T. Rowe Price®
INVEST WITH CONFIDENCE

YOUR GUIDE TO ONLINE NONQUALIFIED PLAN MANAGEMENT

Online resources help simplify plan management

The T. Rowe Price nonqualified plan servicing platform delivers industry-leading recordkeeping functionality designed to help you administer your plan with ease.

This guide is designed to:

- Provide step-by-step instructions to help you access the information you need to effectively manage your nonqualified plan
- Highlight key nonqualified plan features and functionality of **PlanView Portal**
- Suggest a number of administrative best practices for nonqualified plans, presented in a quarterly calendar format

T. Rowe Price is here to support you at each stage in your plan's annual life cycle—from enrollments to distributions. Please contact your service team anytime you have questions.

GUIDE HIGHLIGHTS

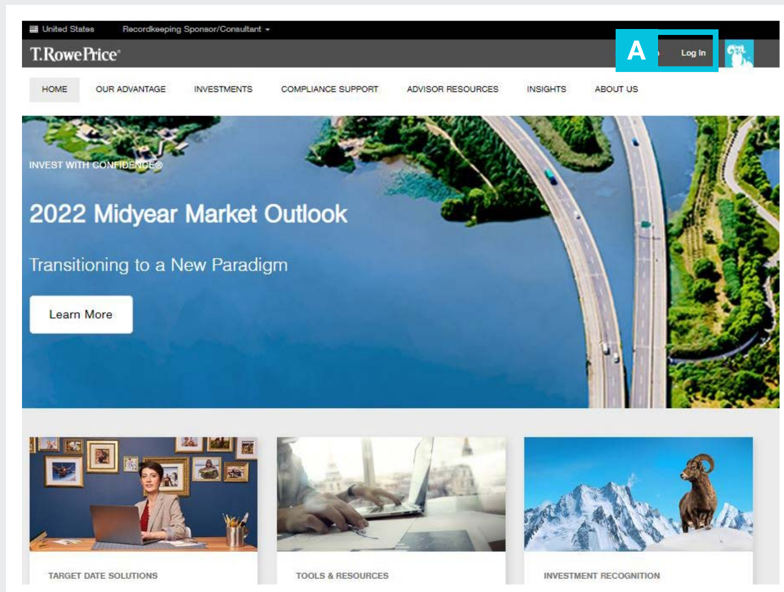
The screen shots provided in this guide are for illustrative purposes only.

Section 1

ACCESSING YOUR PLAN

Conveniently manage both your qualified and nonqualified plans through **PlanView Portal** using one set of login credentials.

A Click **Log In** and enter the same user name and password you use to access your qualified plan.

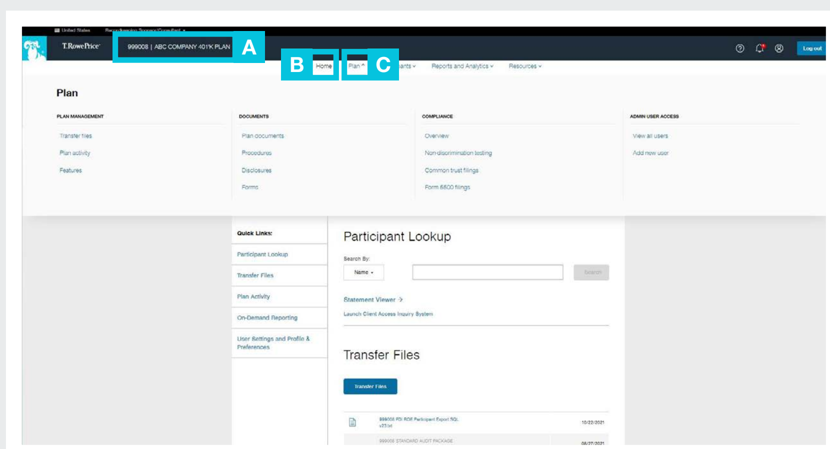


A If the plan you want to access is not displayed, click the drop-down arrow next to your current plan name. Select the desired plan from the drop-down menu.

B Select **Home** if you are not already on that page. From here, you can oversee nonqualified plan activities.

C Conveniently manage both your qualified and nonqualified plans through PlanView Portal using one set of log in credentials.

Go to the **Plan** page and view available tools under **Plan Management**.



