



## CARES Act Topics

Click on the links below to go to the topic.

[CATTS Banner Popups](#)

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[CATTS CARES Act Project Template and DGEM Integration](#)

[CATTS DGEM Integration](#)

[Partial Plan Termination & Freezing DB Plans](#)

[CATTS COVID-19 Forms](#)



## CATTS Banner Popups

1. Scroll down in a Case record and Click on the NOTES AND ATTACHMENTS panel – NEW NOTE/ATTACHMENT.

**NOTES AND ATTACHMENTS**

**NEW NOTE/ATTACHMENT** ▶

*There are no records to display.*

[View All Notes and Attachments](#)

2. Enter the Subject and Note and Click “Save”.

[Home](#) [Companies](#) [Cases](#) [Contacts](#) [Reports](#) [Projects](#) [Mail Merge](#) [Employees](#) [Web Portal](#)

**New Note/Attachment**

Create New... ▼

Recent History

- 
- 
-

Recent Searches

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**SAVE** **CANCEL**

Associated With: Case: ABC Widget Company 401(k)

Subject:

Note:

Attachments: To add attachments, save the note.

Choose Files

No file chosen

Choose one or more files.

Add Attachments

3. Check the Banner box to trigger the display of the Note information.

**NOTES AND ATTACHMENTS**

**NEW NOTE/ATTACHMENT** ▶

Banner	Subject	Date Created	Created By	Attachments	Action
<input checked="" type="checkbox"/>	CARES Act	04/14/2020	Support	0	<a href="#">Edit</a>   <a href="#">Del</a>

[View All Notes and Attachments](#)

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- Each time the Case is accessed in CATTs, the Banner will be displayed. Click on Case Name to trigger.

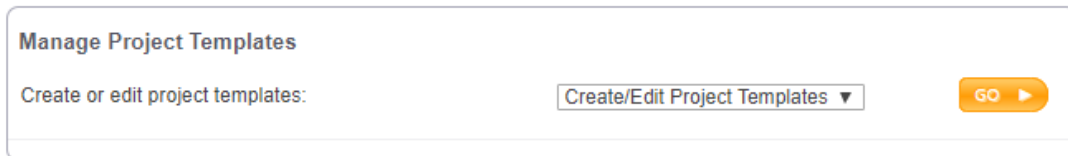
CASES (1 Results Found)			
Case Name	Company	Type	Action
<a href="#">ABC Widget Company 401(k)</a>	ABC Widget Company	Plan: DC	<a href="#">Edit</a>   <a href="#">Del</a>

**CARES Act Operational Checklist [for Defined Contribution and 403(b) Plans] Plan name:**  
\_\_\_\_\_ 1. ? [Optional] Tax-favored distributions from retirement plans. This provision is effective for coronavirus-related distributions (CRDs) made on or after January 1, 2020 and before December 31, 2020. Plan sponsors may operationally decide to apply this provision and amend the plan to conform to operation. Please note restrictions on money purchase plans Plan options: CRDs are available from the following sources: ? Pre-tax salary deferral accounts ? Roth deferral accounts ? Matching contribution accounts ? Employer contribution account ? Safe harbor contribution accounts ? Rollover accounts ? After-tax employee contribution accounts ? Money purchase accounts ? Specify: \_\_\_\_\_ CRD limit: ? \$100,000 ? Specify [Must be less than \$100,000]: \_\_\_\_\_ 2. ? [Optional] Relaxation of participant loan requirements. This



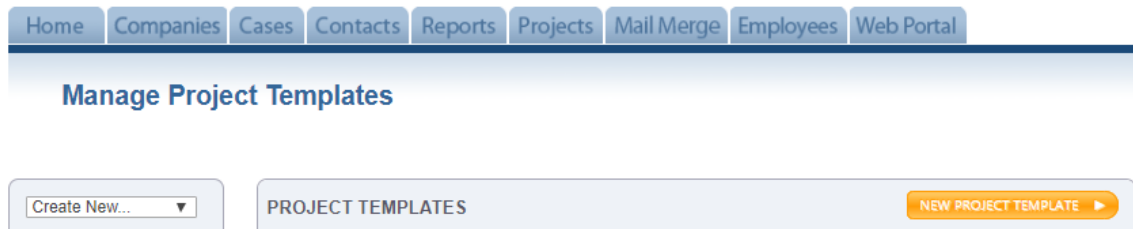
## CATTS CRD Distribution/Loan Project Template

1. Click on Administration on the bottom toolbar. Scroll to the second panel – Manage Project Templates. Select Create/Edit Project Templates. Click Go.



