

PENDEAS

Quick Start Guide



BLAZE SSI Box 333 Brielle, NJ 08730

voice 732-223-5575 **fax** 732-223-6683 **email** sales@blazessi.com

PENDEAS Quick Start Guide

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SAMPLE REPORTS:

View sample reports for PENDEAS and other BLAZE SSI qualified plan systems on-line at www.blazessi.com.

MORE INFORMATION:

The PENDEAS Quick Start Guide is intended for new users. More detailed information about PENDEAS is available in the PENDEAS Intro Guide and the BLAZE SSI Central Intro Guide. These guides are available to licensed PENDEAS users in the system Help Menu and are also on-line at www.blazessi.com.

Visit the BLAZE SSI website at www.blazessi.com to learn more about PENDEAS and other BLAZE SSI software products. Contact BLAZE SSI with your questions or to license PENDEAS:

Mail: BLAZE SSI Corp., Box 333, Brielle, NJ 08720

Email: sales@blazessi.com

Voice: 732-223-5575

Fax: 732-223-6683

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The Main Form: PENDEAS Workflow

It's simple to prepare qualified plan designs – from the entry of the data to the completion of the finished illustration; it's just a few easy steps.

When you open PENDEAS you will see the 'Main Form' which presents buttons shown in the order of the suggested system workflow.

To begin, Click New Client and Census.

The screenshot shows the PENDEAS(R) software interface. The window title is "PENDEAS(R)" and the menu bar includes "Utilities" and "Help". The main area displays the client information: "Client : Salmon Enterprises CensusID: SALMON #EEs: 5". Below this, there are several buttons with icons and labels: "New Client and Census", "Existing...", "Client...", "Census...", "Plan Designs...", "Save...", and "Reports...". To the right of the interface, there are six numbered steps in white boxes with black borders, each with a blue number and a description. Lines connect these steps to the corresponding buttons in the software interface. The steps are: 1. Create a new client. (points to "New Client and Census"), 2. Enter the 'client' (plan sponsor) information. (points to "Client..."), 3. Enter the 'census' (employee) data. (points to "Census..."), 4. Choose up to six Plan Designs for this client. (points to "Plan Designs..."), 5. Save the new data in a convenient location. (points to "Save..."), and 6. Prepare the reports. (points to "Reports..."). The status bar at the bottom left shows the date and time: "06/06/2005 18:30:06:0031".

- 1 Create a new client.
- 2 Enter the 'client' (plan sponsor) information.
- 3 Enter the 'census' (employee) data.
- 4 Choose up to six Plan Designs for this client.
- 5 Save the new data in a convenient location.
- 6 Prepare the reports.

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Client: Enter Client Data

Click Client on the Main Form. Client data is divided into two tabbed sections: Basic Client Information and Cross Tested Multi-Group Allocations. Click the tab to switch from one section to the other. To simplify data entry the fields are well documented with 'tool tips and context-sensitive 'help documentation,' which is available by using F1 or the Help menu at the top of the form.

When you complete the entry of the client data, click OK to return to the Main Form.

Click Help or F1 to see the context-sensitive Help Documentation.

Click the arrow to see additional options.

Hover over a field to see a tool tip for that field.

Click Cancel to return to the Main Form without applying changes.

Click OK to apply changes and return to the Main Form.

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Census: Enter Census Data for a New Plan

Click Census on the Main Form. Click Edit/Review Census Data to see a list of the employees. PENDEAS creates one 'default' employee record for a new illustration.

Click Add to enter the number of employees to add. Click OK and additional default employee records will be added to the list.

