PlanFocus® Reference Series: Reporting

Basic. Detailed. Custom. You decide.

Whether you want general plan information or in-depth analysis, you can do it all from the *Reporting* section of PlanFocus®.

This guide provides an overview of the different reporting options and step-by-step instructions to help you make the most of these features.

Click to be taken to any section.

What's inside

Quick tip

Depending on your plan, the data you provide to TIAA and what you're entitled to access, you may not see all the features highlighted in this guide. Please contact your plan sponsor if you have any questions.

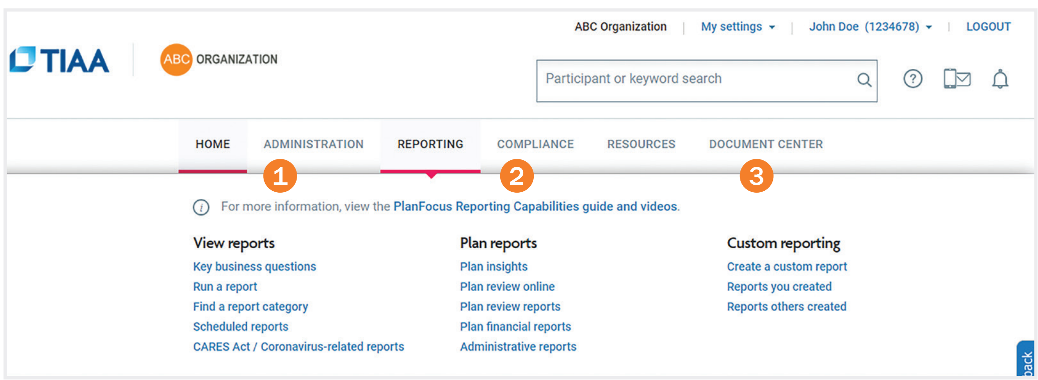
Reporting overview

The *Reporting* section expands on the data found on the PlanFocus® home page. In this one location, you can easily gather information to help you:

- Identify trends—such as whether more participants are using target-date funds over other investment options
- Measure goals—such as whether participants are contributing at least 6% to their retirement plans
- Develop targeted communication strategies based on what you've learned

The Reporting menu is organized into three sections to help you quickly find what you need:

