

Online Participant Loans

SPONSOR APPROVAL GUIDE

The online loan request feature allows for a simplified sponsor approval process. You will receive an email notification that a loan has been submitted for approval. Follow the below steps to log in and review the loan request.



- On your account homepage under **Manage** in the menu bar select **Transaction Request Approval**.
- On the Transaction Request Approval screen, pending requests are displayed first. Use the options on the right to navigate this screen.
- Click **Submit** to finalize your approval.

You're finished! The participant will receive a confirmation that the distribution is approved. The Service Provider will take it from here.

Current status	Participant name	Request date	Transaction type	Transaction summary	Payment details	Approve/Cancel request
Pending	Test Loan	11/02/2021	Loan Distribution	View	View	Select One

- **Search:** If needed, you may use this section to search for a specific distribution.
- **Current Status:** You may search pending, approved, completed distributions or specific request dates.
- **Transaction Type:** Displays the type of distribution requested
- **Transaction Summary:** Click "View" to review distribution details.
- **Approve/Reject Request:** Select "Approve" or "Reject" from the dropdown.



Questions about a loan request? Please contact retirementservices@worksaveretire.com.