The screenshot displays two overlapping windows from the PENDEAS(R) application. The top window, titled 'PENDEAS(R)', shows the 'Edit/Review Census Data' screen. It includes a menu bar with 'Utilities' and 'Help', and a client information field: 'Client : Salmon Enterprises CensusID: SALMON #EEs: 5'. A button labeled 'Edit/Review Census Data' is highlighted with a dashed border. A callout box points to this button with the text 'Click Edit/Review Census Data for list.' Below this window, a second window is open, also titled 'PENDEAS(R)'. It features a table with columns: EE#, First Name, Last Name, Sex, Birthday, Hire Date, Key, HC, Preferred, and Ann. Comp. The first row contains the data: 1, (blank), (blank), M, 01/01/1960, 01/01/1990, (blank), (blank), (blank), and 0.00. A callout box points to the 'Add' button at the bottom of this window with the text 'Click Add.' Below the table is a search field labeled 'Search Last Names' and buttons for 'Add', 'Delete', and 'OK'. A dialog box is open in the foreground, titled '# Employees to add:', with a text input field containing the number '4' and buttons for 'Cancel' and 'OK'. A callout box points to this dialog box with the text 'Enter number of employees to add and click OK.'

| EE# | First Name | Last Name | Sex | Birthday | Hire Date | Key | HC | Preferred | Ann. Comp. |
|-----|------------|-----------|-----|------------|------------|-----|----|-----------|------------|
| 1 | | | M | 01/01/1960 | 01/01/1990 | | | | 0.00 |

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Census (continued)

Additional employee records are now shown on the list. Click any employee to see the Basic Information for that employee. Use the Basic Information tab to enter employee data.

Use the Employee Status Determination tab if you want PENDEAS to determine the status. If the plan has no insurance or employee-level overrides then using these tabs is not necessary.

As an alternative to entering data on this form, see the PENDEAS Intro Guide Utilities: Import/Export for information about using MS Excel to import and export census data from PENDEAS.

Click OK to return to the prior form.

The screenshot displays the PENDEAS(R) application window. At the top, there is a menu bar with 'Utilities' and 'Help'. Below the menu is a table with columns: EE#, First Name, Last Name, Sex, Birthday, Hire Date, Key, HC, Preferred, and Ann. The table contains two rows of data. A callout box points to the first row with the text: 'Click any employee row ...'. Below the table, a second window is open, showing the 'Basic Information' tab for employee ID 1. The form includes fields for Employee Id (1), Name (First and Last), Sex (Male/Female), Date of Birth (01.01.1960), Date of Hire (01.01.1990), Compensation Mode (Client-level mode: Annual), Compensation (0), Illustration Mode (Client-level mode: Annual), and % Share of Profit (0). There are also radio buttons for Preferred Employee (Not Preferred), IRC416 Key Status (Not Key), and Highly Compensated Status (Not HC). Callouts point to these fields with the text: '... to see the Basic Information for the employee.', 'Enter employee ID, first and last name, compensation, etc.', and 'Click OK to apply changes and return to prior form.'. At the bottom of the form, there are buttons for 'Restore Values of All Fields', 'Restore Value of Field with Focus', 'Select Employee' (with sub-buttons: First, Prior, Next, Last), 'Cancel', and 'OK'. A callout points to the 'Select Employee' buttons with the text: 'Select Employee navigates to other employee records.'