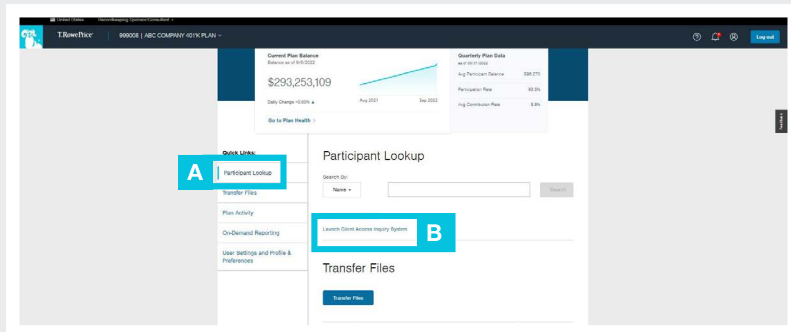
Section 2

PARTICIPANT LOOKUP

The **Participant Lookup** functionality gives you easy access to data about a specific participant.

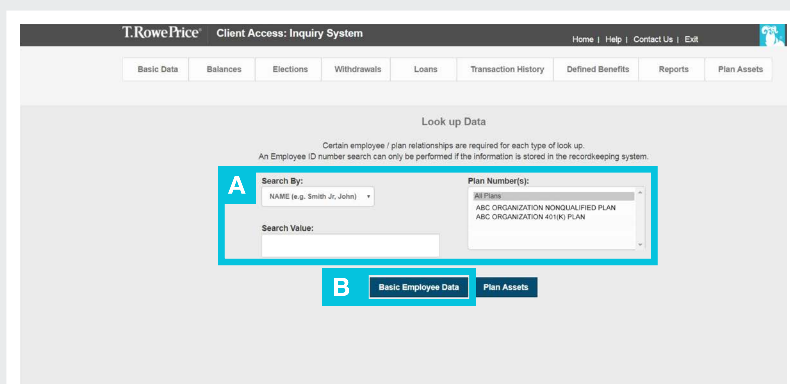
A Choose **Participant Lookup** under Quick Links.

B Click **Launch Client Access Inquiry System**.



A To conduct a participant search, select option from **Search By** dropdown, enter information in **Search Value** field and select **Plan Number**.

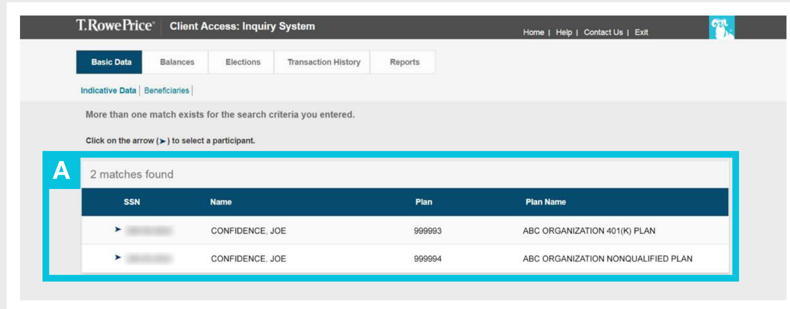
B After entering the data, click **Basic Employee Data**.



The list may contain multiple names if more than one participant meets the criteria you entered (e.g., you entered a common last name, a participant with multiple accounts).

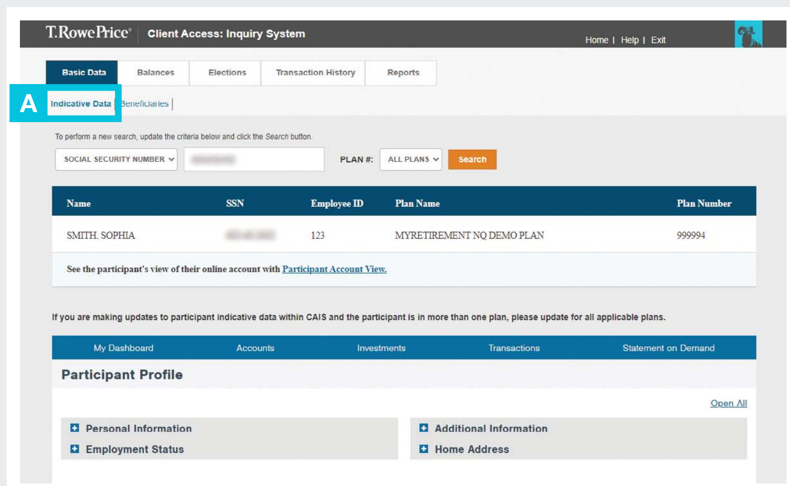
A

Click the arrow to the left to select the participant from the list provided.