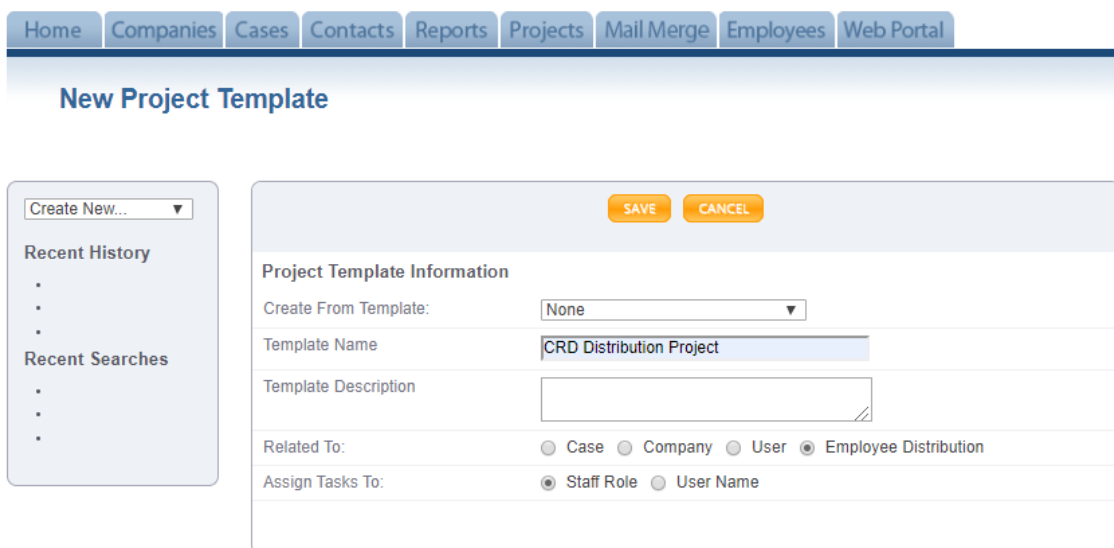
The screenshot shows the 'Manage Project Templates' interface. It features a title bar 'Manage Project Templates' and a sub-header 'Create or edit project templates:'. Below this is a dropdown menu labeled 'Create/Edit Project Templates' with a downward arrow, and an orange 'GO' button with a right-pointing arrow.

2. Click “New Project Template” on the Manage Project Templates screen.



This screenshot shows the 'Manage Project Templates' screen with a navigation bar at the top containing tabs: Home, Companies, Cases, Contacts, Reports, Projects, Mail Merge, Employees, and Web Portal. Below the tabs is the title 'Manage Project Templates'. At the bottom, there is a 'Create New...' dropdown, the text 'PROJECT TEMPLATES', and an orange 'NEW PROJECT TEMPLATE' button with a right-pointing arrow.

3. Enter Template Name and Template Description. Select Related to: and Assign Tasks To: and Click “Save”.



The screenshot displays the 'New Project Template' form. It includes a navigation bar with tabs: Home, Companies, Cases, Contacts, Reports, Projects, Mail Merge, Employees, and Web Portal. The title is 'New Project Template'. On the left is a sidebar with 'Create New...' and sections for 'Recent History' and 'Recent Searches'. The main form area has a 'SAVE' and 'CANCEL' button at the top. Below is the 'Project Template Information' section with fields for 'Create From Template:' (set to 'None'), 'Template Name' (containing 'CRD Distribution Project'), and 'Template Description'. At the bottom are two rows of radio buttons: 'Related To:' with options Case, Company, User, and Employee Distribution (selected); and 'Assign Tasks To:' with options Staff Role (selected) and User Name.



