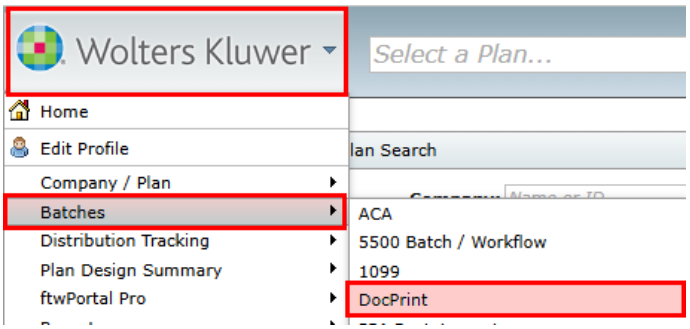
DocPrint

09/24/2026 4:10 pm CDT

DocPrint is available to annual document subscribers. This feature allows you to create a batch of plans to; update plan provisions, run edit checks, convert your plans, assist with required interim amendments, and print any document/forms available from the Plan Document software. In addition, if you also subscribe to ftwPortal, you can publish documents to the portal for e-signature.

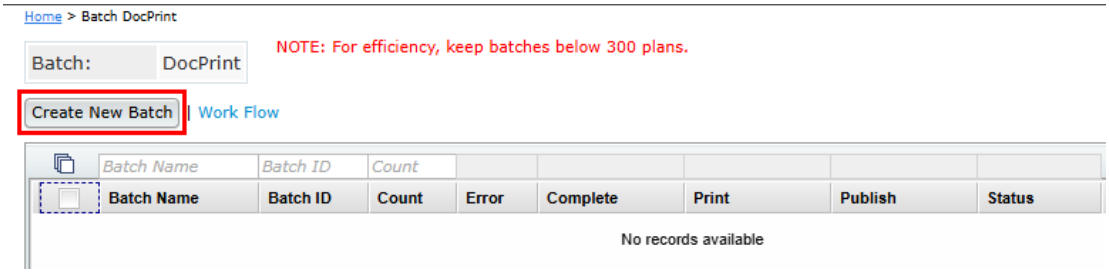
Accessing DocPrint

The DocPrint feature can be accessed via the Wolters Kluwer menu as shown below.

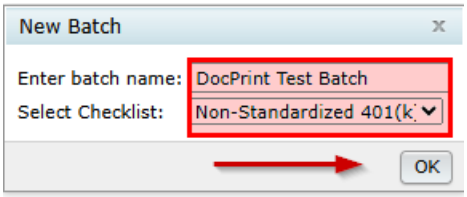


Creating a Batch

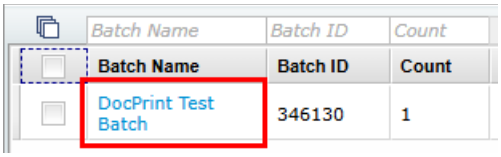
1. To create a batch, click on the "Create New Batch" button.



2. Type in a name for the batch, select the checklist from the drop down menu of your desired plan type and click on "Ok". You will be directed to the batch menu where you can add plans to your batch.

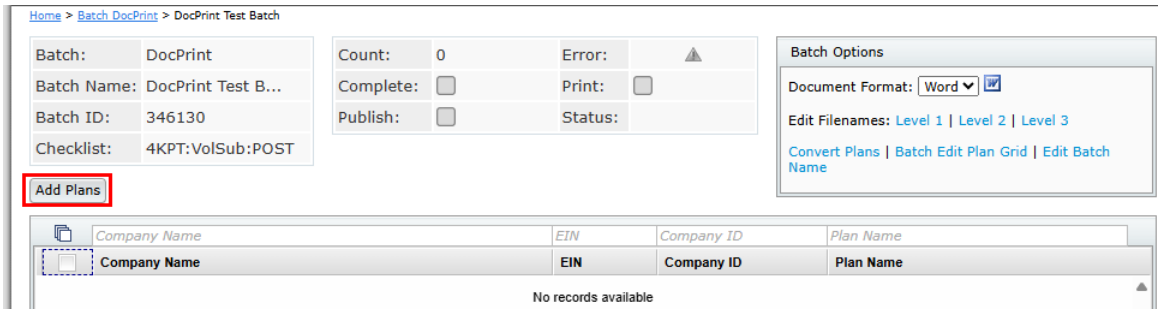


In addition, you can select an existing batch. To select an existing batch, click on the batch name.



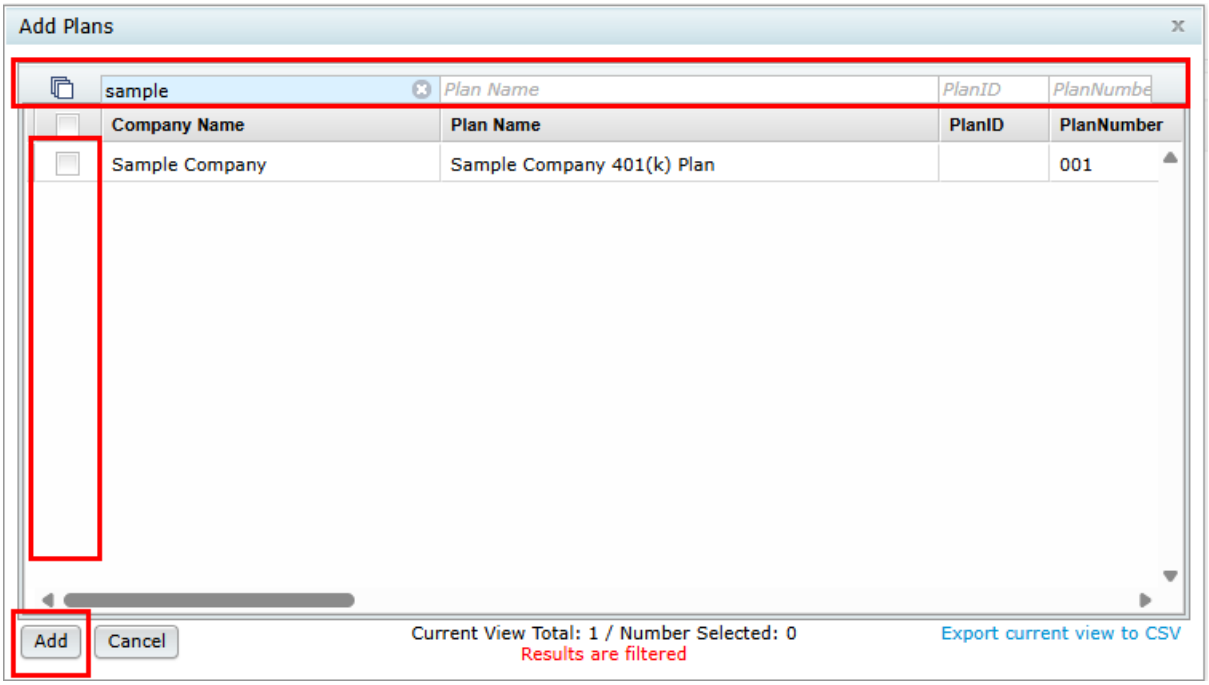
Adding Plans to a Batch

To add plans to your batch, click on the "Add Plans' button near the top of the menu. The software will open a window displaying a list of all plans on your account that are on the checklist type you chose.