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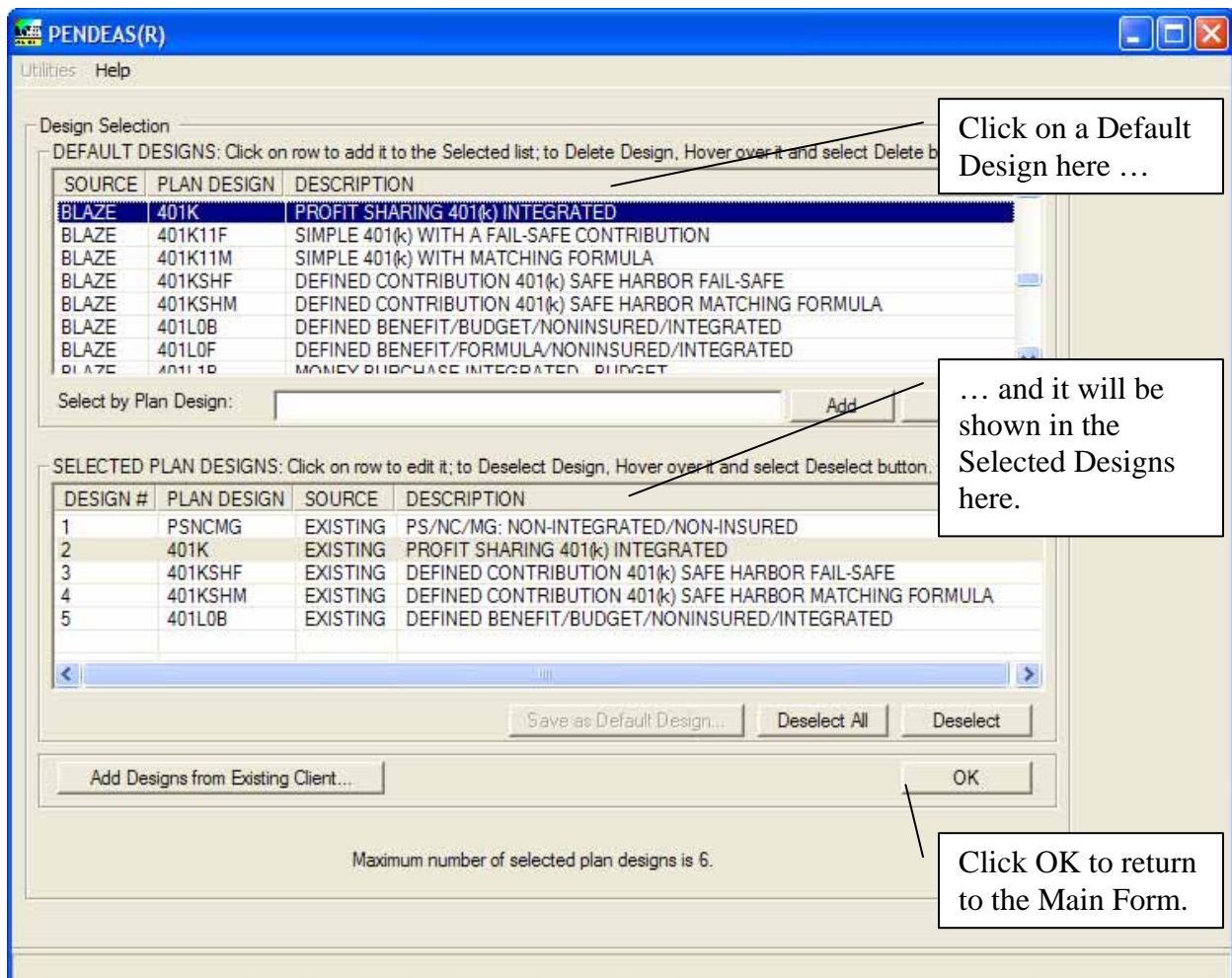
Plan Designs: Select Plan Designs to Illustrate

Click Plan Designs on the Main Form. Select up to six designs from the Default Designs list and they will be added to the Selected Plan Designs list.

All users receive BLAZE SSI Default Designs with PENDEAS. Users may create their own plan designs too. Plan designs are used with the census data to create the illustrations for the client.

The PENDEAS Intro Guide describes the editing of Plan Designs and other time-saving features of PENDEAS.

Click OK to return to the Main Form.