- Return to the Manage Project Templates – PROJECT TEMPLATES panel to Edit the Template. Click Edit to create tasks and workflow.

[Home](#) [Companies](#) [Cases](#) [Contacts](#) [Reports](#) [Projects](#) [Mail Merge](#) [Employees](#) [Web Portal](#)

### Manage Project Templates

Create New... ▼

Recent History

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- 
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Recent Searches

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PROJECT TEMPLATES

NEW PROJECT TEMPLATE ▶

Template Name	Related to	Action
403(b) Restatement Project	Case	<a href="#">Edit</a>   <a href="#">Del</a>
CARES Act Amendment Project	Case	<a href="#">Edit</a>   <a href="#">Del</a>
Compliance Project	Case	<a href="#">Edit</a>   <a href="#">Del</a>
CRD Distribution Project	Employee Distribution	<a href="#">Edit</a>   <a href="#">Del</a>
Distribution Project	Employee Distribution	<a href="#">Edit</a>   <a href="#">Del</a>
Document Restatement	Case	<a href="#">Edit</a>   <a href="#">Del</a>
Fund Company Files	Case	<a href="#">Edit</a>   <a href="#">Del</a>
Plan Termination	Case	<a href="#">Edit</a>   <a href="#">Del</a>
QDRO Project	User	<a href="#">Edit</a>   <a href="#">Del</a>

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### Edit Project Template

Create New... ▼

Recent History

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Recent Searches

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SAVE CANCEL

Project Template Information

Template Name

CRD Distribution Project

Template Description

Related To:

Employee Distribution

Assign Tasks To:

Staff Role

PROJECT TEMPLATE TASKS

EDIT ALL TASKS ▶ NEW TASK ▶

#	Name	Due Date Description	Assign to	Action
1	Receipt of CRD certification	0 day(s) After Project Start	Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
2	Prepare and Send Paperwork for Processing	1 day(s) After Project Start	Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
3	Distribution Forward to Participant	2 day(s) After Project Start	Administrator	<a href="#">Edit</a>   <a href="#">Del</a>



5. The Template will be available on the Project Tab for creating NONSCHEDULED PROJECTS.

6. Add Coronavirus Related Certification Forms to be stored with NOTES AND ATTACHMENTS under individual Employee Records. Scroll to the Employee NOTES AND ATTACHMENTS panel. Click NEW NOTE/ATTACHMENT. Enter the Subject and any Note and Click Save. Once the Note is saved, go back to the panel, select Action-Edit and Attach Form.



NOTES AND ATTACHMENTS				
<input type="text"/>				<a href="#">NEW NOTE/ATTACHMENT</a>
Subject	Date Created	Created By	Attachments	Action
<a href="#">Coronavirus Related Distribution Certification</a>	04/15/2020	Support	1	<a href="#">Edit</a>   <a href="#">Del</a>
<a href="#">Coronavirus Related Loan Certification</a>	04/15/2020	Support	1	<a href="#">Edit</a>   <a href="#">Del</a>
<a href="#">View All Notes and Attachments</a>				



## CATTS CARES Act Project Template and DGEM Integration

1. Click on Administration on the bottom toolbar on any CATTS screen. Scroll to the second panel-Manage Project Templates. Select Create/Edit Project Templates. Click Go.

Manage Project Templates

Create or edit project templates:

2. Click “New Project Template” on the Manage Project Templates screen.

Home Companies Cases Contacts Reports Projects Mail Merge Employees Web Portal

### Manage Project Templates

PROJECT TEMPLATES

3. Enter Template Name and Template Description. Select Related to: and Assign Tasks To: and Click “Save”.

Home Companies Cases Contacts Reports Projects Mail Merge Employees Web Portal

### New Project Template

Create New... ▾

Recent History

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Recent Searches

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-

**Project Template Information**

Create From Template:

Template Name

Template Description

Related To: ☒ Case ☐ Company ☐ User ☐ Employee Distribution

Assign Tasks To: ☒ Staff Role ☐ User Name





- Return to the Manage Project Templates – PROJECT TEMPLATES panel to Edit the Template. Click Edit in the Action row next to the Template Name to create/edit tasks and workflow.

