

Approving Online Loan Requests

The online loan withdrawal request feature allows for a simplified sponsor approval process. You will receive an email notification that a loan has been submitted for approval. If the participant has uploaded supporting documentation for the approval such as for a principal residence loan, you will receive a second email that includes the participant provided supporting documentation for the loan. Follow the below steps to log in and review the distribution along with the supporting documentation, if applicable.

Important: If the participant has requested a principal residence loan, they must upload supporting documentation which may consist of a copy of their purchase agreement or mortgage agreement dated within 90 days of the loan request.



- On your account homepage, under **Manage** in the menu bar select **Transaction Request Approval**.

The screenshot shows the account homepage with a navigation bar at the top containing 'Dashboard', 'EE Search', 'Manage', 'Plan', 'Forms & Reports', and 'Payroll'. The 'Manage' menu is open, and 'Transaction Request Approval' is highlighted with a yellow circle. Below the menu, the 'Summary' section displays 'Plan year' as '01/01/2017 - 12/31/2017', 'Plan contact/File attachment' as 'Bonnie Harris -bonnie.harris@unifiedtrust.com', and 'Payroll is processed' as 'Varied'. The 'Plan Summary' section shows a 'Plan balance' of '\$ 122,529.39'.



- Search for a specific loan request by Name, Social Security Number or Confirmation Number.
- Or search for a specific loan request by Current Status or Date Range.

The screenshot shows the 'Transaction Request Approval' search form. It includes input fields for 'First name', 'Last name', 'Social Security Number', and 'Confirmation ID'. There are also radio buttons for 'Current Status' (selected as 'Pending Request') and 'Approved Request', and a 'Request date' field. A yellow arrow points to the search criteria fields, and another yellow arrow points to the 'GET RESULTS' button.



- Click **View** under **Transaction Summary** to view and print Participant's Loan Request.
- Click an option under **Approve/ Cancel request** to approve or reject loan requests.
- Once you've made a selection for all requests, click **Submit** to continue.

Form fields: Social Security Number, Confirmation ID, Request date (calendar icon), Requests made on or after.

Buttons: GET RESULTS, SUBMIT.

Current status	Participant name	Request date	Transaction type	Transaction summary	Payment details	Approve/Cancel request
Pending Request	Jelly Fish	09/19/2017	Loan Distribution	View	View	Select One Approve Cancel



- You're done! Your Loan Request approvals and rejections are complete.
- For approved loans, you will receive an email with the final loan information and amortization schedule for your records.

Navigation: Dashboard, EE Search, Manage, Plan, Forms & Reports, Payroll. Plan Selection dropdown.

Transaction Request Approval

Print icon

Message: Your changes have been saved.

Form fields: First name, Last name, Social Security Number, Confirmation ID, Current Status (Pending Request selected, Approved Request), Request date (calendar icon), Requests made on or after.

Buttons: GET RESULTS, SUBMIT.

No Records found