

Department of Labor Safe Harbor Electronic Disclosure Rules

An Implementation Checklist

Safe Harbor Electronic Disclosure Rules

Implementing a Compliant Program

Take advantage of new disclosure rules that can save your company time and money, while expanding participant engagement in your organization's retirement program.

The DOL has moved into the 21st century, recognizing that digital communications are now the norm—especially in light of the COVID pandemic. New safe harbor rules support defaulting participants into electronic delivery of many notices and disclosures, and then allowing them to opt-out to paper under certain circumstances.

This can save your company significant time and expense by using digital channels instead of paper mailings. And there are additional benefits, too. By helping your employees use Newport's online resources, participants can take advantage of our enhanced financial wellness center, view their retirement account, and complete transactions on demand.

Newport is here to help

- Resources
- Immediate assistance
- New technology in 2021

What you need to do

- Talk to your Newport service team
- Review the education and resources available
- Start completing your implementation checklist

Newport is Here to Help

Let's face it—like many DOL regulations, the new electronic disclosure safe harbor is complex. There are many benefits, but also many rules. Newport has embraced this new opportunity, and we are committed to providing you the help and support you need to take advantage of the new rules.

Resources to Help

From the Newport website you can access the following:

- Overview of new rules
- Recorded webinar
- Implementation checklist

Immediate Assistance

- Implementation checklist
- Reports of participant digital contact information currently held by Newport
- Reports of current participant security profiles
- Templates for Notice of Electronic Delivery
- Templates for the Notice of Internet Availability (NOIA)

New Technology in 2021

- Monitoring of non-delivery of electronic notices and resolution through alternative means
- Posting of required disclosures on Newport's website

Three Things You Need to Do

In order to begin implementation of electronic delivery under the new rules, you need to do three things:

1. Talk with your Newport service team

Your Newport Relationship Manager is available to go over next steps, answer any questions, and develop a plan of action. Contact us to schedule a discussion.

2. Review the education and resources available

Review materials available on newportgroup.com before the call to familiarize yourself with the rules and what it will take to comply.

3. Start completing your implementation checklist

You can implement the rules on your own before all the technology is in place at Newport in early 2021, or you can take the steps to get ready to implement with complete end-to-end Newport support as the technology enhancements are complete.

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Getting Ready

Whether you choose to implement now on your own, or take advantage of all Newport can do in the future to manage compliance with the safe-harbor rules, the following three steps are needed before the program can be implemented.

	Plan Sponsor	Newport Support
<input type="checkbox"/>	Gather participant emails and smartphone numbers	<ul style="list-style-type: none">• Use Newport reports to verify information already on file at Newport• Choose how you want to provide additional information
<input type="checkbox"/>	Prepare template for Initial Notice of Default Delivery	<ul style="list-style-type: none">• Use Newport-provided template
<input type="checkbox"/>	Prepare template for Notice of Internet Availability	<ul style="list-style-type: none">• Use Newport-provided template

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Implementing On Your Own

If you choose to implement on your own before Newport's technology is enhanced, you must also complete the following steps. If you take advantage of Newport's technology, these tasks will be completed for you by Newport.

	Plan Sponsor
<input type="checkbox"/>	Deliver Initial Notice of Default Electronic Delivery at least 30 days prior to switch-over to safe-harbor.
<input type="checkbox"/>	Collect feedback from participants updating electronic address and/or opting out of electronic delivery.
<input type="checkbox"/>	Program or acquire technology to attach documents to emails and/or post documents electronically and retain them for the appropriate amount of time.
<input type="checkbox"/>	Program or acquire technology to ensure receipt of non-delivery notifications.
<input type="checkbox"/>	Prepare process for paper delivery, including all types of participants: <ul style="list-style-type: none"> • those lacking electronic address • those who opted out of electronic delivery • those who had failed delivery instructions
<input type="checkbox"/>	Deliver first Notice of Internet Availability prior to posting or sending first covered documents.

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