Filters at the top of the window may be utilized to narrow the list of plans. You can choose to select plans individually or by checking the select all box. Once you have selected your desired plans, click on the "Add" button.

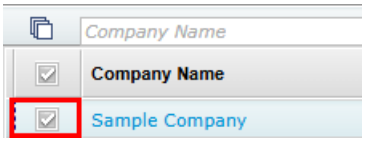
PLEASE NOTE: For efficiency, we recommend limiting the number of plans in your batch to 300 or less.

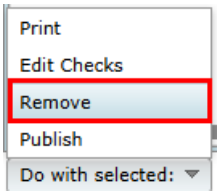


Working Within Your Batch

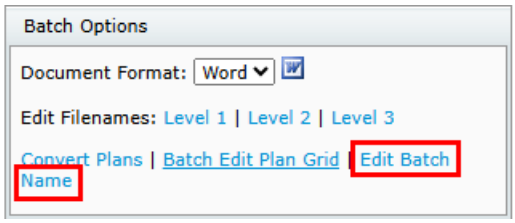
Once you have added plans to your batch, there are several functions available to you.

Delete a plan from the list - if you have added a plan by mistake, you can remove the plan from your batch. First, select the plan and then click on the "Do with selected" drop down and choose "Remove".

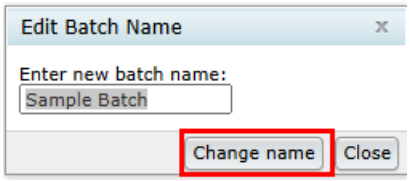




Change batch name - if you would like to change the name of your batch, you can do so by clicking on the "Edit Batch Name" link located under the "Batch Options" menu.



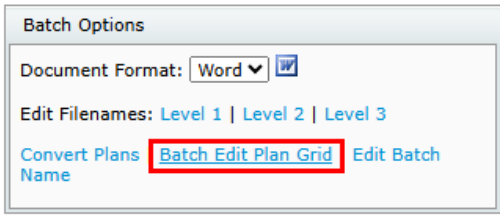
Type in the new name and click the "Change name" button.



Update Plan Parameters for Multiple Plans

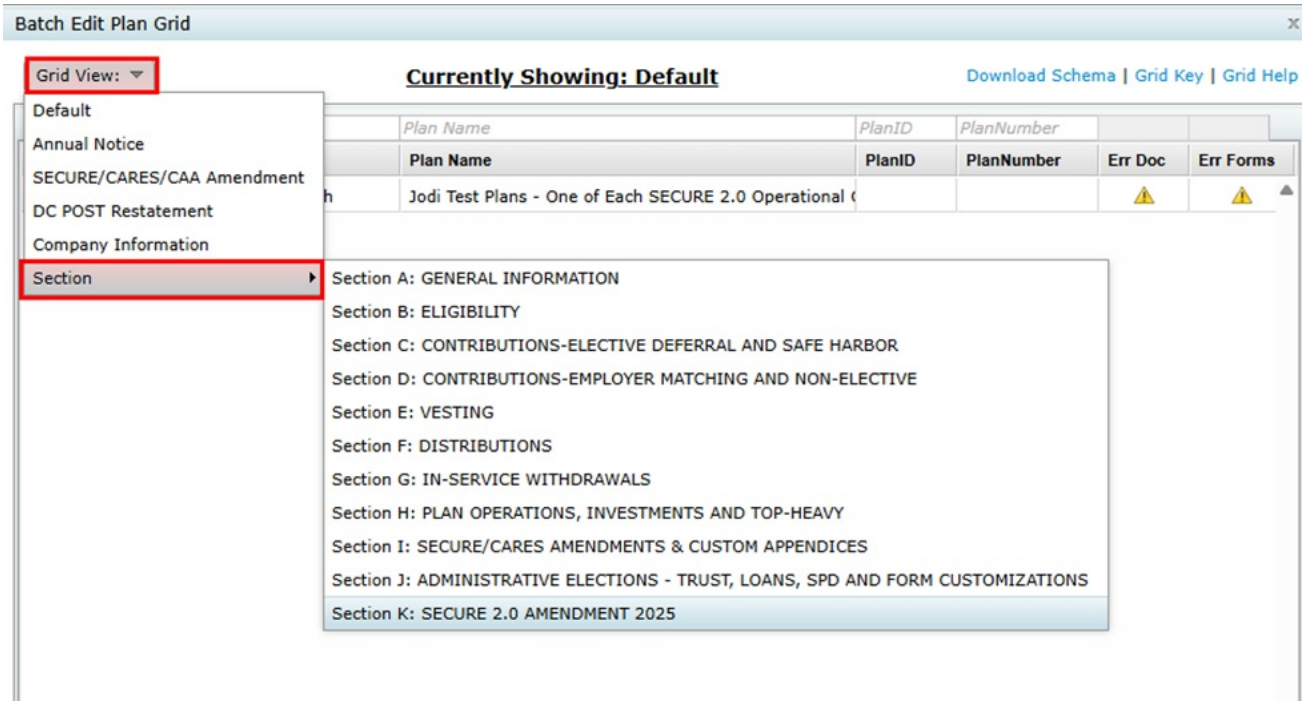
With the "Batch Edit Grid" link you can update plan parameters for multiple plans on the same on the checklist.

To edit plan parameters - click on the "Batch Edit Plan Grid" link located under the "Batch Options" menu.

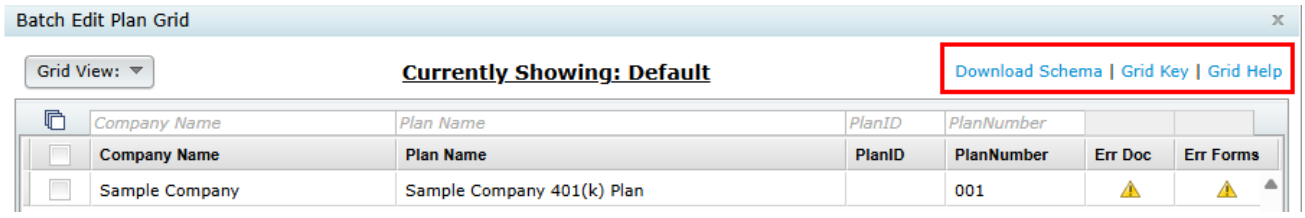


From the "Grid View" drop-down select the Section of the checklist you wish to update.

Please NOTE: "Section K: SECURE 2.0 Operation Checklist" is now "SECURE 2.0 Amendment 2025".