1. View reports
2. Plan reports
3. Custom reporting

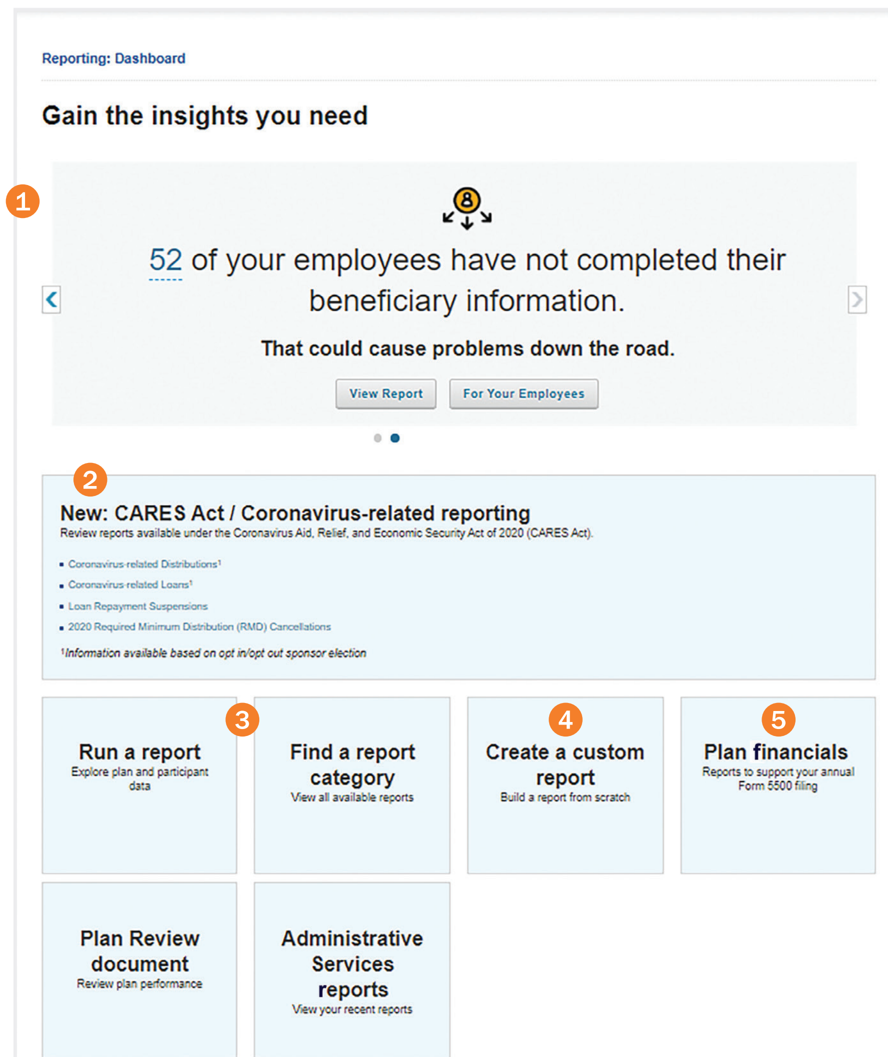


> **Quick tip**
>
> Depending on your plan, the data you provide to TIAA and what you're entitled to access, you may not see all the features highlighted in this guide. Please contact your plan sponsor if you have any questions.

Reporting dashboard

Whatever you need, there's a report for you. Within the *Reporting* section, access all reports from the reporting dashboard.

1. **Gain the insights you need**—Learn important facts about your plan and participants
   - Click *View Report* to run the report to learn more about that specific topic.
   - Click *For Your Employees* to download a handout to send to your employees.
2. **CARES Act/Coronavirus-related reporting—**View reports that detail coronavirus-related distributions
3. **Run a report** or **find a report by category**—View predefined plan and participants reports from a wide range of topics.
4. **Create a custom report**—Build a report from scratch with just the information you need.
5. **Access plan financials**—View reports that support your annual Form 5500 filing.

