

# Acrisure 401(k) Savings Plan



## Presented by: Chesme Capital Management



**CHESME**  
CAPITAL MANAGEMENT  
PLAN ACTIVELY | INVEST PASSIVELY

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# Chesme Capital Management

- FIDUCIARY FIRST
  - Morally, ethically, and legally bound to clients' best interests
  - Accept Plan Level appointment – ERISA 3(21)
  - Accept Investment Level appointment – ERISA 3(38) Investment Manager
  - Provide Participant Level guidance
- FIRM DISCIPLINE
  - Registered Investment Advisor (not a Broker)
  - Fee-Only (no conflicts-of-interest)
  - Independent (no industry affiliations/no proprietary services or products)
- SPECIFIC EXPERIENCE
  - Institutional Focus (“This is what we do...”)
  - 38 retirement plan clients / ~7,000 plan participants
  - \$520M of Assets Under Management

# Alerus Retirement Solutions

**Custodian (Plan Level)**: Holds the assets of the retirement plan. Ensures funds are separate from – and protected from – the employer and the employer's creditors.

**Record Keeper (Participant Level)**: Tracks contributions and distributions to/from the 401(k) and the crediting of investment earnings and amounts to participant accounts. Maintains participant website and call center.

**Administrator**: Prepares participants' records, prepares required government filings (Form 5500), conducts annual compliance testing, and processes participant loans, distributions, & rollovers.

# Enrollment Overview

1. **Create a new User ID, Password, and Security Questions**
  - [www.alerusrb.com](http://www.alerusrb.com) – Login/Retirement Access (upper right)
  - Initial Login: Social Security Number (no dashes) / PIN (letter)
2. **Enrollment Screen #1** – Verify Personal Information
3. **Enrollment Screen #2** – Select contribution amount (per pay period)
  - Source: 401(k) Deferral (pre-tax) / Roth Deferral (after-tax)
  - Type: Percentage of GROSS pay (%) or Flat dollar (\$)
  - Future: Actual contribution amount (e.g. 3%, \$50, etc.)
  - Statutory Annual Limits: \$18,000 (under 50) / \$24,000 (50 or over)
4. **Enrollment Screen #3** – Choose investments
  - 22 individual mutual funds (“Do it myself”)
  - 5 Model Portfolios (“Do it for me”)
5. **Enrollment Screen #4** – Review Choices/Acknowledge Prospectus Receipt
6. **Enrollment Screen #5** – Confirmation numbers - “Finish”

# Enrollment Screen #1

Report any discrepancies to the Acrisure Benefits Team.

## Review Personal Details

Profile 1   Contribution 2   Future 3   Review 4   Complete 5

### Profile Summary

NAME: Demo Participant  
ADDRESS: Address  
ADDRESS 2:  
CITY: City  
STATE: MN  
ZIP: 555555

### Employer Information

**Acrisure, LLC**  
Tonya Lee  
5884 Prairie Creek Drive SE  
Caledonia MI 49316

### Status

STATUS: Enrolling  
AGE: 46.08  
BIRTH: 01/01/1970  
HIRE: 01/01/2016  
ELIGIBILITY:  
REHIRE:  
TERMINATION:

### Email

Email :  [Edit](#)

### Online Statements

eStatements : No [Activate](#)

[Save](#)

[Back](#) [Next](#)

# Enrollment Screen #2

## Source Selection

- 401(k) Deferral (pre-tax)
- Roth Deferral (after-tax)
- Combination of the two sources

## Type Selection

- Flat dollar (\$)
- Percentage of Gross Pay (%)

## Future (Contribution)

- **Each Pay Period**

### Select My Contribution Deductions

Profile   Contribution   Future   Review   Complete  
1   2   3   4   5

Select how much you want to contribute

As of 09/27/2016

Select the amount you want deducted from your paycheck to contribute into your plan account each pay period. The total amount cannot exceed the plan maximum .

Source	Last Amount	Current	Minimum	Maximum	Type	Future	No Deductions
401(K) Deferral	\$0.00	0	1%	100%	% ▾	<input type="text" value="0"/>	<input type="checkbox"/>
⚠ If entering a zero in Future, the No deductions box must be checked to confirm.							
Roth Deferral	\$0.00	0	1%	100%	% ▾	<input type="text" value="0"/>	<input type="checkbox"/>
⚠ If entering a zero in Future, the No deductions box must be checked to confirm.							

