

Summary Plan Description (SPD) Service



EAST COAST
BENEFIT PLANS, INC.

QuickSPDs, powered by Highroads, allows your trusted employee benefits advisor to provide employers with DOL compliant SPDs every year.

QuickSPDs manages the full SPD lifecycle beginning with a comprehensive discovery analysis to assess your inventory, identifying the current state for each SPD and performing a gap analysis towards full compliance. Following the discovery process, the platform manager reviews existing content and customizes a new SPD template to automate new content development so that it can be properly propagated throughout each applicable SPD document.

QuickSPDs is equipped to manage the time-consuming process of creating, updating and managing Summary Plan Descriptions, providing the following benefits:

- A secure, collaborative environment allows for managed cooperation between internal and external stakeholders
- Built-in workflow enables simultaneous reviews, edits, and approvals in a managed system
- Pre-defined process and audit trail maintains version control
- SPD best practices including language, sections, documents, and workflow

Today, clients work with our team specifically in these areas:

Discovery

- SPD inventory
- Current state analysis
- Compliance assessment and gap analysis
- SPD compliance roadmap

Compliance Review

- Initial ERISA audit
- Automated workflow for client review and approval process

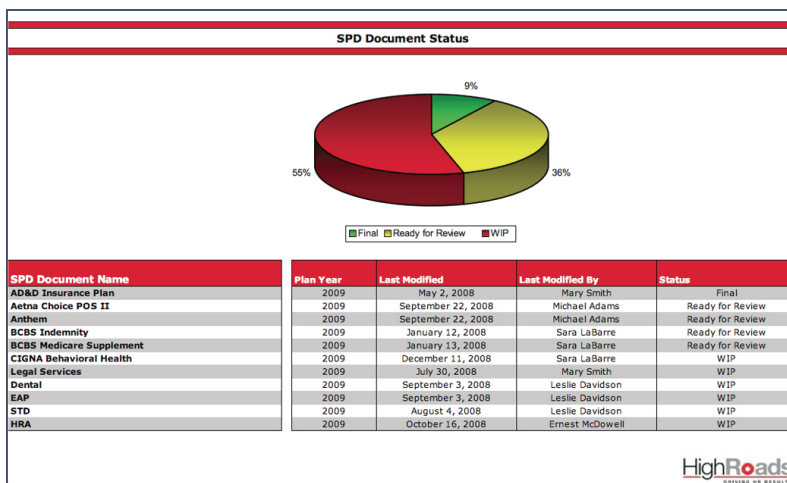
Content

- Existing content review and update
- New content development
- SPD template creation for content automation

Maintenance

- Update SPDs with changes (i.e.. plans, pricing, supplier)
- Content updates
- Compliance review

The end result is compliant employers with time and budget to focus on employee communications and more strategic projects.



- ➔ Current
- ➔ Compliant
- ➔ Standardized
- ➔ Easy to Understand
- ➔ Automated Updates
- ➔ Streamlined Reviews
- ➔ Centralized Storage
- ➔ Cost Effective to Maintain



Leveraging Technology Solutions to Streamline Human Resources & Benefits Processes