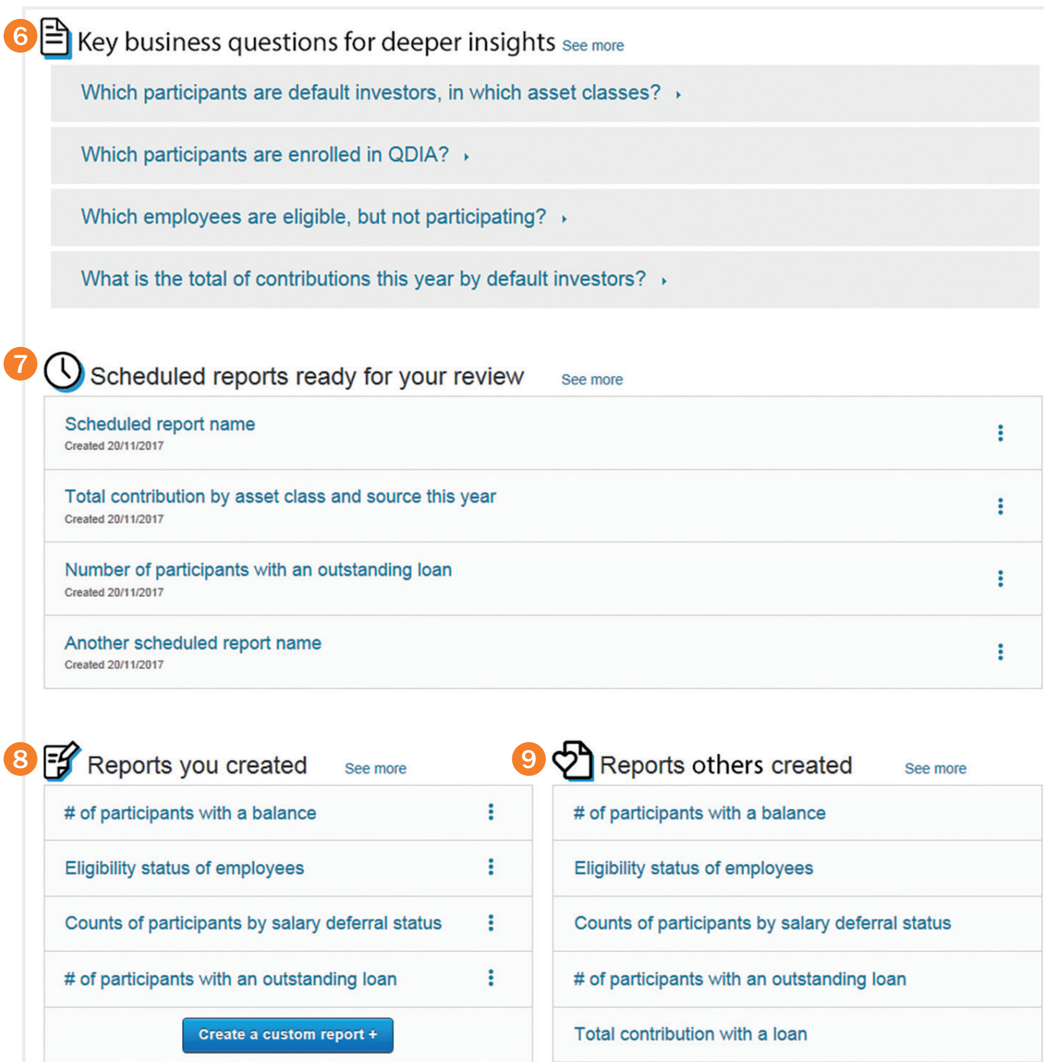


Please note:

You may not see all these features on the home page. You'll only see the ones applicable to your plan that you're entitled to access. Please contact your plan sponsor if you have any questions about your access level.

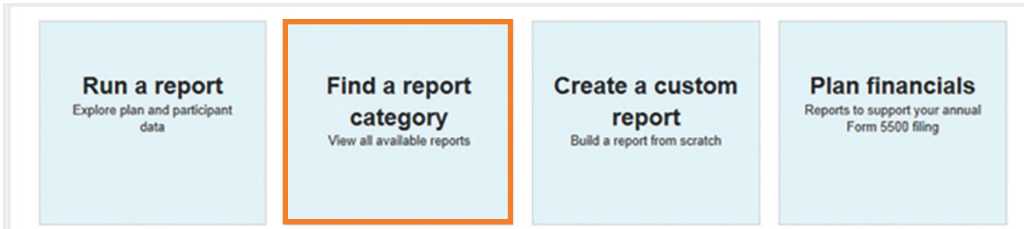
Reporting dashboard, cont.

6. **Key business questions for deeper insights**—Quickly get answers to your most common questions and other topics to help oversee your plans. Select *See more* to view questions that are organized by topic. Reports can be modified, downloaded and shared.
7. **Scheduled reports ready for your review**—View a listing of reports that you have scheduled. You will be notified via email that the report is available. You can click on the report name to view it or you can click on the three dots and the *Open* link to view it. It will open as a .csv file. Or, you can click on *See more* to view additional reports.
8. **Reports you created**—View a list of any reports you have created or saved. You can click on the report to view or edit it further, or click on the three dots to delete, share or edit/schedule an alert.
9. **Reports others created**—View a list of any reports that have been created and saved by others in your organization.