Maximum Overall Percent: 100.0%      Future Percent Total: 0.00%

Maximum Overall Dollar: \$18,000      Future Dollar Total: \$0.00

Statutory Annual Limits: \$18,000 (under 50) / \$24,000 (50 or over)

- Calendar year limit – even if you contribute to multiple plans

Check the corresponding “No Deductions” box (right hand side) if you do not contribute to one or both of the sources.

# Enrollment Screen #3

## Investment Selection:

- **“Do it for me”** Select a Model Portfolio (IPM)
  - Risk Averse (Most Stable)
  - Conservative
  - Moderate
  - Growth
  - Aggressive (Most Volatile)
- 100% to a single Model Portfolio
- Investment booklet and Model Portfolio sheet in back pocket of enrollment packet

OR

- **“Do it myself”** Choose any combination of the 22 individual funds (Customized Portfolio)
- Whole percentages equaling 100%

### Set My Future Contribution Investments

Profile 1 — Future 2 — Review 3 — Complete 4

**Select how you want your Future Contributions invested**

Please select your investments even if you are choosing to not contribute at this time. This ensures any future contributions made by you or your employer if applicable will be invested based on your election. Clear All

Investment Name	Future
<input checked="" type="checkbox"/> Risk Averse Portfolio (IPM)	<input type="text"/> %
<input type="checkbox"/> Conservative Portfolio (IPM)	<input type="text"/> %
<input type="checkbox"/> Moderate Portfolio (IPM)	<input type="text"/> %
<input type="checkbox"/> Growth Portfolio (IPM)	<input type="text"/> %
<input type="checkbox"/> Aggressive Portfolio (IPM)	<input type="text"/> 100 %

“Do it for me”

OR

<input checked="" type="checkbox"/> Vanguard Mid Cap Val Idx Adm	<input type="text"/> 20 %
<input type="checkbox"/> Vanguard REIT Index Adml	<input type="text"/> 5 %
<input checked="" type="checkbox"/> Vanguard S/T Invest Gd Adm	<input type="text"/> 40 %
<input checked="" type="checkbox"/> Vanguard Sm Cap Grth Idx Adm	<input type="text"/> 10 %
<input type="checkbox"/> Vanguard Small Cap Idx Adm	<input type="text"/> 25 %
<b>Allocated</b>	<b>100 %</b>
<b>Remaining percent to invest</b>	<b>0 %</b>

“Do it myself”

NOTE: Please hit “TAB” after each entry (%) to ensure you have “Allocated” 100%



# FAQ - Answers

## **Qualified Default Investment Alternative (QDIA)**

If you do not make an investment election (or you do not enroll in the plan), any contributions or rollover assets will be invested in the Vanguard Balanced Index fund.

## **Changing Your Investments**

You can modify your investment elections at any time via the Alerus website.

## **Changing Your Contribution Amount**

You can modify your contribution amount at any time via the Alerus website. However, this does NOT occur instantaneously. Changes will be processed weekly on Friday at 4pm Eastern and reported to Acrisure's payroll department on the following Monday. Your new contribution amount will be applied to the next payroll.

## **Beneficiary Form**

Must be completed, signed, and submitted to the Acrisure Benefits Team.

## **Rollover Form**

Not necessary if your current plan will automatically merge/transfer to the Acrisure 401(k) plan.

## **Blackout Period & Blackout Notice (plan merge only)**

During the blackout period, the assets in your current plan will transfer to the Acrisure plan. You will not have the ability to modify your investment elections or initiate a loan/distribution, in either account, during the blackout period. A blackout notice will be delivered to you (by Alerus), no later than 30 days prior to the start of the blackout period, describing the timing and details of the transfer. Similarly, you will be notified when the blackout period ends (i.e. transfer complete – account access restored).



# Contacts

Website: [www.alerusrb.com](http://www.alerusrb.com)

## Contacts

Online Account Assistance: Alerus Customer Service

- Live Representative: (800) 433-1685

Monday-Friday

- 8am-7pm Eastern
- 7am-6pm Central
- 6am-5pm Mountain
- 5am -4pm Pacific

Investment Guidance: Chesme Capital Management

- (517) 669-1600
- Chuck Embs ([chuck@chesme.com](mailto:chuck@chesme.com))
- Steve Erb ([steve@chesme.com](mailto:steve@chesme.com))