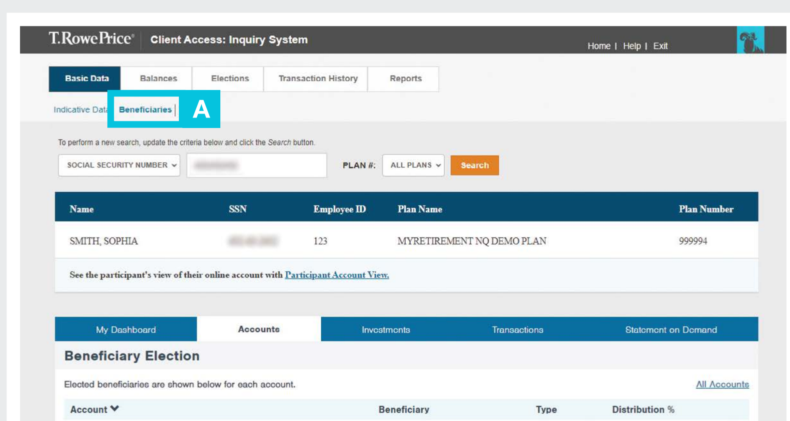
A

This is the **Indicative Data** screen, where you can view and update a participant's personal data.



A

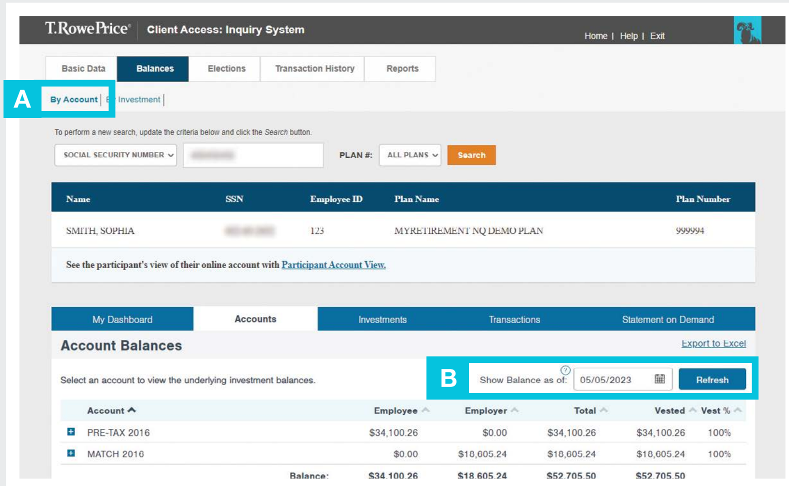
This is the **Beneficiaries** screen, where you can view and update a participant's beneficiary designations.



At this point, you can choose to view a participant's account balances, transaction history, deferral election, beneficiary election, or distribution election.

A Select **Balances**, then **By Account** to view the participant's balance for each type of contribution, including the vested percentage.

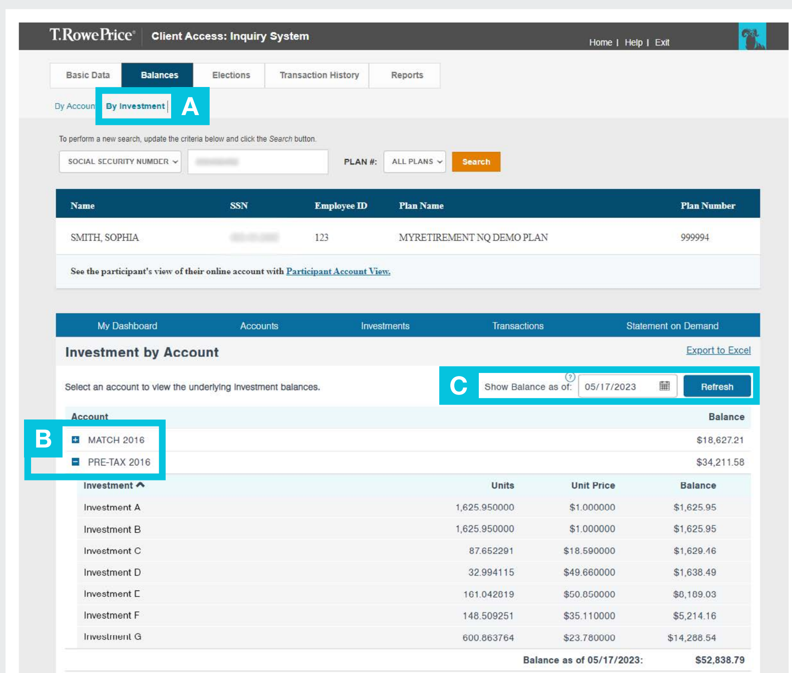
B To view the participant's balance as of a specific date (e.g., end of quarter or plan year), enter the date and click **Refresh**.



