

## How does Automatic Enrollment work?

If the Plan Document includes an Automatic Enrollment provision, Sentinel will utilize the payroll file to help you manage automatic enrollment.

1. Automatic Contribution Arrangement notices are integrated into Enrollment Kits.
  2. Automated notifications are emailed to you when an employee makes a contribution election online. This indicates they have opted out of automatic enrollment.
  3. A monthly report of employees approaching eligibility is sent to you. These participants should be provided with enrollment materials.
  4. Reporting of employees who automatically enroll is emailed to you monthly. The report includes a listing of employees who did not make elections to contribute to the plan and therefore, need to be automatically enrolled at the percentage indicated in the Plan Document.
  5. On-demand reporting is also available to you through the Plan Sponsor Website any time you need it.
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