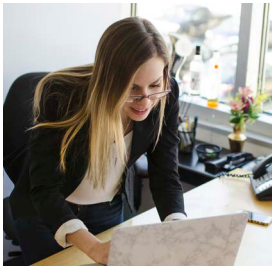


Nonqualified deferred compensation plans

Employer online enrollment guide



Enrolling your key employees in a nonqualified deferred compensation plan can be a busy time, but our online enrollment process makes it easy. Participants can use it to quickly enroll in your plan, and you can use it to view event details and participant enrollment status, and download elections for payroll after enrollment closes, so you can avoid Internal Revenue Service violations.

As a plan sponsor, this step-by-step guide includes the key tasks you need to complete and provides helpful tips for a successful enrollment.

Step 1 Go to principal.com.

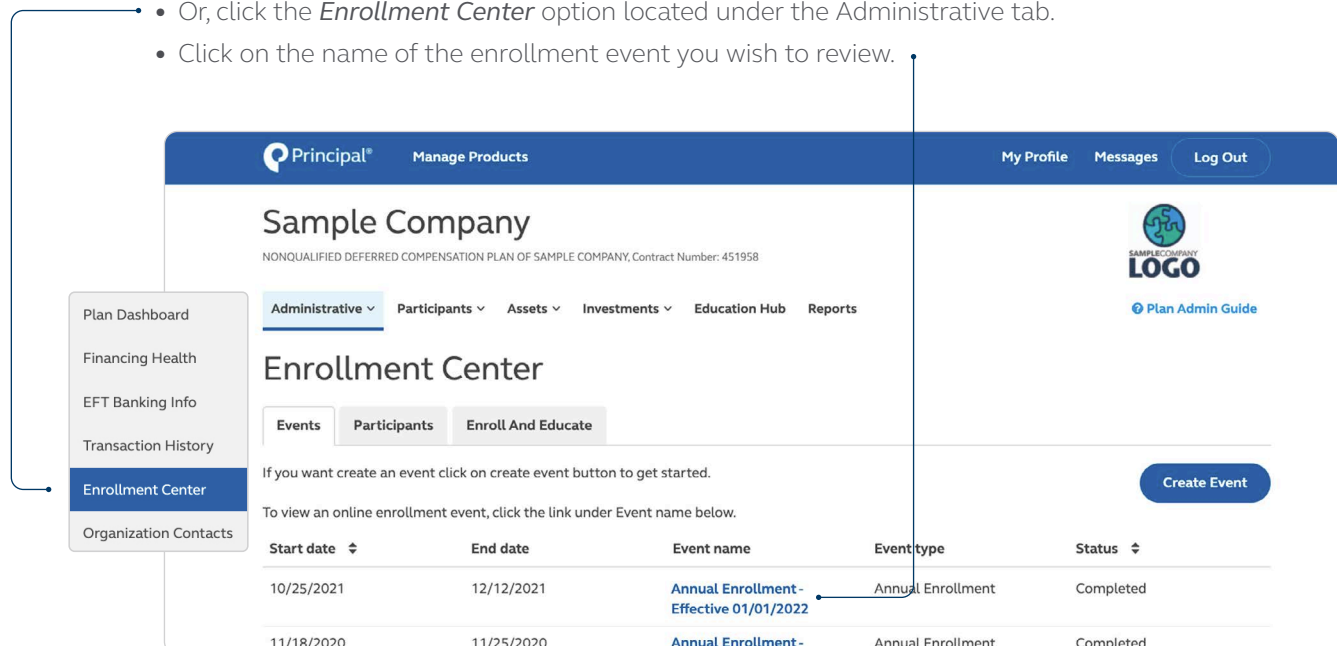
- Log in with your user name and password.

Note: If this is your first time logging in as a plan sponsor, contact your Client Service Manager for assistance.

- Choose your benefit program:
 - › Click the name of the nonqualified benefit program you wish to manage.