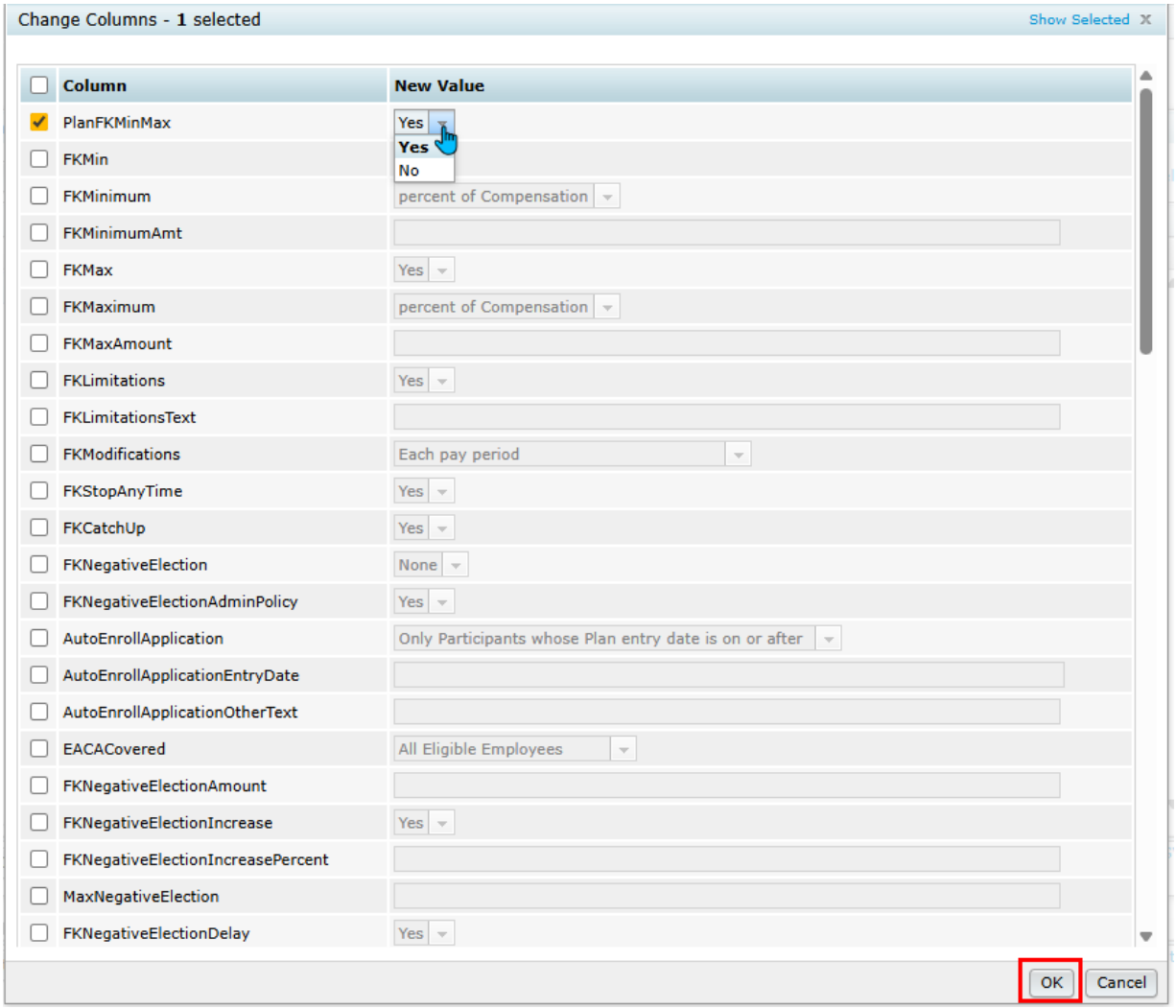
For additional assistance with the grid, you can click on the "Grid Key" in the upper right. This key will provide an explanation of the shading in the grid. For an explanation of the column header and which question is linked to the plan document checklist, you can click on the "Grid Help" link. In addition, you can download the schema for the checklist type of your batch by clicking on the "Download Schema" link.



After you have selected a section, you can make your desired changes in the grid, or you can update certain parameters by clicking on the "Do with selected" button at the bottom and select "Change columns" from the drop down. You will want to first select the plans that you want to update.

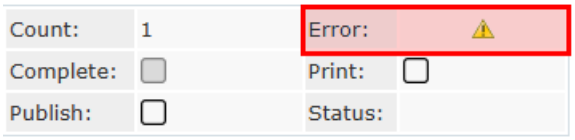


Then select the check box for the parameter that you want to update and then click "Ok" at the bottom of the menu. The software will update all plans selected.

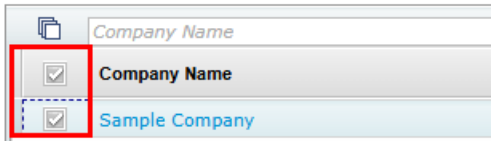


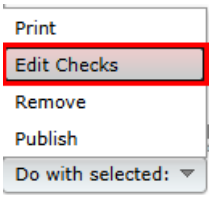
After you have updated your desired plan parameters, you can now run edit checks for all or select plans in your batch.

To run the edit checks for all plans in your batch, go to the top of the batch screen and click on the symbol next to "Error".



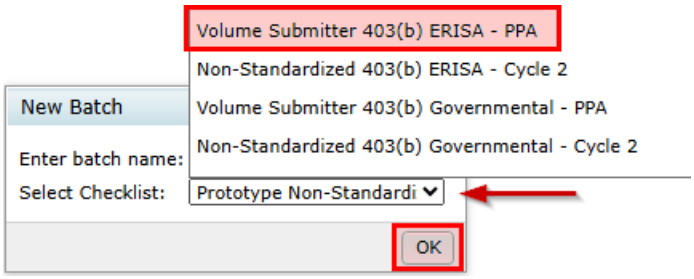
To run edit checks on select plans from your list, select the plans, then click on the "Do with selected".





403(b) Batch Restatement

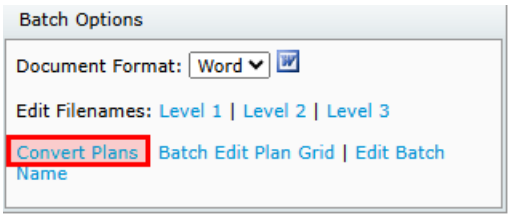
To restate your PPA 403(b) Plans to Cycle 2 using the DocPrint feature, first create a batch selecting one of the 403(b) PPA plan types from the drop-down menu. For example, to restate your PPA 403(b) ERISA documents, you would choose the Volume Submitter 403(b) ERISA - PPA, from the list. Once you make your selection, click "Ok".



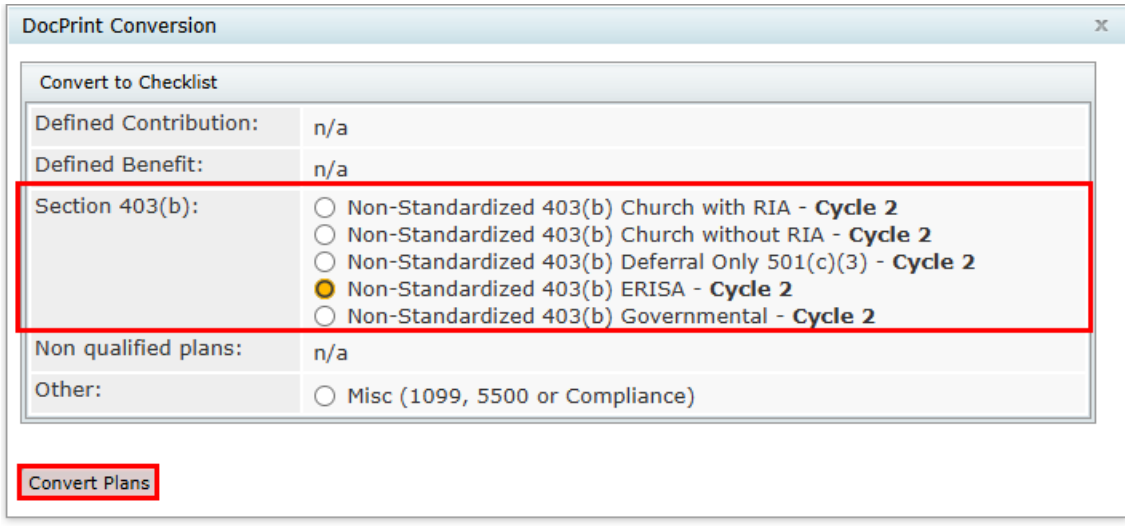
Next, you can add your plans. Please refer to "Adding Plans to a Batch" in this guide for the steps to add plans to your batch.