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### Manage Project Templates

Create New... ▼

Recent History

- 
- 
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Recent Searches

- 
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PROJECT TEMPLATES

NEW PROJECT TEMPLATE ►

Template Name	Related to	Action
403(b) Restatement Project	Case	<a href="#">Edit</a>   <a href="#">Del</a>
CARES Act Amendment Project	Case	<a href="#">Edit</a>   <a href="#">Del</a>
Compliance Project	Case	<a href="#">Edit</a>   <a href="#">Del</a>
CRD Distribution Project	Employee Distribution	<a href="#">Edit</a>   <a href="#">Del</a>
Distribution Project	Employee Distribution	<a href="#">Edit</a>   <a href="#">Del</a>
Document Restatement	Case	<a href="#">Edit</a>   <a href="#">Del</a>
Fund Company Files	Case	<a href="#">Edit</a>   <a href="#">Del</a>
Plan Termination	Case	<a href="#">Edit</a>   <a href="#">Del</a>
QDRO Project	User	<a href="#">Edit</a>   <a href="#">Del</a>

[Home](#) [Companies](#) [Cases](#) [Contacts](#) [Reports](#) [Projects](#) [Mail Merge](#) [Employees](#) [Web Portal](#)

### Edit Project Template

Create New... ▼

Recent History

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- 
-

Recent Searches

- 
- 
-

SAVE CANCEL

Project Template Information

Template Name

CARES Act Amendment Project

Template Description

Related To:

Case

Assign Tasks To:

Staff Role

PROJECT TEMPLATE TASKS

EDIT ALL TASKS ► NEW TASK ►

#	Name	Due Date	Description	Assign to	Action
1	Gather CARE Act Selections	10/15/2020		Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
2	Create Restatement in DGEM	10 day(s) After Completion Date of Task # 1		Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
3	Draft Amendment and Delivery to Client	11/15/2020		Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
4	Amendment plan to allow loans	11/1/2020		Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
5	Amend Plan to allow Hardships	11/1/2020		Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
6	Produce Document, SPD, Forms	15 day(s) After Completion Date of Task # 5		Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
7	Produce Document, SPD, Forms	15 day(s) After Completion Date of Task # 5		Administrator	<a href="#">Edit</a>   <a href="#">Del</a>
8	Update Document Status in DGEM	5 day(s) After Completion Date of Task # 7		Administrator	<a href="#">Edit</a>   <a href="#">Del</a>



5. Go to the Project Tab. In the "NONSCHEDULED PROJECTS" panel, click "NEW PROJECT". The Template will be available on the "Create From Template" drop down box in a new Project Information box.

Home Companies Cases Contacts Reports **Projects** Mail Merge Employees Web Portal

### New Project

Create New... ▼

Recent History

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Recent Searches

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SAVE CANCEL

**Project Information**

Create From Template: CARES Act Amendment Project ▼

Project Name: CARES Act Amendment Project

Project Description:

Related To: ☒ Case ☐ Company ☐ User ☐ Employee Distribution

Assign Tasks To: ☒ Staff Role ☐ User Name

Change Task Assignments to User Name: ☐ Choose Default:



## CATTS DGEM Integration

1. Link DGEM Action to Project Task Completion and track progress automatically as documents are changed.

Home Companies Cases Contacts Reports **Projects** Mail Merge Employees Web Portal

### Edit Project Task

Create New... ▾

Recent History

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Recent Searches

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**Task #1**

☐ Name: Create Restatement In DGEM

☐ Description:

☐

☒ Link to DGEM Action:

☒ AA Action: Create Restatement ▾

☐ FORM 5500 Action: 2019 ▾ Invite Signers ▾

☐ Unlink DGEM Action

☐ Assign To: Bradley Cooper ▾

☐ Due Date:

☒ 0 ▾ day(s) ▾ After Project Start

☐ 0 ▾ day(s) ▾ After Completion Date of Task # ▾ ▾

☐ Apr ▾ 14 ▾ 2020 ▾

☐ Attachment:  No file chosen

2. Link to the real time DGEM Doc or DGEM Plan Summary directly from CATTS for every plan

Home Companies **Cases** Contacts Reports Projects Mail Merge Employees Web Portal