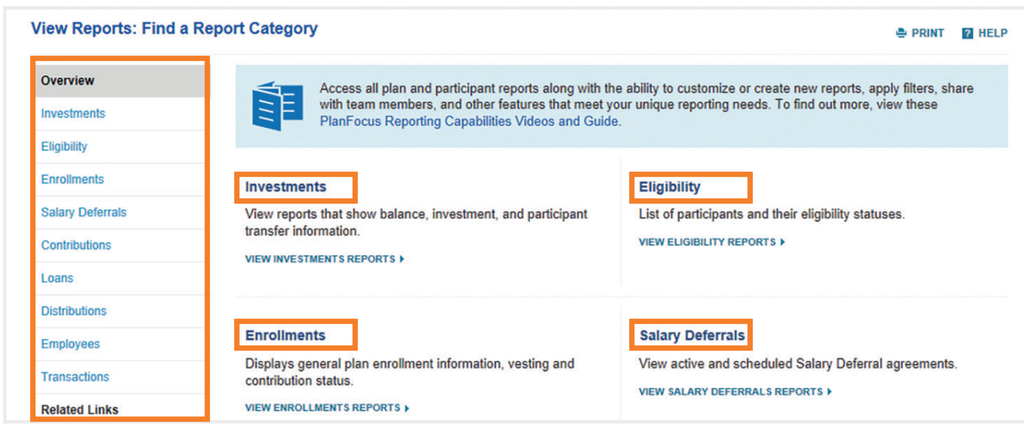


Find and view a report

Step 1: Choose *Find a report category* from the Reporting dashboard.

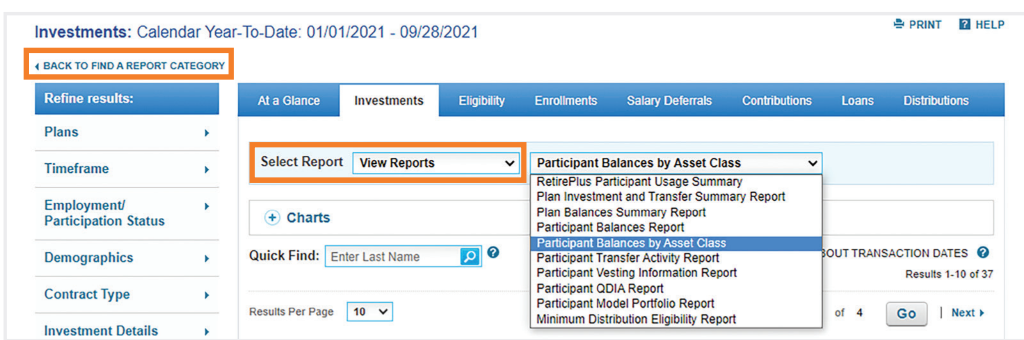


Step 2: Select the topic you want either from the list on the left or the boxes on the main part of the page.



Step 3: Choose the report you want to view. It will be automatically generated for you.

Step 4: If you want to view another report in this topic, simply pick the one you want from the *Select Report* drop-down menu. Or click on the *Back to Find a Report Category* link to select a new topic from the list.