A To view how a participant's balance is allocated among the investment options offered in the plan, select **Balance** then **By Investment**.

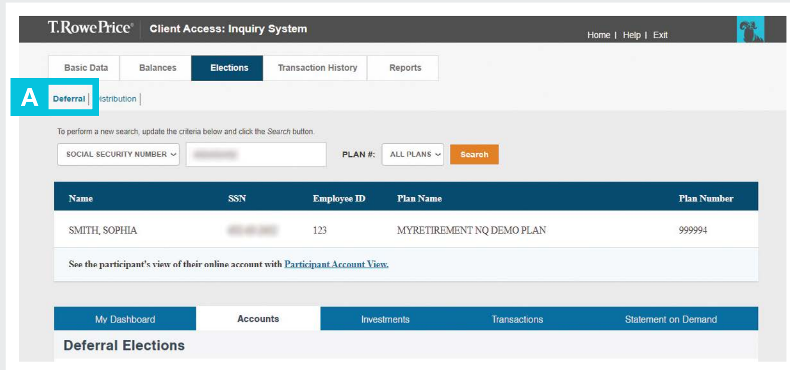
B Click the plus sign to the left of a specific account for a consolidated total of the participant's balance, number of units, and unit value for each investment in the participant's account.

C To view the participant's investments as of a specific date (e.g., end of quarter or plan year), enter the date and click **Refresh**.



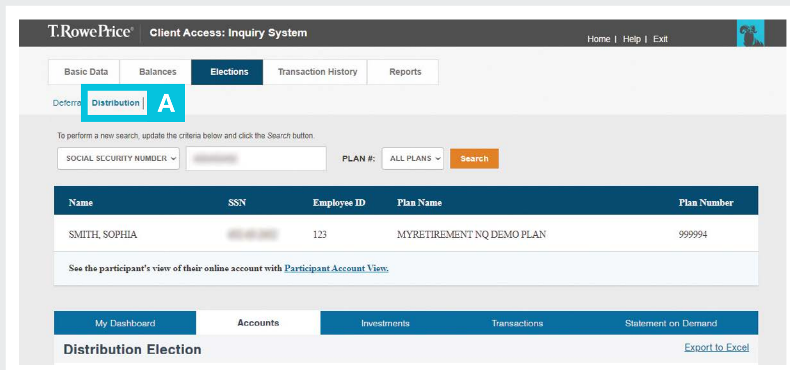
To view a participant's deferral election(s) by compensation type, click **Elections** then **Deferral**.

A



To view a participant's distribution election(s), click **Elections** then **Distribution**.

A

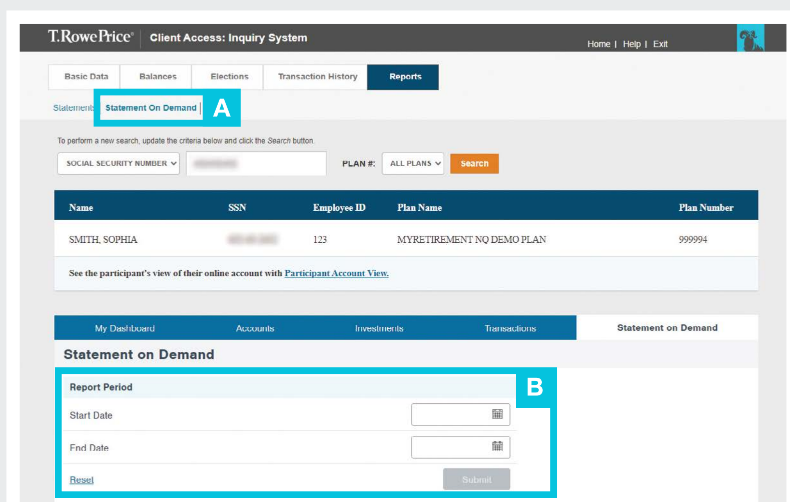


To generate a participant statement, select **Reports** then **Statement on Demand**.