After you have added your plans, you now proceed with the conversion process.

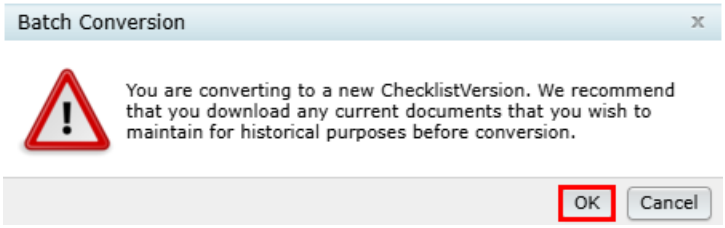
1. Click on the "Convert Plans" link located under the "Batch Options" menu.



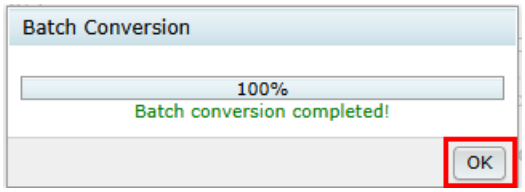
2. The software will display a list of Cycle 2 403(b) plan checklists that you can choose from. Select the radio button to the left of the Cycle 2 403(b) checklist you wish to convert to and then click on the "Convert Plans" button at the bottom.



PLEASE NOTE: Prior to converting documents, we do recommend that you download your documents as the conversion process is irreversible. To download your documents before converting, click on the "Cancel" button. If you are ready to proceed, click on the "Ok" button.

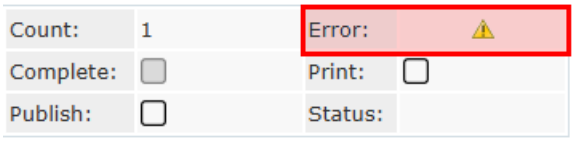


A progress bar will appear to indicate the progress of the conversion. Once the bar has reached 100%, you can proceed by clicking "Ok".

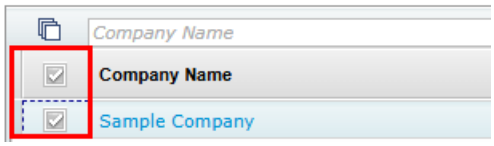


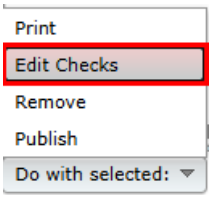
3. Now that your plans have been converted to Cycle 2, you have the option of updating plan parameters within the batch. Please refer to,"Update Plan Parameters for Multiple Plans" in this guide for details.

4. It is recommended to run the edit checks before proceeding. To run the edit checks for all plans in your batch, go to the top of the batch screen and click on the symbol next to "Error".



To run edit checks on select plans from your list, select the plans, then click on the "Do with selected".





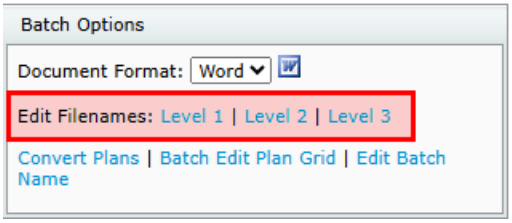
5. After all edit checks are passed, you can now proceed with printing your Cycle 2 documents or publish them to the Portal.

- Please refer to "Printing Documents" in this guide for how to print your Cycle 2 403(b) documents.
- Please refer to "Publishing Documents in the Portal" in this guide for how to publish your Cycle 2 403(b) documents to the Portal.

Printing Documents

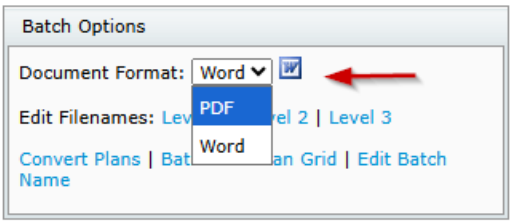
Before printing your desired documents, you have the option to customize the file names via the Edit Filenames under the "Batch Options" menu.

- Level 1 applies to the folder that is downloaded from DocPrint. This will contain plan folders and files for all the plans in your batch.
- Level 2 applies to the file or folder within the Zip folder in Level 1.
- Level 3 applies to all the files inside of the folders in Level 2.

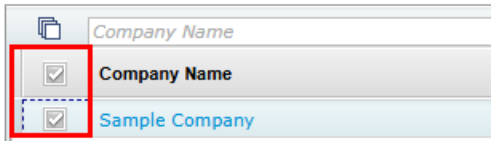


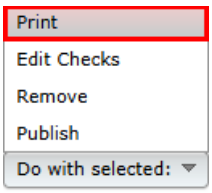
To print your desired documents/forms, select your desired format and click on the "Print" checkbox.