Step 2 Review enrollment events.

- Click *Go to event view* in the Active Enrollment box at the top right of the landing page.
- Or, click the *Enrollment Center* option located under the Administrative tab.
- Click on the name of the enrollment event you wish to review.



The screenshot shows the Principal Enrollment Center interface for Sample Company. The interface includes a sidebar with navigation options, a top navigation bar, and a main content area. The 'Enrollment Center' section is highlighted in the sidebar. The main content area displays a table of enrollment events.

Start date	End date	Event name	Event type	Status
10/25/2021	12/12/2021	Annual Enrollment - Effective 01/01/2022	Annual Enrollment	Completed
11/18/2020	11/25/2020	Annual Enrollment -	Annual Enrollment	Completed

Step 2 (continued)

- From the *Enrollment Event Details* page, you can access:
 - › Enrollment statistics
 - › Enroll and Educate tools for participants
 - › Demo of enrollment event
 - › Link to add participant

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Sample Company

NONQUALIFIED DEFERRED COMPENSATION PLAN OF SAMPLE COMPANY, Contract Number: 451958

Administrative ▾ Participants ▾ Assets ▾ Investments ▾ Education Hub Reports [Plan Admin Guide](#)

Enrollment Event Details

PBC Event: PBC Event Template - for 2023

Enrollment will begin 03/13/2023 and end 04/12/2023. The elections will be effective 04/13/2023.

Carryover (evergreen) elections have not yet been applied and will not appear within the reports. Please check back after the close of your enrollment event. [Back to Event List page](#)

Enrollment Statistics

Incomplete	1
Enrolled	1
No Action Taken	18
Total	20

Enrollment Tools

- Enroll and Educate
- View Demo of Event
- View Event Communications

Enrollment Reports

- Download Enrollment Census Report
- Download Deferral Elections
- View Participant Confirmations

Participant Search: Status Filter: [Apply Filter](#)

as of 07/18/2023

	Participant name	Status	Date election submitted	Enrollment Confirmation
+	LOGIN, FRANKLIN	Enrolled	04/12/2023	Confirmation
-	LOGIN, SAMPLE	No Action Taken		

* Not all options may be shown depending on enrollment set up.

Step 3 Download enrollment reports.

- Click *Download Enrollment Census Report* in the Enrollment Tools section for a list of all participants that were part of the event, regardless if they took action or not.

Step 4 Monitor enrollment activity for personalized support.

- Use the *Status filter* to identify participants in this event who may need additional enrollment communication or support.
- Click *Confirmation* to view, forward, or print each enrolled participant's elections.

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Sample Company
NONQUALIFIED DEFERRED COMPENSATION PLAN OF SAMPLE COMPANY, Contract Number: 451958

Administrative ▾ Participants ▾ Assets ▾ Investments ▾ Education Hub Reports

Enrollment Event Details

New enrollment — Effective 01/31/2022
Enrollment will begin 10/15/2021 and end 11/15/2021.

[Back to Event List page](#)

Enrollment Statistics

Incomplete	3
Enrolled	1
No Action Taken	2
Total	6

Enrollment Tools

- Enroll and Educate
- View Demo of Event
- Add Participants to this Event

Enrollment Reports

- Download Enrollment Census Report
- Download Deferral Elections
- Download Deferral Elections for PBC
- View Participant Confirmations

Participant Search: Status Filter: [Apply Filter](#)

as of 08/12/2021

	Participant name	Status	Date election submitted	Enrollment Confirmation
+	JONES, LAWRENCE L	Enrolled	12/1/2021	Confirmation
+	LOGIN, ANDREA	Started, but did not complete		Confirmation

Step 5 Stay informed on your plan.

There are a variety of online reporting capabilities to help you during and after enrollment:

- Under Enrollment Event Details, you can *Download Enrollment Census Report* for information by participant, including enrollment status.
- Under the Reports tab in the Enrollment section, you can view details on enrollment events by date range.



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