### View Case

▲ Top | Contacts | Events | Tasks | Notes | Projects | Files | Employees | Distributions

Create New... ▾

Recent History

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Recent Searches

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[View DGEM Doc](#)

[View DGEM Plan Summary](#)

Case Name	ABC Widget Company 401(k)		
Company Name	ABC Widget Company		
Account Number	ABC999		
Plan EIN	45-1234567	Trust EIN	66-1234568
Plan Administrator	Employer	Plan Number	001
Case Type	Plan	Plan Type	DC
Sub Type	401(k)	ASC Disk/Case	
Case Status	Active	Val Frequency	Annual
Related Employers			



- Integrated Plan features for Distributions and Loans are displayed on the CATTs Case Plan Information screen. Generate reports to identify any plan amendments for loan and distribution changes due before December 31, 2020

Plan Information <a href="#">Hide</a>			
Effective Date	1/1/2004		
Plan Year End	12/31		
Version	V1 PPA	DGEM Document Status	
Entity	C-Corp	Eligibility	6 months, Age 20.5
Entry Dates	Semi	Safe Harbor Contributions	<input type="checkbox"/>
Roth Contributions	<input checked="" type="checkbox"/>	After-Tax Contributions	<input type="checkbox"/>
Rollover Contributions	<input checked="" type="checkbox"/>	Automatic Rollover	<input checked="" type="checkbox"/>
In-Service Distributions	//		QNECs <input type="checkbox"/>
J&S Annuity Rules	<input type="checkbox"/>	Loans	<input checked="" type="checkbox"/>
Number of Participants	52	Total Trust Assets	
Gemini	//		PBGC Required <input type="checkbox"/>
Insured	<input type="checkbox"/>	SAR Required	<input type="checkbox"/>
Vesting Schedule	6-year graded	Normal Retirement Age	65
Hardships Allowed	<input type="checkbox"/>	Catch-up Allowed	<input checked="" type="checkbox"/>
Allocation Conditions	Allocation Formulas		
//		//	
Exclusions	Timing of Distributions		Reasonable period following termination of employment



## Partial Plan Termination and Freezing DB Plans

1. Tag Partial Plan Terminations and DB plan considerations with Custom Fields. To create Custom fields, select Administration from the bottom toolbar. Scroll to the Manage Custom Fields panel. Click Go.

**Manage Custom Fields**  
Select the field type that you want to customize:

2. Click “Create Field” to move to the New Custom Field screen. Enter New Custom Field selections and Click “Save”.

Home Companies Cases Contacts Reports Projects Mail Merge Employees Web Portal

**View Custom Case Fields**

Create New... ▾

Recent History

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Recent Searches

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Custom Fields

Field Label	Field Default	Field Type	Field Values	Field Order	Action
Password		textbox		1	<a href="#">Edit</a>   <a href="#">Del</a>
CR Loan Limit		textbox		2	<a href="#">Edit</a>   <a href="#">Del</a>

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### New Custom Field for Cases

Create New... ▾

Recent History

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Recent Searches

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SAVECANCEL

New Custom Field

Definition

Values

1. Enter a label for your custom field:  
(e.g. Select a Plan Type:)

Coronavirus Related

2. Select the control type:

☐ Textbox

☐ Textarea box

☐ Single Checkbox

☐ Group of Checkboxes

☐ Radiobutton

☐ Dropdown select

☒ Multiple select

3. Enter your custom field values:

1. DB/DC Combo

2. Freeze DB

3. Partial Plan Termination

4. Allows CR Loans

5. Allows CR Distributions

6. 2020 Amendment Required

7. Suspend Safe Harbor

8. Suspend RMD for 2020

9.

10.

11.

12.

13.

14.

15.

16.

4. Select which options are set as the default choice:

☐ Value 1 above

☐ Value 2 above

☐ Value 3 above

☐ Value 4 above

☐ Value 5 above

☐ Value 6 above

☐ Value 7 above

☐ Value 8 above

☒ Value 9 above

☐ Value 10 above

☐ Value 11 above

☐ Value 12 above

☐ Value 13 above

☐ Value 14 above

☐ Value 15 above

☐ Value 16 above

3. Custom Fields may be created, populated and displayed for Cases, Companies, Contacts, Employees and Employee Distributions.