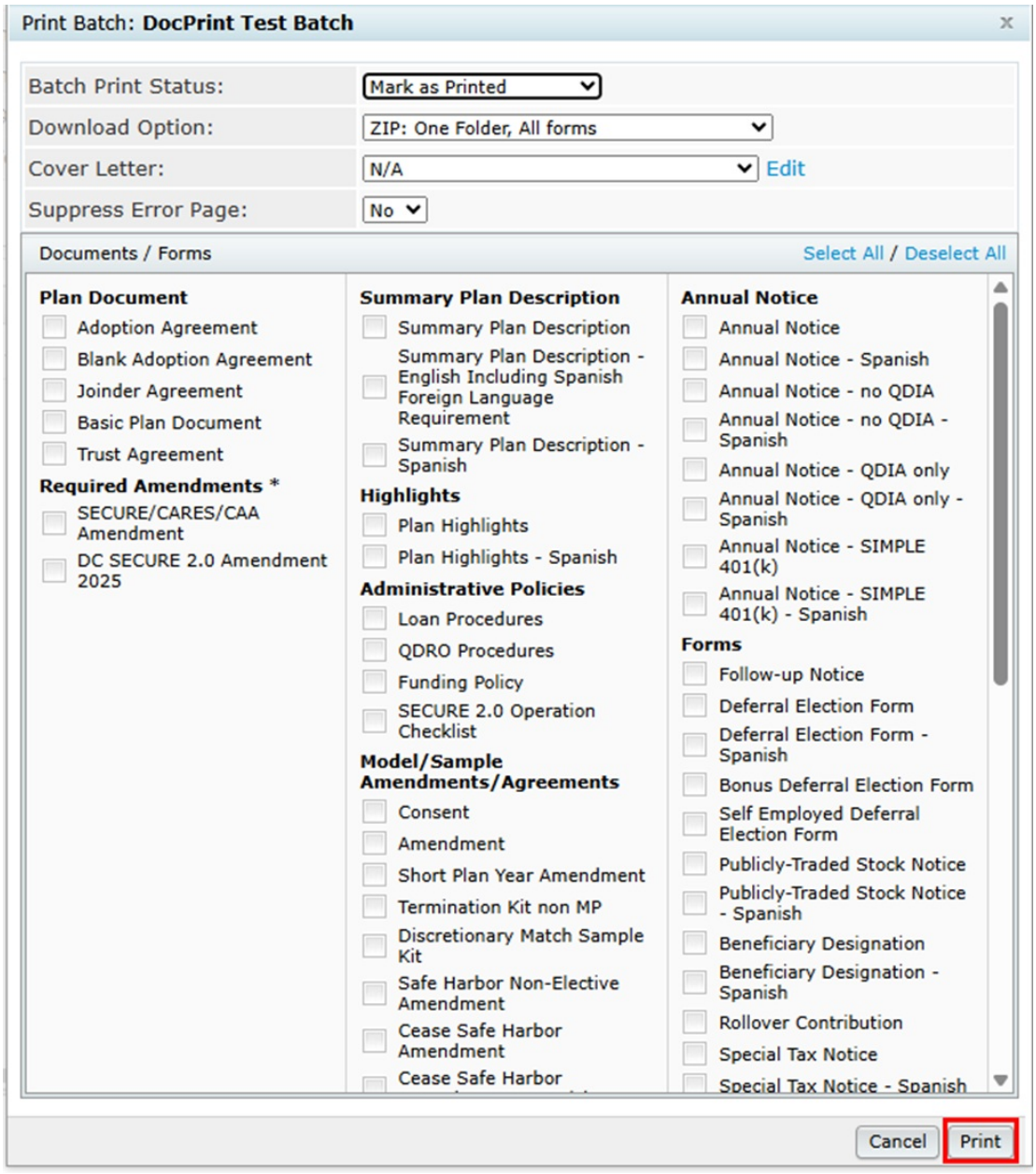


You can also select plans from your list, then click on the "Do with selected".



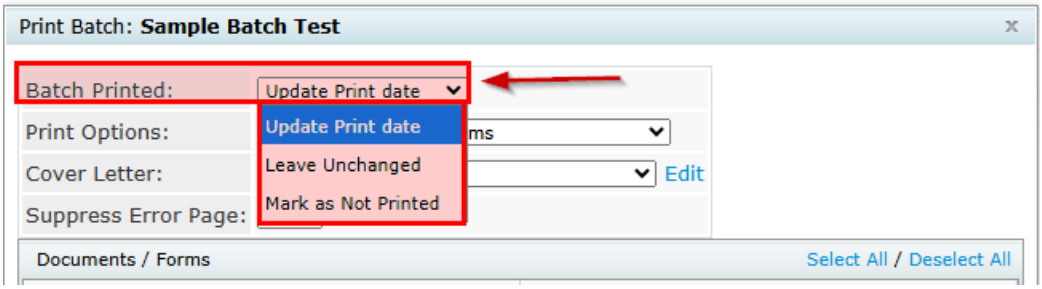


On the "Print Batch" page, you can choose which documents/forms you want to include. In addition, you can update the "Batch Printed" status, choose your download options via the "Print Options" drop down, include a cover letter, and choose to suppress the error page. Once you have made your selections, click on the "Print" button.



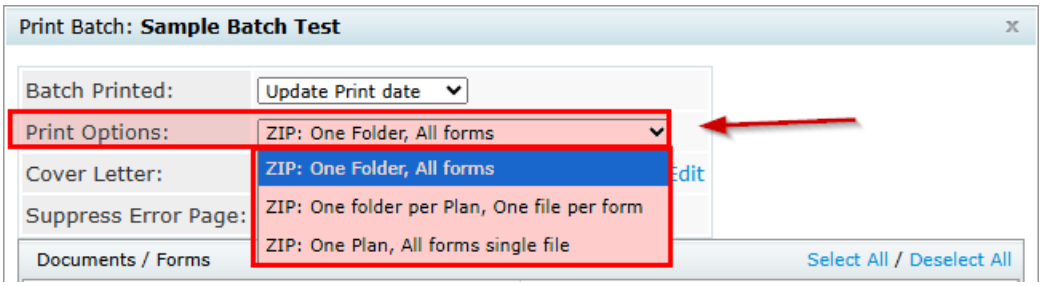
On the "Print Batch" page, there are four options available.

1. "Batch Print Status" - Updates the "Print" date on the Batch Menu. You can choose to update the printed date, leave the printed date unchanged, or choose to mark as not printed.

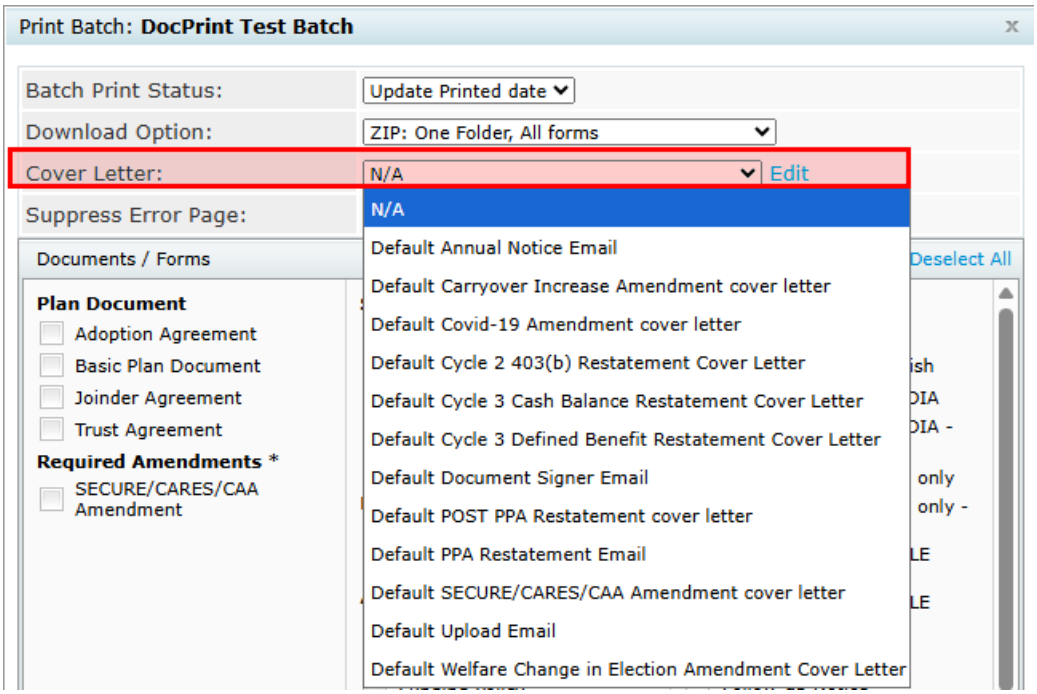


2. "Print Options" - Provides options to choose from on how documents/forms are printed.