Quick tips

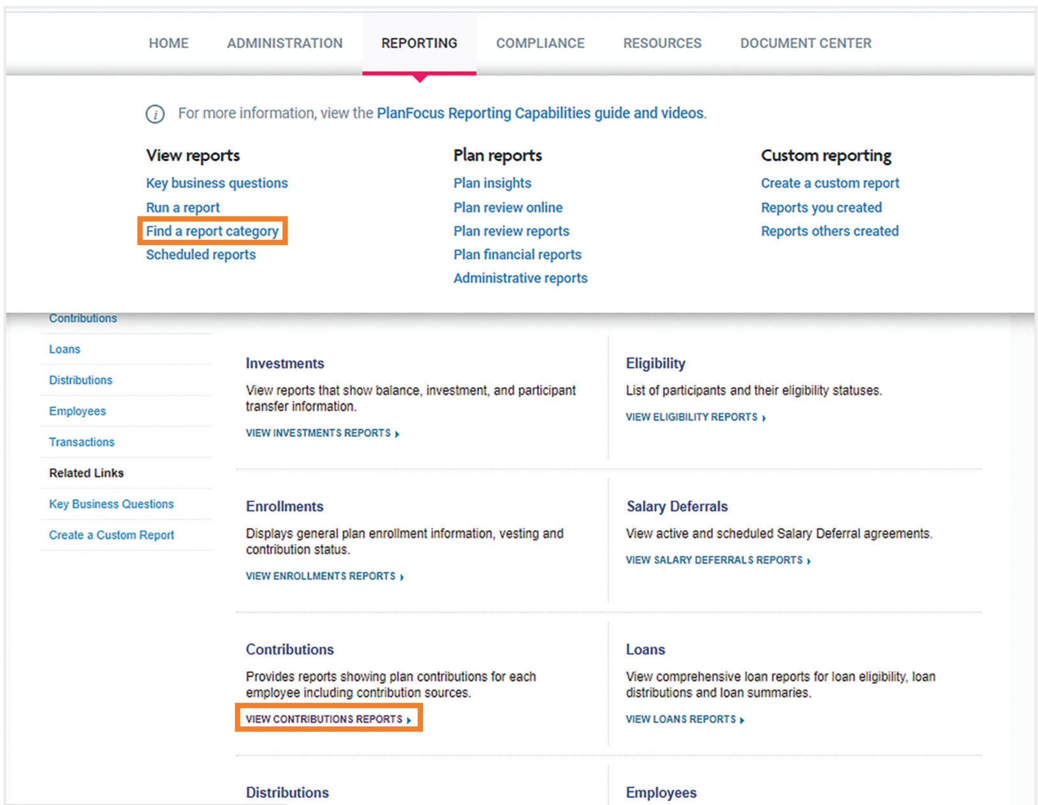
- You can filter the information in the report to dig deeper. See page 11 for details.
- You can also customize the information that is included. Simply click the *Customize* button and follow steps three to five in the *Create a custom report* section of this guide.
- Consider scheduling an email reminder for reports you'll use on a regular basis. See page 13 for details.

Modify an existing report

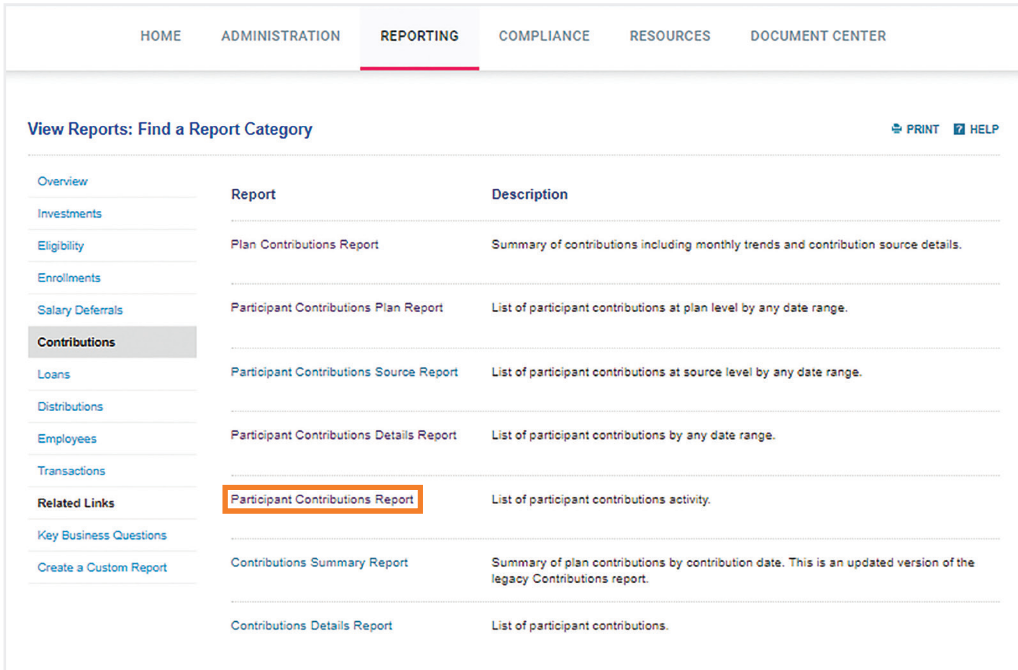
Not finding exactly what you need, any existing report within the *Reporting* section can be modified by applying a filter(s) and/or by selecting the *Customize* button (available for most reports).

