A “Model Portfolio” is a grouping of some of your plan’s investments into a single investment allocation with a specified objective that is selected by your plan’s professional investment advisor. Typically, several portfolios will be offered in a plan, each with different stated investment objectives (e.g., conservative, moderate, and aggressive investment strategies). When you select a Model Portfolio, you elect to have your retirement plan assets allocated among the specific investments in the amounts determined by the plan’s investment advisor and rebalanced periodically (quarterly, semi-annually, or annually, as determined by the investment advisor and plan sponsor).

Selecting a Model Portfolio
Participants may select a Model Portfolio by completing the appropriate section of the employee enrollment form. You can also select a Model Portfolio on your Web site or by calling the ADP Voice-Response System and opting to speak with a Customer Support Representative.

Choosing The Right Model Portfolio For You
You should consider your particular circumstances, including but not limited to, the time at which retirement assets are needed, comfort level with investment risk and the need for investment income. Some plan investment advisors may provide information that can assist you in determining which Model Portfolio is right for you. See your plan administrator for additional sources of information or assistance.

Investments
The assets for the Model Portfolios will be invested in the underlying active investments offered in your plan as selected by the investment advisor. There may be instances where investments are excluded at the discretion of the investment advisor or due to certain trading restrictions or plan level investment limitations such as with company stock, frozen or closed investments and certain stable value products.

Fees
ADP Retirement Services does not charge participants any additional fees for providing services with respect to Model Portfolios. Please check with your plan administrator to determine if there are any additional fees applicable to its use of an investment advisor.
Changes to the Model Portfolios
Allocation or investment changes to a Model Portfolio will result in a corresponding change to the accounts of all those who have selected that Model Portfolio. Modifications to the Model Portfolios, including new allocations, changes to underlying investment options, and frequency of rebalancing, will be applied automatically to your account provided you do not change your election to invest in or among the Model Portfolios. In these circumstances, you will receive a confirmation statement of the activity in your account shortly after the change is implemented.

Some Important Requirements

- **Self-managed account:** If you currently use the Self-Managed Account feature in your plan, you may not invest in a Model Portfolio until all assets are removed from the Self-Managed Account and the account is closed. Once out of the Self-Managed Account, you may invest in a Model Portfolio.

- **Company Stock:** You may need to liquidate your stock position prior to investing in a Model Portfolio. In addition, in certain instances key employees, or “insiders,” may be prevented from investing in the Portfolios because of company stock-related restrictions. Please see your Plan Administrator for additional information.

Cancellation
You may opt out of a Model Portfolio at any time. As is the case with investing in your plan investments, regardless of Model Portfolio utilization, you are subject to any applicable excessive trading policies as determined by the investment companies or your plan (i.e., market timing policies and redemption fees) that may apply to participant-initiated transactions in and out of a Model Portfolio.

Your Plan Investment Advisor
Your plan administrator is responsible for evaluating, selecting and monitoring the investment advisor used to develop the Model Portfolios in your plan. ADP Retirement Services does not have any involvement or responsibility for recommending, selecting or monitoring any investment advisor. Investment advisors are typically compensated by the plan or by the plan’s sponsor.

You may direct inquiries about your plan’s investment advisor to your plan administrator. Additionally, your plan’s investment advisor may be contacted directly by using the contact information provided by them on the Model Portfolio fact sheets.

More Information
Your plan’s investment advisor will provide information for each of the Model Portfolios in a “fact sheet” which includes a description of the Model Portfolio’s strategy and investment allocation, and contact information for the investment advisor for questions. Fact sheets are available on your plan Web site and included with your enrollment information.

Neither ADP Retirement Services nor any of its affiliates (including ADP Broker-Dealer, Inc.) are affiliated with, nor do they compensate or recommend any investment advisor for its services, nor do they create, monitor or recommend changes to any Model Portfolio.