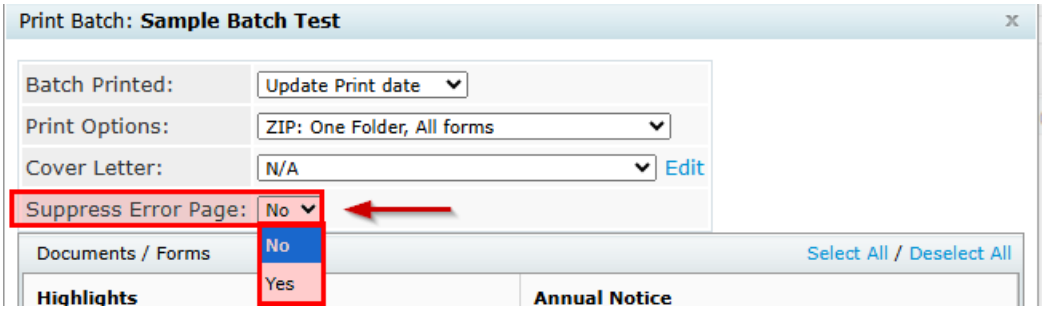
- "ZIP: One Folder, All forms" - generates a zip file in a single folder for all plans in the batch.
- "ZIP: One folder per Plan, One file per form" - generates a zip file with individual folders for each plan in your batch.
- "ZIP: One Plan, All forms single file" - generates a zip file containing a single document with all selected documents/forms.



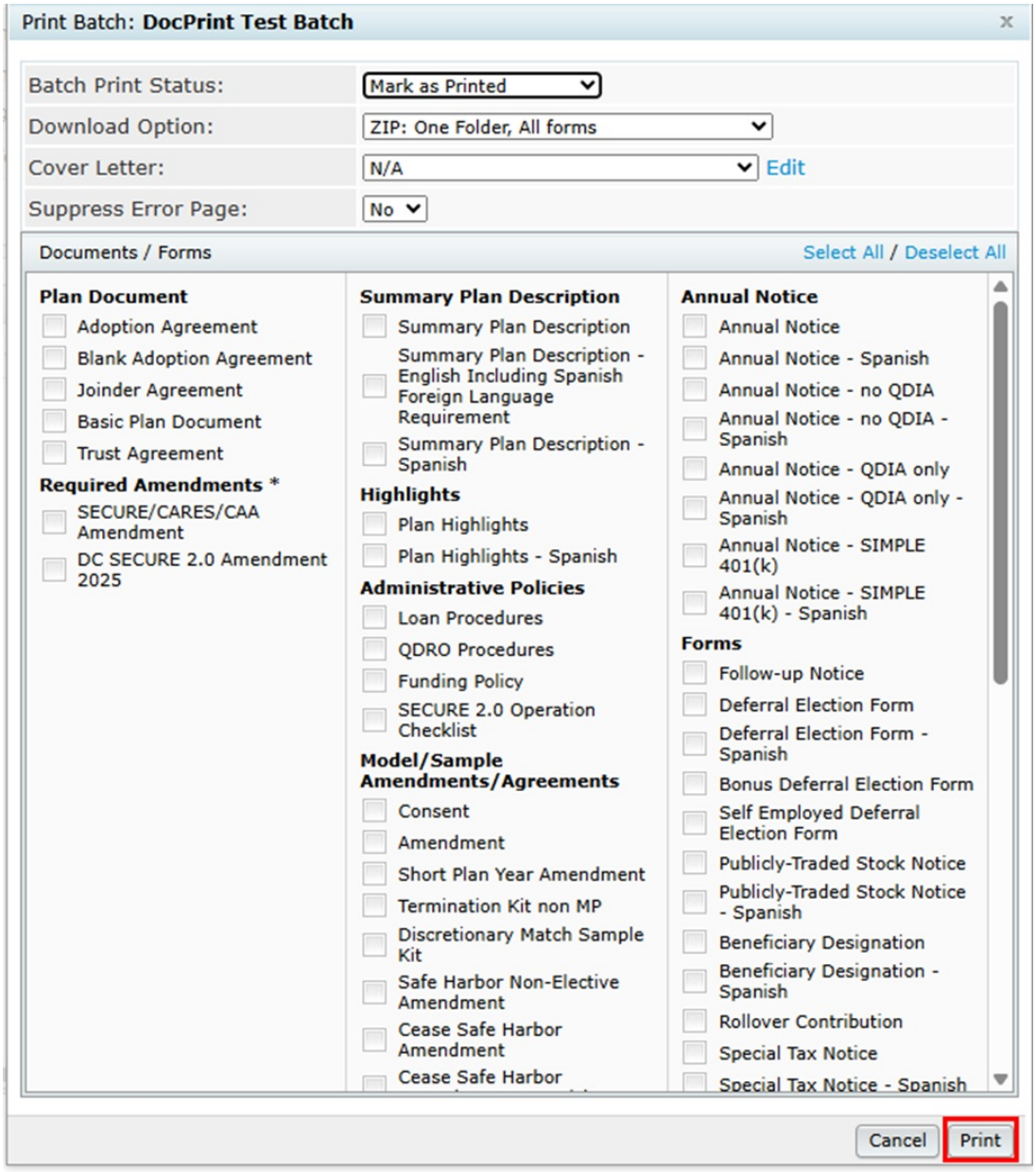
3. "Cover Letter" - Provides the option of using any of the default cover letters available. You can modify the letter by clicking on the "Edit" link next to the drop-down menu.



4. "Suppress Error Page" - gives the option of suppressing the error page. The error page generates as the first page of all documents when the checklist has not passed all edit checks.



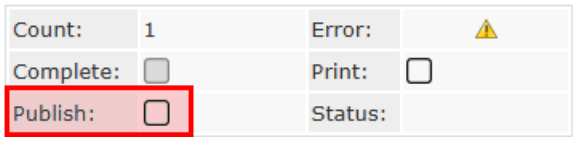
After making your print selections, choose which supporting materials you would like to include, and click on the "Print" button at the bottom of the menu.



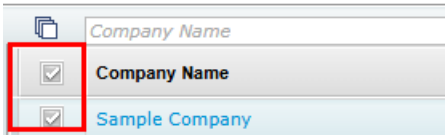
Publishing Documents to the Portal

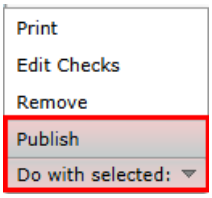
Publishing Documents to the Portal

Customers that also subscribe to ftwPortal Pro can choose to deliver documents/forms using the "Publish" option at the top of the Batch Menu.



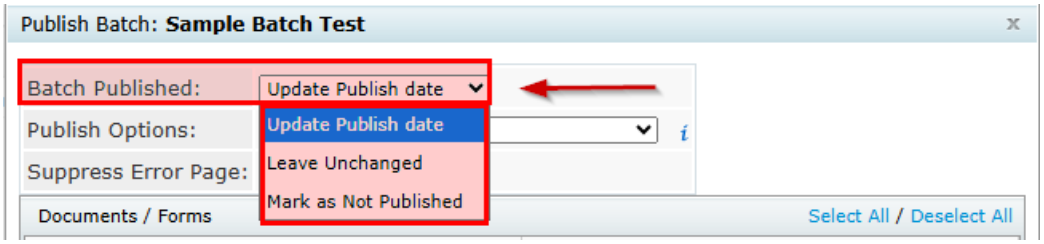
You can also select plans from your list to that you want to publish. Select your plans, then click on the "Do with selected".