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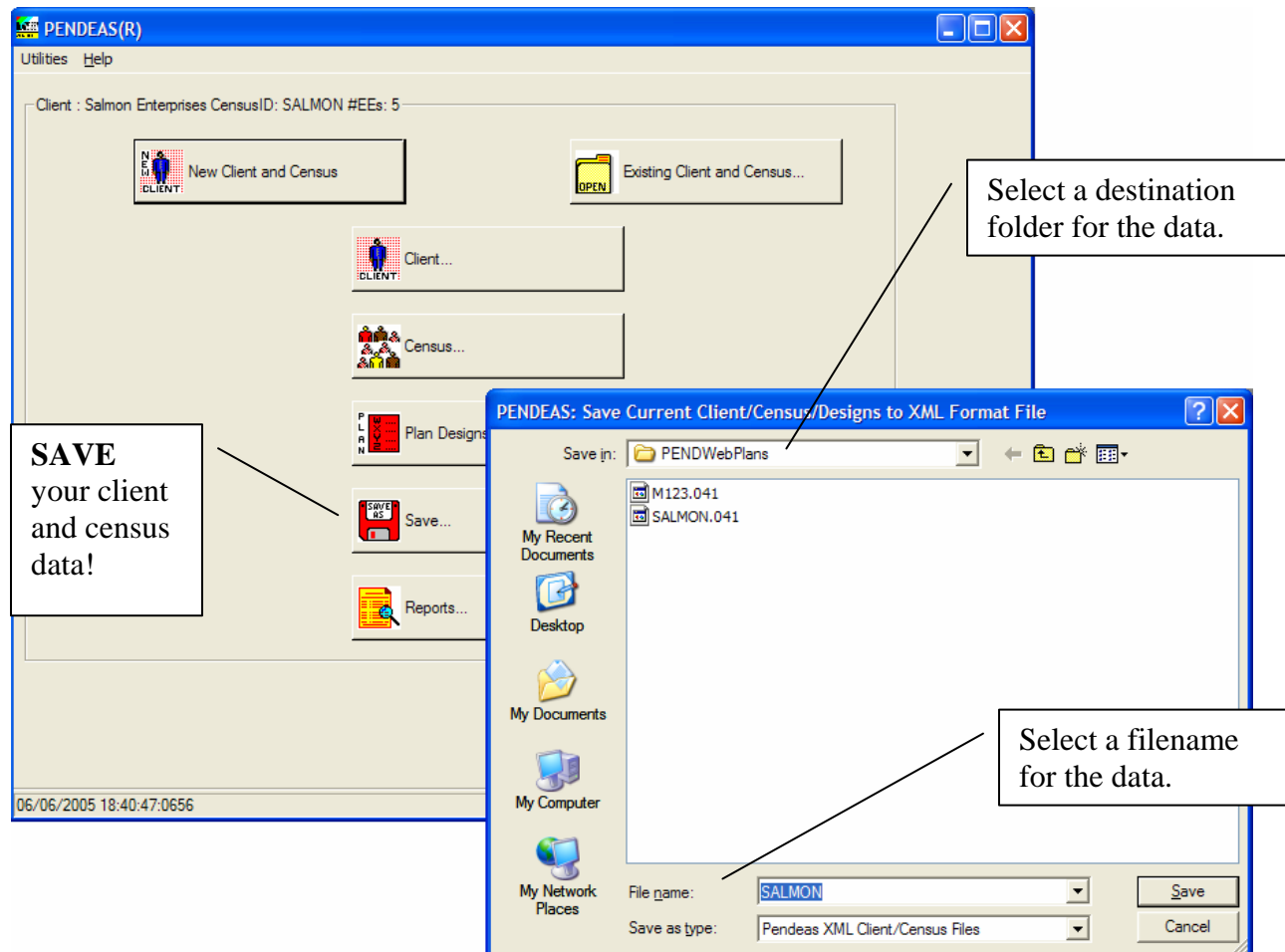
Save: Save Client and Census Data

Click **Save** on the **Main Form**. Once you have entered or edited the client and census data, you should save it. **If you close PENDEAS without saving your data, it will be lost. Save before closing (exiting) the system.**

You specify the location and filename for the stored client, census and associated design data that will be used to generate the illustration. The data can be saved to any location for which you have permission. It is not recommended that your data be stored in the \pendeas folder.

You may want to create a special folder to save this data.

Save the data before exiting the system! BLAZE SSI also strongly recommends saving data before printing reports or editing system preferences.



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Reports: Select and Prepare Reports

Click Reports on the Main Form. Once the data has been entered and saved, click Reports to select and prepare reports. Click a report title in the Available Reports list and it will appear in the Selected Reports list, indicating that this report will be included in the illustration.

