Plan Transition Process

DAY 1

Step One

Start (Verbal)

- The Sales Director/Associate will provide Transition Template to the Transition Team
- Transition Specialist assigned

WEEK 1 & 2

Step Two

Plan Sponsor Call

- Live Oak call to be established by Transition Specialist
- Plan Sponsor and Advisor invited
- Sales to lead, Transition & Client Services to participate
- Focus on Agreement review and investment offering selection

WEEK 3 & 4

Step Three

Plan Design Call

For full-service or compliance-only plans

- Live Oak call to be established by Document Specialist
- Plan Sponsor and Advisor invited
- Document Specialist to lead, Transition, Sales & Client Services to participate
- Focus on plan design options

WEEK 5 & 6

Step Four

Enrollment Meetings

- If elected, in-person meetings available for full service plans
  - » Education Consultant validates plan establishment
  - » Education Consultant holds enrollment meeting(s)
- Advisor/Sponsor coordinate enrollment material needs and establish meeting dates
- Transition Specialist submits request to send enrollment materials to designated address

WEEK 7 & 8

Step Five

Payroll and Asset Transfer

Only for take-over plans

- Transition Specialist to hold training call(s) with plan sponsor and/or payroll vendor
- Transition Specialist validates asset and cash transfer from prior RK