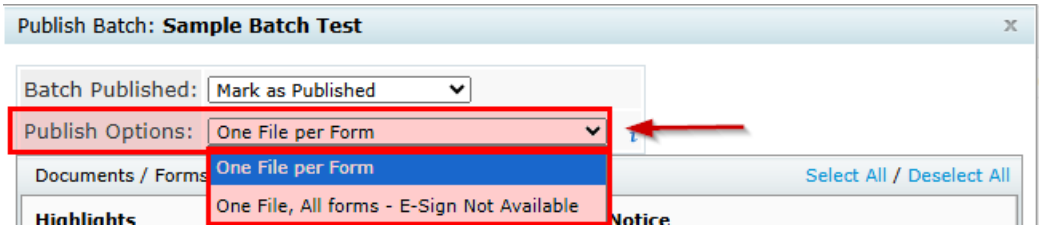


On the "Publish Batch" page, there are three options available.

1. "Batch Published" - Updates the "Publish" date on the Batch Menu. You can choose to update the publish date, leave the publish date unchanged, or choose to mark as not published.



2. "Publish Options" - provides options to choose from on how selected documents/forms are published to the Portal.
   - "One File per Form" - sends all selected documents/forms in individual files. This option is recommended for E-Sign.
   - "One File, All forms" - sends all selected documents/forms in one file. This may be a large file. You may experience additional processing time.



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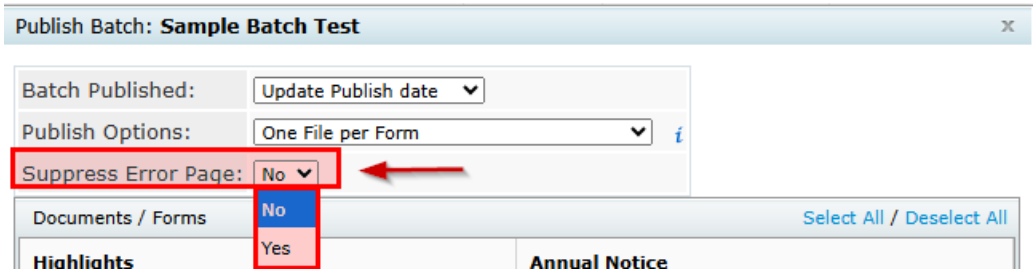
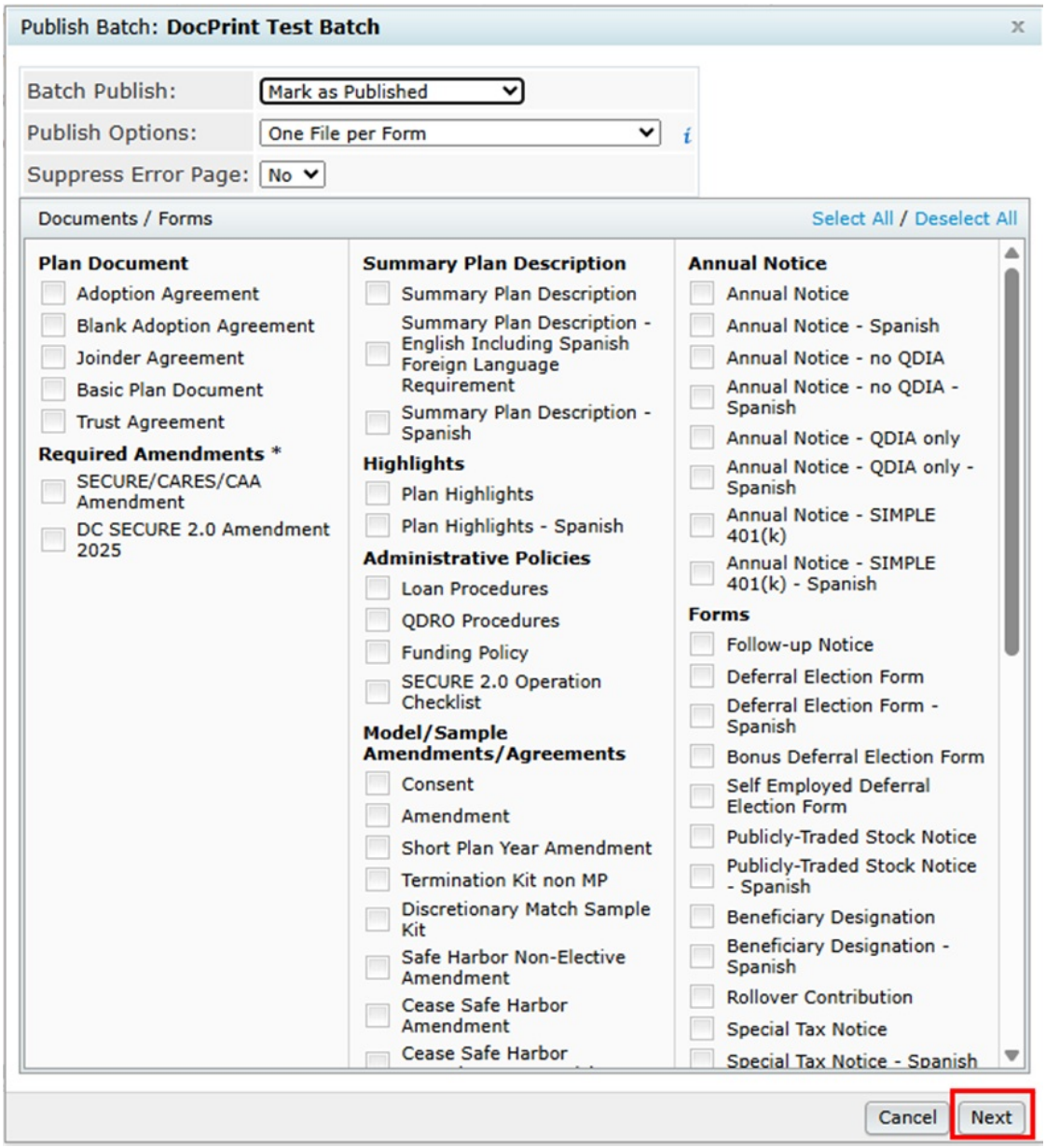
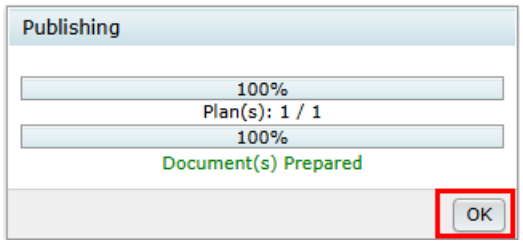
all documents when the checklist has not passed all edit checks.



After making your publish selections, choose which documents/forms you would like to include, and click on the "Next" button at the bottom of the menu.



A progress bar window will appear to indicate you are ready to proceed. Click on the "Ok" button.



The software will direct you to the Communication Manager in the Portal, where there are several options to choose from.

1. Classifications: If you are publishing more than one document with different types of "Classifications", the classification type of "Plan Forms" will default. You can choose a different classification from the drop-down menu.