A

Enter the desired **Date Range** for the statement. The date range must fall within 24 months prior to the date the statement is requested. Click **Submit**.

B



Section 3

PLAN REPORTING

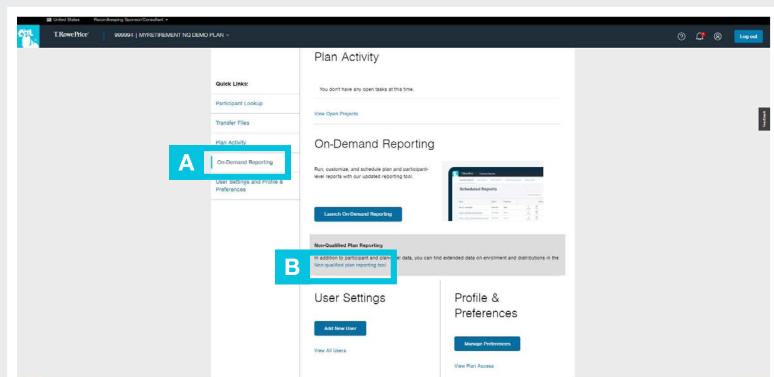
The on-demand reporting capabilities in the T. Rowe Price nonqualified plan recordkeeping platform provide you with access to the information you need, when you need it.

You will notice the following differences in terminology when reviewing reports:

Qualified Plan Platform		Nonqualified Plan Platform
Source	→	Account
Share	→	Unit
Exchange	→	Transfer

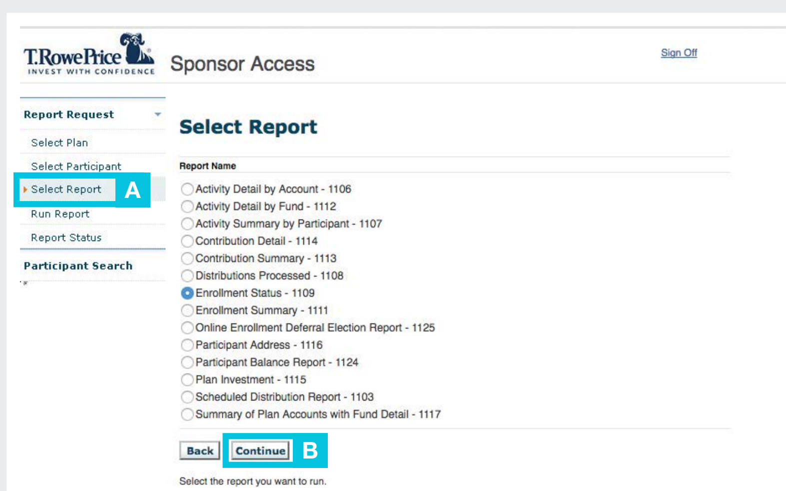
A To access the plan reporting options, navigate to the Plan Management tab, select Tools from the drop-down menu, then click **On-Demand Reporting** under Quick Links.

B Click **Launch Tool** under **Nonqualified Plan Reporting Tool**.



A Choose **Select Report**. Click on the button next to the report that you would like to generate.

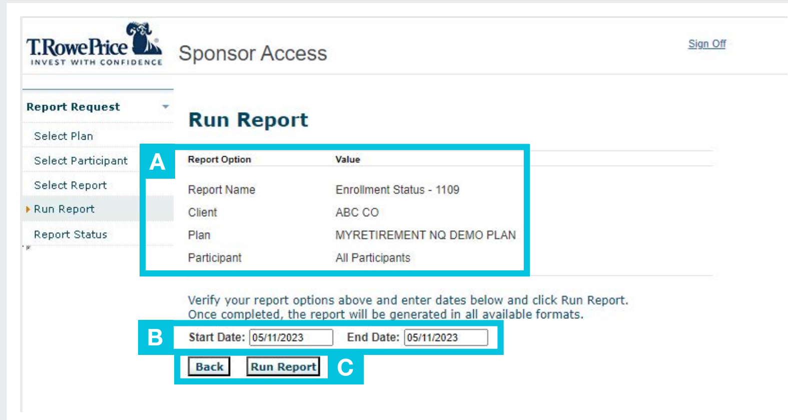
B Select **Continue** to proceed to the next step.



A You will have an opportunity to review the report features that you have selected.

