensated employee (HCE) contributions and streamline administration.

START	FLEX	ADVANCED
Includes these pre-configured plan design features .	Choose from the following flexible design options.	Choose from the following advanced design options.
1. 60 Day Eligibility – Employees are eligible the first day of the month 60 days after hire date.	1. Eligibility – Choose one of the following options: <ul style="list-style-type: none">• 60 days after hire date• One year after hire date• One year and 1,000 hours	1. Eligibility – Choose one of the following options: <ul style="list-style-type: none">• 60 days after hire date• One year after hire date• One year and 1,000 hours
2. Auto Enroll – 6% automatic enrollment with an annual 1% automatic increase. Employees can opt out at any time.	2. Auto Enroll – 6% automatic enrollment with an optional annual 1% automatic increase. Employees can opt out at any time.	2. Auto Enroll – 6% automatic enrollment with an optional annual 1% automatic increase. Employees can opt out at any time.
3. Safe Harbor Design – Highly compensated employees can maximize salary deferrals. Requires company to fund match of 3.5% of compensation (100% up to the first 1% of compensation, plus 50% on the next 5%).	3. Safe Harbor or Non-Safe Harbor 401k – Your plan design choice.	3. Safe Harbor or Non-Safe Harbor 401k – Your plan design choice.
4. Profit Sharing – Fund a discretionary profit sharing contribution.	4. Employer Contribution – Fund a discretionary employer matching or profit sharing contribution.	4. Enhanced Profit Sharing – Maximize owner and highly compensated employee contributions - up to \$64,500 each.

3(16) Fiduciary Services

Passport401k’s built-in, delegated 3(16) administrative fiduciary services include comprehensive plan management to reduce your workload¹ and minimize risks of errors and liability. Services include:

Prepare the Plan Document / Sign Amendments ²	Oversee Plan Vendors / Approve Invoices ³	Calculate / Track Plan Eligibility
Track Contributions / Manage Census Data	Mail Participant Materials / Notices ⁴	Calculate Employer Contributions / Forfeitures
Prepare Annual Census File	Prepare / Sign Form 5500	Manage / Approve Distributions and Loans

¹Passport401k requires the use of one of our integrated payroll partners. Alternatively, the employer can provide us with a comprehensive payroll file each pay period.

²The employer signs the initial joinder agreement to adopt the JULY Pooled Employer Plan. JULY adopts and signs all plan documents and amendments.

³Service includes selection and monitoring of IRA rollover provider.

⁴Service includes providing the plan sponsor initial enrollment materials and notices. Ongoing electronic materials and notice delivery to the plan sponsor for distribution is also included.

Simple Steps to Get Started

Passport401k provides the support and features needed to allow you to best achieve your plan goals. The timeline below shows an overview of the steps required to set up a new plan.

Step	Details	Day
Complete Online Setup	JULY assists with completing online setup forms and electronically signing agreements.	1
Kick-Off Call	JULY schedules a call to coordinate the steps below.	3
Enrollment	JULY activates the online enrollment experience.	14
Training	JULY trains you on the plan website.	21
Configure Payroll	After participants make elections, JULY helps you configure payroll to begin making contributions.	21
Deposit Contributions	Process first payroll and fund contributions.	25
Go-Live	JULY provides participant instructions for web access and begins managing your plan.	30



Get started with
Passport401k
today!

Monthly fees starting at
\$120 + .01% asset-based
fee + \$6 per participant

Learn More