



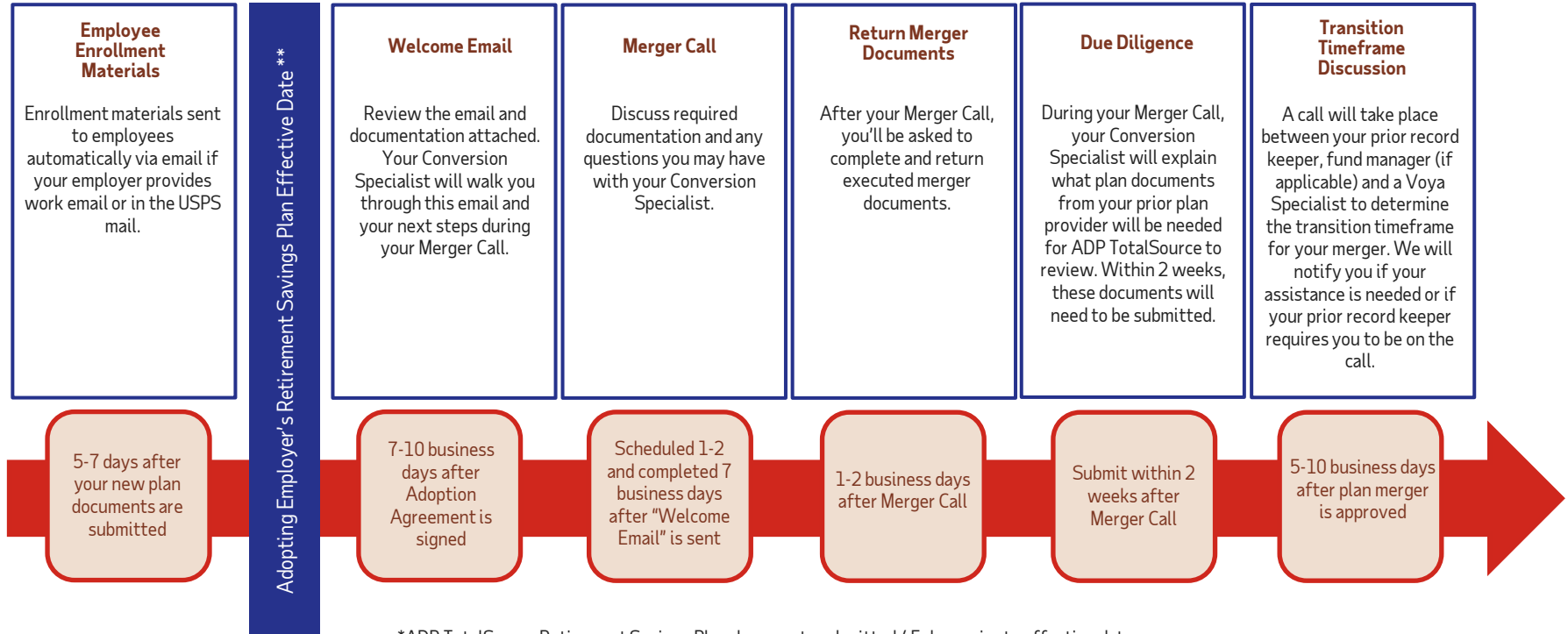
Merger Timeline

ADP TotalSource[®] Retirement Savings Plan

Phase 1: Completing the Merger Approval



At ADP TotalSource®, we strive to offer our clients a world class experience starting from your very first call with us through your plan's conversion. The following pages are a general guideline of what you should expect during a typical plan merger*.



*ADP TotalSource Retirement Savings Plan documents submitted 45 days prior to effective date.

**Merger assets can only transfer on or, in most cases, after the effective date.

How do employees enroll?

When can they enroll?

The enrollment guide and password are mailed approximately 40 days prior to an employee's eligibility date. The eligibility date is the later of the first of the month following the date in which an employee meets the Plan's eligibility requirements or the Plan effective date. If the Adopting Employer is added to the system after the 40-day window begins, the information will go to employees immediately.

Generally, deductions will begin with the first paycheck date after the Plan effective date.

Questions?

Please contact your ADP TotalSource 401(k) Specialist today at **844-448-0325**.

Employees can enroll in the Plan directly at <https://adptotalsource.voya.com> via the Voya participant website upon receipt of their online password from Voya via USPS.



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