

# 457 Onboarding

- ☐ Select Oversight Committee Members
  - ☐ Click this link if you already have a committee and just confirming no changes.
  - ☐ Click here if a committee member has left and need to be removed or new one needs to be appointed. <https://app.smartsheet.com/b/form/059a870bc8754996b3bd750bd1468780>
  - ☐ Click this link if you need guidance in designing 457 Oversight Committee. link can be found at [https://forms.office.com/Pages/ResponsePage.aspx?id=ajSC7Xk7gEy\\_qGjxanx3tyHL\\_0-X6d5Almzw021SM7pPUREZCNVpSMTBMWIRVTUdHUUpDREdON0dJQI4u](https://forms.office.com/Pages/ResponsePage.aspx?id=ajSC7Xk7gEy_qGjxanx3tyHL_0-X6d5Almzw021SM7pPUREZCNVpSMTBMWIRVTUdHUUpDREdON0dJQI4u)
  - ☐ Click this link if you are setting up a small committee of 3 or less. Easy Set up for a small team.
- ☐ Appointing Oversight Members - Orientation welcome Package will be sent out to new members per your confirmation in link below. Email with Links and Welcome Package to new members
- ☐ Formalize Charter : DocuSign Form sets up charter and committee design. <https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=c355383c-8ba0-44e8-998a-8cd1bc73f7ac&env=na1&acct=3b9944b8-5fcd-4da8-996d-130ab407855c&v=2>
- ☐ Draft IPS: DocuSign begins process to draft IPS. <https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=1e199dce-fecb-4bb5-97b8-564d373bf58d&env=na1&acct=3b9944b8-5fcd-4da8-996d-130ab407855c&v=2>
- ☐ Register Client Portal - Teams/Sharepoint: If committee members confirmed their participation in 457 oversight we will send out an invite to all who do not have access to Teams and group email invite. This is central hub where we will conduct meetings and take live voting along with access to plan documents, action items, reports, minutes and so on.
- ☐ Recordkeeper Agreement Signed and Completed
- ☐ Consultant Scope of Services Agreements- Sent for Approval. Scope of Service Template link: <https://www.dropbox.com/scl/fi/ge3ja438r9bholxd7dwd9/457-Scope-of-Services-template.docx?dl=0&rlkey=eqksl6z2fxmoivf6vsod04t0m>
  - ☐ Password is required for Scope of Services Template to be filled in: request password at [maribel@401kfe.com](mailto:maribel@401kfe.com)
  - ☐ Legal reviewed and approved
  - ☐ Both Consultant and Client Signed via DocuSign format
  - ☐ Uploaded Agreement into CRM and TEAMS for Client File
- ☐ ADV Part II and Proof of Insurance Delivered
- ☐ RFI/RFP Set up
- ☐ Recordkeeper Fee Set Up