### Custom Information [Hide](#)

Password	census	CR Loan Limit
Coronavirus Related	Partial Plan Termination, Allows CR Loans, Allows CR Distributions	



## CATTS COVID-19 Forms

1. To create a Form, click on the “Mail Merge” Tab. Select “Generate Forms”. Click Next.

A screenshot of the "Mail Merge" section in the CATTS COVID-19 Forms application. The top navigation bar includes tabs for Home, Companies, Cases, Contacts, Reports, Projects, Mail Merge (selected), Employees, and Web Portal. Below the navigation bar, the "Mail Merge" title is displayed. On the left, there is a sidebar with a "Create New..." dropdown, "Recent History" with three bullet points, and "Recent Searches" with three bullet points. The main content area has a light blue header with a "NEXT ►" button. Below this header, there are two radio button options: "Send Email" and "Generate Forms" (which is selected).

2. Select Form Type, Case or Company. Click CREATE FORM.

A screenshot of the "Manage Forms" section in the CATTS COVID-19 Forms application. The top navigation bar is identical to the previous screenshot, with "Mail Merge" selected. Below the navigation bar, the "Manage Forms" title is displayed. On the left, the sidebar is identical to the previous screenshot. The main content area has a light blue header with a "CREATE FORM ►" button. Below this header, there is a "SELECT FORM TYPE" section with two radio button options: "Case" (which is selected) and "Company".



3. IMPORT CASE LIST (or COMPANY LIST), Choose File and browse to attach the case file and click Next.

The screenshot shows the ASC web portal interface. At the top is a navigation bar with tabs: Home, Companies, Cases, Contacts, Reports, Projects, Mail Merge, Employees, and Web Portal. Below the navigation bar is a header area with the text "Step 1 of 3". The main content area is titled "IMPORT CASE LIST" and includes a "Create New..." dropdown menu on the left. The central panel contains the text "Upload case list import template:" followed by a "Choose File" button and a link to "MERGE.xlsx". Below this is a link to "Download Import Template". On the right side of the panel are "BACK" and "NEXT" buttons.

An Import list must be established by creating a Case or Company Report under the Report Tab. On the Report process, Step 4 of 4, indicate fields to include on the report. Criteria may include Case Status, Plan Type, Plan Year End, DGEM Document Status, Document Type, and DGEM Client Status.

The screenshot shows the ASC web portal interface for "Edit Report Forms Merge Template no 5500: Step 4 of 4". The navigation bar is the same as in the previous screenshot. The header area displays "Edit Report Forms Merge Template no 5500: Step 4 of 4". The main content area is titled "Select the fields to display in the Report" and includes a "Create New..." dropdown menu on the left. The central panel contains a list of fields to be selected for the report. The fields are organized into two columns. The left column includes "Case Fields" (General Information) and "Plan Information" (Hide). The right column includes "Company Name", "Trust EIN", "Plan Number", "Plan Type", "ASC Disk/Case", "Val Frequency", "Plan Year End", "DGEM Document Status", "Eligibility", "Safe Harbor Contributions", "After-tax Contributions", "Automatic Rollover", "QNECs", "Loans", "Total Trust Assets", "PBGC Required", "SAR Required", "Normal Retirement Age", "Catch-up Allowed", "Allocation Formulas", and "Timing of Distributions". On the right side of the panel are "BACK" and "FINISH" buttons. Below the "Select the fields to display in the Report" header are links for "Select All" and "Deselect All".