When you click OK, PENDEAS will validate input, perform calculations and show the Post-Calculation Contribution Summary. There are many time-saving functions related to report selection; see the BLAZE SSI Central Intro Guide for more information.

Click View Reports to see the reports.

The screenshot displays the PENDEAS(R) software interface. It features two main windows. The top window, titled 'PENDEAS(R)', shows a list of 'AVAILABLE REPORTS' with columns for 'Format #' and 'Report Name'. A callout box points to this list with the text 'Select any report title from this list ...'. Below this is a 'SELECTED REPORTS' section with a similar list. A callout box points to this section with the text '... and it will be shown in the selected list here.' The bottom window, also titled 'PENDEAS(R)', displays a 'Post-Calculation Contribution Summary' for 'Client: Salmon Enterprises' and 'CensusID: SALMON #EEs: 5'. It contains two tables. The first table shows summary data for various plan types, and the second table shows individual employee data. A callout box points to the bottom of this window with the text 'When the calculations are complete, a contribution summary is displayed.' At the bottom of the window, there are 'Cancel' and 'View Reports' buttons. A callout box points to the 'View Reports' button with the text 'Click View Reports to see the Selected Reports.' Another callout box points to the 'Cancel' button with the text 'Click Cancel to return to the Main Form.'

| | PSNCGM | 401K | 401KSHF | 401KSH | |
|------------|--------|--------|---------|--------|--------|
| HC EEs | 8,286 | 40,377 | 42,000 | 43,200 | |
| NHC EEs | 2,400 | 15,923 | 16,800 | 19,600 | |
| All EEs | 10,686 | 56,300 | 58,800 | 62,901 | 39,970 |
| %To HC EEs | 78% | 72% | 71% | 69% | 80% |

| First Name | Last Name | HC | PSNCGM | 401K | 401KSHF | 401KSHM | 401LOB |
|------------|-----------|----|--------|--------|---------|---------|--------|
| ARCTIC | CHAR | H | 5,286 | 27,108 | 28,000 | 28,810 | 22,766 |
| ATLANTIC | SALMON | H | 2,400 | 13,256 | 14,000 | 14,400 | 9,210 |
| COHO | SALMON | | | | | | 1,907 |
| CUTTHROAT | TROUT | | | | | | 1,451 |
| RAINBOW | TROUT | | | | | | 4,836 |

| Design Id | Plan Design Description |
|-----------|--|
| PSNCGM | PS/NC/MG: NON-INTEGRATED/NON-INSURED |
| 401K | PROFIT SHARING 401(k) INTEGRATED |
| 401KSHF | DEFINED CONTRIBUTION 401(k) SAFE HARBOR FAIL-SAFE |
| 401KSHM | DEFINED CONTRIBUTION 401(k) SAFE HARBOR MATCHING FORMULA |
| 401LOB | DEFINED BENEFIT/BUDGET/NONINSURED/INTEGRATED |

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Reports (continued)

Click View Reports on the Post-Calculation Contribution Summary. Use the Pre-print Questions form to make customizations to the reports, otherwise click OK.

An independent browser window opens to show the selected reports. Page through the pdf-format reports to see the full illustration. The reports may be saved, printed or emailed directly from this window.

The preparation of the illustration is complete.

Click on any report to view the available customizations, otherwise click OK.

Reports are shown in an independent browser window.

Email reports directly from this window.

Print reports directly from this window.

Save reports directly from this window.

Use these controls to see the other pages in the illustration.

| Format # | Report Name |
|----------|-------------------------|
| 2 | CC CLIENT & CENSUS DATA |
| 1 | CC COVER |
| 15 | CC GRAPH |
| 43 | CC k ALLOC |

QUALIFIED PLAN DESIGN
FOR
Salmon Enterprise
Employee Benefit Plan

PREPARED BY:
Benefits Galore
Ann Agent

DATE PREPARED: 05/01/2005

8.5 x 11 in

1 of 4