For example, if you need to email all participants that made a contribution to their plan during the last quarter; with a few simple clicks, you can generate a report with this information.

Step 1: Click on the *Find a report category* and select *View Contributions Reports*



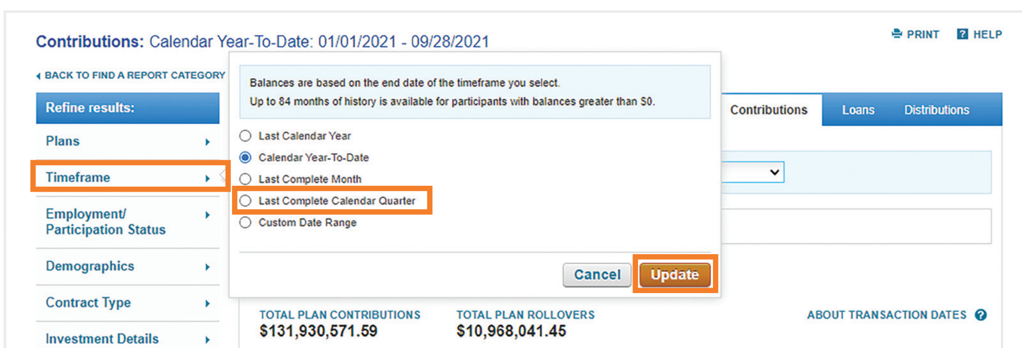
Step 2: Click on the *Participant Contributions Report*



Quick tip

If you do not see the *Refine results* column on the left side of the screen, click the *Show Filter* button on the left side of the screen.

Step 3: Click on the *Timeframe* link on the left-side and select *Last Complete Calendar Quarter*, then click the *Update* button.