CASE_NAME	PLAN_EIN	PLAN_NUMBER	PLAN_TYPE	CASE_STATUS	PLAN_YEAR_END	DGEM_DOCUMENT_STATUS
403b plan	88-1233219	001	DC	Active	12/31	in process
403b DGEM Integration Production	35-1397848	003	DC	Active	12/31	sent to client
Church Plan	35-1397848	002	DC	Active	12/31	in process
October 2019 Release DFG Widget Company 401k	45-1234567	001	DC	Active	12/31	sent to client
403b	45-1234567	003	DC	Active	12/31	in process
ABC Widget 403(b)	45-1234567	005	DC	Active	12/31	in process
Anderson Davis 401(k) Plan	881234561	001	DC	Active	12/31	inactive
Chapter 7 Documentation	16-1107201	001	DC	Active	12/31	in process
Dystheworks Incorporated 401k Profit Sharing Plan	45-3855020	001	DC	Active	12/31	in process
Employee Benefit Concepts, Inc. 401(k) Plan	201291784	001	DC	Active	12/31	executed
Employee Benefit Concepts 403(b)	20-1291783	003	DC	Active	9/30	in process
Frank Blue Retirement Plan	77-3214569	001	DC	Active	12/31	in process
Frog Staffing, LLC 401(k) Plan	48-1288851	001	DC	Active	12/31	in process
Golf Team Products, Inc 401(k)	11-3781940	001	DC	Active	12/31	in process
University Counseling Practice 401(k)	16-1426208	001	DC	Active	12/31	in process
ASC Val to CATTS Compliance- Joes Autobody	34-1401480	001	DC	Active	12/31	in process
Natalie's Italian Bakery 401(k) Plan	86-7258000	001	DC	Active	12/31	in process
ABC Widget Safe Harbor	58-2412540	002	DC	Active	12/31	executed

- In Excel, use the data sort to compile the list of Cases targeted for Forms. Then modify the report into a file that includes the EIN and the Plan Number. The header "EIN" and "Plan Number" must be included on line one of the import file. Save the file to your system for accessing with the Form Merge process.

EIN	Plan Number
88-1233219	001
35-1397848	003
35-1397848	002
45-1234567	001
45-1234567	003
45-1234567	005
881234561	001
16-1107201	001
45-3855020	001
20-1291783	003
77-3214569	001
48-1288851	001
11-3781940	001
34-1401480	001
86-7258000	001
58-2412540	002

- Step 2 of 4 – SELECT CONTACT ROLE for the Form.

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Step 2 of 4

Create New...
Recent History
Recent Searches

SELECT CONTACT ROLE
BACK NEXT
To populate this form with contact data, choose from the following options:
☒ Main Company Contact
☐ All Contacts With Role

Administrator
Auditor
Census Contact
FA/Broker

☐ None



6. Step 3 of 4- SELECT STAFF ROLE only if merging user data with the form.

Home Companies Cases Contacts Reports Projects Mail Merge Employees Web Portal

**Step 3 of 4**

Create New... ▼

Recent History

- 
- 
- 

Recent Searches

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-

**SELECT STAFF ROLE** < BACK NEXT >

To populate this form with user data, choose from the following options:

☐ Staff Role  in Case

☒ None

7. SELECT A FORM and check the “Save to Register” box. Enter Register Name: label in the box.

Home Companies Cases Contacts Reports Projects Mail Merge Employees Web Portal

**Forms**

Create New... ▼

Recent History

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Recent Searches

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**SELECT A FORM**

- ☒ 1Participant Communication-CARES-SECURE Summary of Recent Legislative Changes 4-13-2020.docx [View I](#)
- ☐ Confidentiality Statement.docx [View I](#)
- ☐ Demo Contact Forms.docx [View I](#)
- ☐ Generic Annual Census Request - Main Company.doc [View I](#)
- ☐ Generic Annual Census Request.doc [View I](#)
- ☐ Webcast Hardship Form.docx [View I](#)

☒ Save to Register. Enter Register name:

Generate Doc Generate Doc Files Generate PDF Generate PDF files



- To Email Documents created with the Register, go back and Click on the Mail Merge Tab. Select “Send Email” and “Next”.

The screenshot shows the 'Mail Merge' tab selected in the top navigation bar. Below the navigation bar, the 'Mail Merge' section is active. On the left, there is a sidebar with 'Create New...' and 'Recent History' sections. The main content area has a 'NEXT' button and two radio button options: 'Send Email' (selected) and 'Generate Forms'.

- Select “CATTS” and “Use Register”. Highlight the Register created in Step 7. Select “Send To:”, Email Template: and Click “Send Email”.