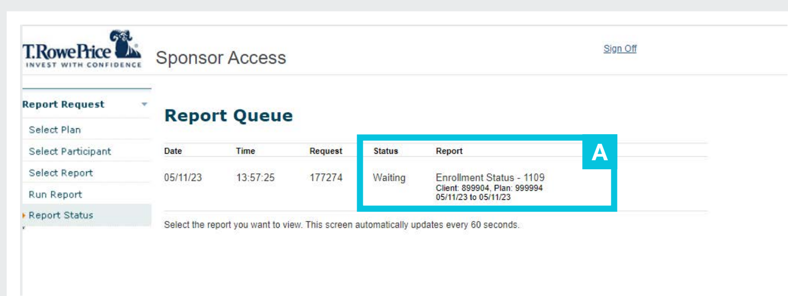
B For some reports, you have the flexibility to choose the period covered in the report (e.g., month, year-to-date). Enter the **Start Date** and **End Date** for your report.

C To select a different report or change the participants that will be listed in the report, select **Back** and adjust your criteria. When you are satisfied with your selections, click **Run Report**.



A Your report will be generated within minutes of your request.

You can monitor the status of the report while the information is being compiled by the recordkeeping system. When the status changes to Completed, click on the report name to view it.



Section 4

ANNUAL ENROLLMENT

Managing the enrollment process for nonqualified plans can be challenging. The T. Rowe Price nonqualified plan recordkeeping platform helps your enrollment process stay on track by:

- Alerting participants that your plan's enrollment window is open whenever they log in to the Workplace Retirement website
- Providing step-by-step instructions to guide participants through their enrollment elections (customized to the options in your plan)
- Recording participant elections
- Providing you with the ability to generate reports that list who has enrolled or declined enrollment while the plan's enrollment window is open

During the enrollment window, watch for important messages and information when you log in to **PlanView Portal**.

To monitor the status of participant enrollments during the enrollment window, follow the plan reporting instructions outlined in Section 3 of this guide to generate reports on enrollment activity. The names and content of the reports that support the enrollment process are provided on page 13 of this guide.

2023 DCP ANNUAL ENROLLMENT

Enrollment Status - 1109

For Enrollment Period 12/01/2022 through 12/12/2022
Report Request from 12/01/2022 through 12/12/2022

Total Eligible Participants:	9
Confirmed Enrollments:	6
Declined Participants:	0
Pending Confirm Participants: Pending	0
Decline Participants:	0
Percent of Confirmed Enrollment:	66.67%
Percent of Declined Enrollment: Percent	0.00%
of Pending Confirm Enrollment: Percent	0.00%
of Pending Decline Enrollment:	0.00%

Participant	SSN	Division	Date	Status
PARTICIPANT A	123000000			
PARTICIPANT B	222000000		**12/11/2022**	Confirmed
PARTICIPANT C	333000000			
PARTICIPANT D	440000000		**12/06/2022**	Confirmed
PARTICIPANT E	555000000		**12/01/2022**	Confirmed

Section **5**

BEST PRACTICES FOR PLAN MANAGEMENT

Adopting a schedule of plan management activities is one of the most important steps you can take to make sure your nonqualified plan meets your organization's objectives and operates in compliance with applicable regulations. Based on our experience and expertise, we've developed a suggested calendar of activities to guide you throughout your plan year. These activities should be reviewed and, when appropriate, adjusted for your plan and/or the needs of your organization. For instance, you may find it beneficial to perform some of the activities on a more frequent basis than is suggested or as specifically outlined in your plan's ASM.

First Quarter

- **Distributions:** Generate and review distribution activity reports
  - *Scheduled Distribution* report—regularly preview scheduled distributions
  - *Distributions Processed* report—regularly confirm all scheduled distributions were processed according to your plan's provisions
- **Investments:** Schedule a meeting with your financial advisor or consultant to review investment performance for the prior plan year
  - *Plan Summary* report
  - *Plan Investment* report
  - *Summary of Plan Accounts With Fund Detail* report
- **Enrollment:** Generate the *Enrollment Summary* report. Verify that participant deferral elections are accurately reflected in your payroll system, including elections for newly eligible participants
- **General Administration:** Schedule a meeting with your T. Rowe Price relationship manager to review:
  - The *Plan Summary* report (for the prior plan year)
  - All scheduled participant communications for the plan year, including any statements or notices you will be responsible for delivering to participants