2. Subject: Each communication requires a subject to be sent.

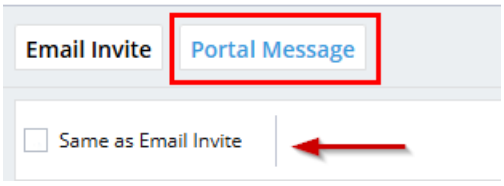
3. Send Email Invite: This toggle option indicates whether communication will be sent to the Portal User that the items are available, or you can choose to publish the files to the Portal without an invitation. When the toggle is gray (off mode), an invitation will not be sent.

4. Confirmation Email Recipient: This field indicates who will receive confirmation that the Portal User has downloaded, or E-Signed the documents in the communication. This will either be the Admin associated with the plan or the Master User on your account.

5. Expires Field: This field allows you to set an expiration date. Once the date has passed these documents will no longer be on the Portal User's Portal. ***NOTE: this is an uncommon field, as most prefer their Portal Users to have access to these documents on an ongoing basis.***

6. Email Invite: This field indicates what template to use when sending the invitation to your Portal User to inform them of items to review or sign. You can select from system generated or custom templates from the dropdown icon in this section. You can also create or edit templates by selecting the gear icon to the right of the template dropdown.

7. Portal Message: This is the message that is displayed within the portal view for your Portal Users. This can be left blank, you can enter a custom message, or you can choose to have the email invitation copied to the Portal message by checking the box next to "Same as Email Invite".



8. Folder Name: This allows you to specify a folder for the documents you are publishing to the Portal. This is often used to help organize documents by specific years or item type.

9. Add ToDo with Portal Access: This allows you to add items that do not require action to the Portal User's "ToDo" list. Adding items to the ToDo list will also trigger reminders if reminders are set in the Global Email Settings. To add viewing the document to the Portal User's ToDo list after E-Signing, be sure to check the box.

10. Do with Selected: This field will allow you to add E-Sign options, remove E-Sign options, or remove selected plans/files from the batch.

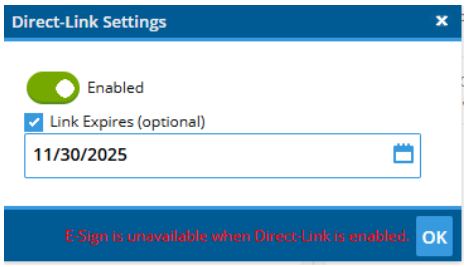
11. Preview Portal Invite: The tri-colon at the bottom of the page allows you to preview your communication.

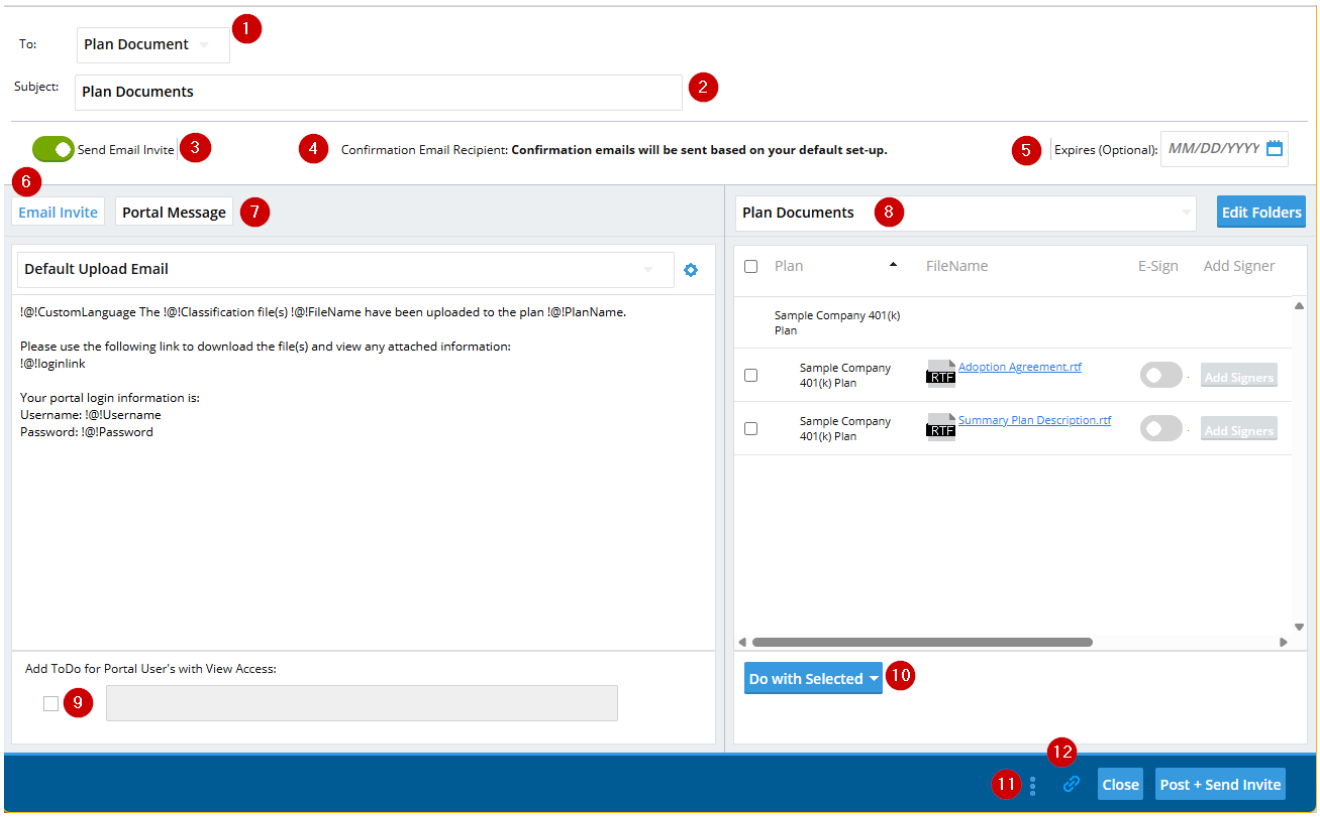
12. Direct-Link: The chain icon at the bottom of the page allows you to send your documents/files in email. This offers the Portal User the ability to access the documents within the communication (Direct Message) without having to log into the Portal.

Please Note: Direct-Link cannot be used for items set for E-Sign. When Direct-Link is enabled, the link will turn green. To use this feature requires "Specify a Server" to be set up in your Global Email Settings. For detailed instructions on Specify a Server, please click here. For detailed instructions on how to verify your Global Email Settings, please click here.

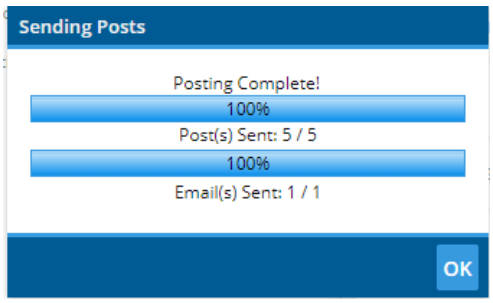


When using Direct-Link, you can also set an expiration for how long the link is visible.





Once you are ready to send your communication to the Portal, click on the "Post+Send Invite" or "Post" (depending on your selections) button at the bottom of the page. A window with a progress bar will generate. Click the "Ok" button.



You can now view the communications on the Global or Plan Level Dashboards. The red flag on your dashboard indicates there are unread messages for that Portal User. The Batch column indicates the name of the batch file the plan is in.