The screenshot shows the 'Mail Merge' tab selected in the top navigation bar. Below the navigation bar, the 'Mail Merge' section is active. On the left, there is a sidebar with 'Create New...' and 'Recent History' sections. The main content area has a 'SEND EMAIL' button and various configuration options. The 'Email Type' section has two radio button options: 'DGEM' and 'CATTS' (selected). Under 'CATTS', there are options for 'Import File' (Choose File, No file chosen) and 'Use Register' (selected). The 'Display from' dropdown is set to 'Last Week'. The 'Email Subject' field is empty. The 'Send To' section has two radio button options: 'Main Contact in CATTS Company' (selected) and 'Contacts With Role'. The 'Email Template' dropdown is set to 'Participant Communication-CARES-SECURE'. The 'Add this e-mail as a Note for the Contact' section has two radio button options: 'Yes' (selected) and 'No'. At the bottom, there is a checkbox for 'Override contact email opt-out'.



10. Select “Yes” Add this e-mail as a Note for the Contact: to store a copy of the email under the Contact record.

Home Companies Cases Contacts Reports Projects Mail Merge Employees Web Portal

**View Note/Attachment**

Create New... ▾

**Recent History**

- 
- 
- 

**Recent Searches**

- 
- 
-

BACK

Associated With:	Contact: Joyce Widget
Subject:	E-mail for Company: ABC Widget Company Case: ABC Widget Company 401(k) Plan: 001 Contact: Joyce Widget
Note:	E-mail for Company: ABC Widget Company Case: ABC Widget Company 401(k) Plan: 001 Contact: Joyce Widget was emailed to mwilkinson@asc-net.com at 04/20/2020 14:34.
Attachments:	<a href="#">asc9974-Forms-ABC_Widget_Company_401k-4.20.2020-14~8~53~848~39~2020.4.20-14:34:45.705.pdf</a>
Created By:	Support

11. Email Delivery – the email recipient will select “Click here to download the file attachment” to access the Form.

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**SUMMARY OF RECENT LEGISLATIVE CHANGES FOR THE**  
ABC Widget Company 401(k)

Due to the recent enactment of several laws, we have made operational changes that may affect your rights under the Plan. This "Summary of Recent Legislative Changes" ("Summary") describes how those changes may affect you. This Summary overrides any inconsistent information included in the Plan's Summary Plan Description (SPD) or other Plan forms. We will formally amend the Plan after the IRS issues guidance applicable to these changes.

- **Minimum required distributions.** Several changes have been made to the required minimum distribution rules under the Plan.
  - If you attain age 70½ after December 31, 2019, your required beginning date for receiving required minimum distributions will be based on your attainment of age 72 rather than age 70½.
  - The rules for when a designated beneficiary must receive minimum distributions are modified. Generally, a designated beneficiary must receive your (the Participant's) entire benefit by the end of the tenth calendar year following the year of your death. Exceptions to this rule apply if your designated beneficiary is (1) your surviving spouse, (2) disabled, (3) chronically ill, (4) not more than 10 years younger than you, or (5) your child who has not reached the age of majority.
  - For the 2020 calendar year, the required minimum distribution rules do not apply to the Plan. If you were otherwise supposed to receive a required minimum distribution for the 2020 calendar year, please contact the Plan Administrator to discuss your options.
- **Credit card loans.** Effective after December 20, 2019, you may not receive a Participant loan through any credit card or any other similar arrangement.
- **Disaster-related distributions and loans.** Special rules related to certain federally-declared natural disasters may apply for distributions and loans under the Plan. If you have been affected by a federally-declared natural disaster, please contact the Plan Administrator to see if these special rules apply to you.
- **Coronavirus-related distributions.** The Plan now allows for certain distributions related to the coronavirus crisis. These coronavirus-related distributions (CRDs) are available through December 30, 2020 and may not exceed \$100,000 or 100% of your vested account balance. To be eligible to receive a CRD, you must certify that you satisfy one of the following conditions:
  1. You have been diagnosed with the virus SARS-CoV-2 or with the novel coronavirus disease (COVID-19) by a test approved by the Centers for Disease Control and Prevention (CDC).
  2. Your spouse or dependent has been diagnosed with SARS-CoV-2 or COVID-19 by a test approved by the