Second Quarter

- **Distributions:** Generate and review distribution activity reports
  - *Scheduled Distribution* report—regularly preview scheduled distributions
  - *Distributions Processed* report—regularly confirm all scheduled distributions were processed according to your plan's provisions
- **Enrollment (as applicable):** Monitor enrollment activity by running the *Enrollment Summary* report periodically throughout the enrollment window (e.g., weekly or biweekly)
- **Investments:** Schedule a meeting with your financial advisor or consultant to review investment performance
  - *Plan Summary* report (year to date)
  - *Plan Investment* report (as of the end of first quarter)
  - *Summary of Plan Accounts With Fund Detail* report (for first quarter)

Third Quarter

- **Distributions:** Generate and review distribution activity reports
  - *Scheduled Distribution* report—regularly preview scheduled distributions
  - *Distributions Processed* report—regularly confirm all scheduled distributions were processed according to your plan's provisions
- **Investments:** Schedule a meeting with your financial advisor or consultant to review investment performance
  - *Plan Summary* report (year to date)
  - *Plan Investment* report (as of the end of the second quarter)
  - *Summary of Plan Accounts With Fund Detail* report (for second quarter)
- **Enrollment (as applicable):** Monitor enrollment activity by running the *Enrollment Summary* report periodically throughout the enrollment window (e.g., weekly or biweekly)
- **Plan Document:** Schedule a plan review with your T. Rowe Price relationship manager to assess plan health relative to:
  - Your plan philosophy
  - Changes in your business or employee demographics that may impact plan design
  - Regulatory changes, if any

Fourth Quarter	
■ **Distributions:** Generate and review distribution activity reports – *Scheduled Distribution* report—regularly preview scheduled distributions – *Distributions Processed* report—regularly confirm all scheduled distributions were processed according to your plan's provisions ■ **Investments:** Schedule a meeting with your financial advisor or consultant to review investment performance – *Activity Detail by Account* – *Plan Summary* report (year to date) – *Plan Investment* report (as of the end of third quarter) – Summary of *Plan Accounts With Fund Detail* report (for third quarter) ■ **Enrollment:** Monitor enrollment activity by running the *Enrollment Summary* report periodically throughout the enrollment window (e.g., weekly or biweekly)	■ **Plan Document:** Adopt amendments to plan document, if applicable ■ **General Administration:** Schedule a meeting with your T. Rowe Price relationship manager to review the status of plan administration and recordkeeping and to set goals for the coming period.

Ad Hoc Reporting: As needed throughout the year, generate:

- Contribution reports (*Contribution Summary*, *Contribution Detail*)
- Activity reports (*Activity Detail by Account*, *Activity Detail by Fund*)

APPENDIX: NONQUALIFIED PLAN REPORTS

The following is an overview of the nonqualified plan reports that are available to you through PlanView Portal. See Section 3 of this guide (pages 8 to 10) for details on how to produce reports for your plan.

Title	Content
Activity Detail by Account	Summary of activity, balances, and distributions for each participant in the plan by account with investment-level details
Activity Detail by Fund	Detailed plan-level activity for each investment during a specified reporting period
Activity Summary by Participant	Detailed list of activity for each participant during a specified reporting period
Contribution Detail	Detailed list of contributions by contribution date for each participant for a specified reporting period by system account
Contribution Summary	List of contributions for each participant during a specified reporting period
Distributions Processed	Participant name and amount for each distribution completed during the specified reporting period
Enrollment Status	Summary of activity during the annual enrollment window, including each participant's enrollment status (confirmed, declined, pending)
Enrollment Summary	Detailed participant-level election information, including deferral elections, distribution elections, investment allocations, and beneficiary designations
Online Enrollment Deferral Election	Plan-level summary of participant enrollment deferral elections made through the participant website or the participant service center
Participant Address	List of participant addresses
Participant Balance	List of the plan balances, vested balances, and employment status of each participant in the plan
Plan Investment	Plan-level summary of each investment in the plan, including percentage of plan assets, unit balance, and price
Scheduled Distribution	Participant-level list of distributions scheduled during a specified reporting period
Summary of Plan Accounts With Fund Detail	Plan-level summary by investment that details plan activity (e.g., transfers, distributions), including the ending balance and vested balance for a specified reporting period
Detailed Scheduled Distribution Report	Summary of distributions by System Account not yet processed, including participant address of record and other payment related information

Nonqualified plan services provided by T. Rowe Price Retirement Plan Services, Inc.

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