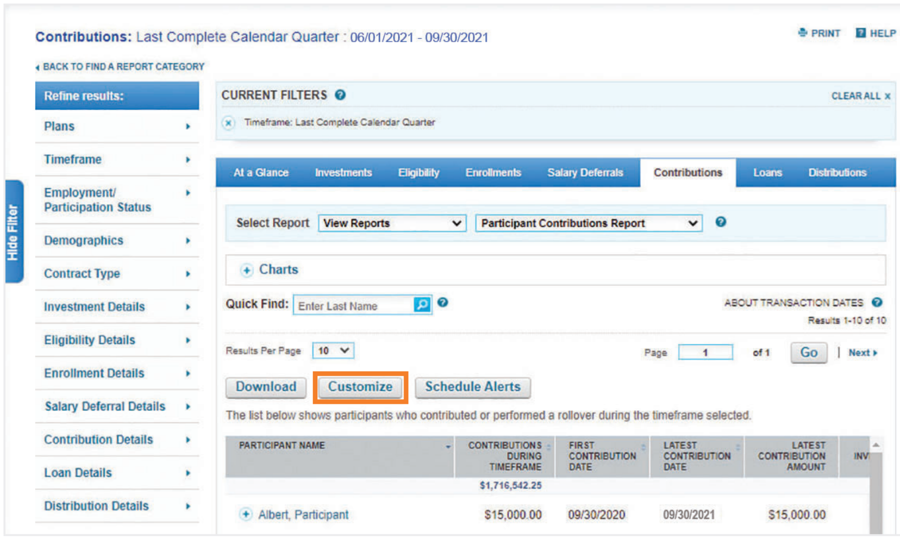


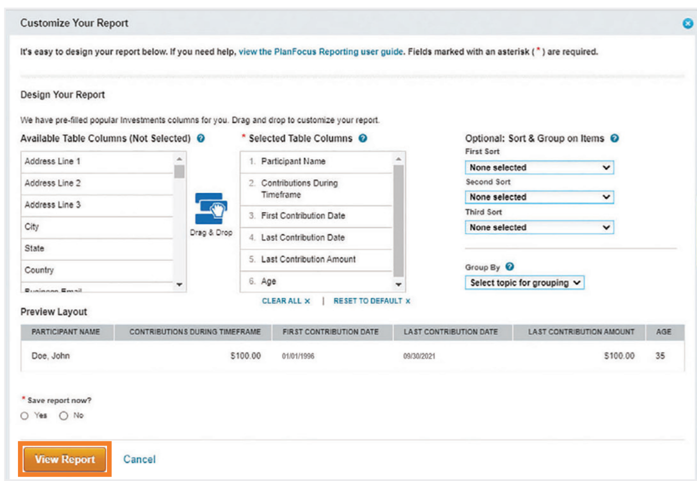
Quick tip

The fields in the *Available Table Columns* begin with the participant's name, address and email. The rest are in alphabetical order. Scroll up and down to see all the fields.

You can reorder the fields in the *Selected Table Columns* by dragging them up and down.

Step 4: To add the participant's email address, you must then click on the *Customize* button and select *Primary email* from *Available Table Columns*. Drag it over to the *Selected Table Columns* and place it where you would like the email to appear within your report. You can choose to save the report now or at a later time, then click the *View Report* button.

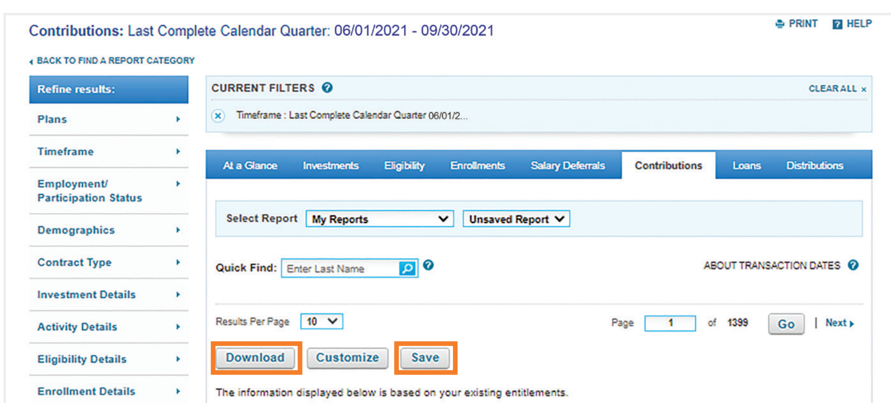




Quick tip

You can access your saved reports from the Reporting dashboard, *Reports you created* section.

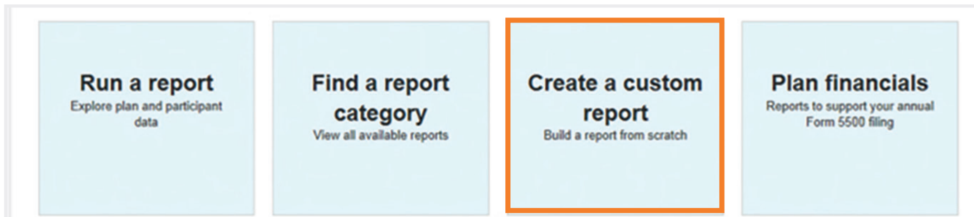
Step 5: If you are happy with the report, you can save it in order to run it again at a later time, or you can download it to work on the report offline.



Create your own report

You can create reports with exactly the data that you need. You decide what fields to include and how they appear in the report.

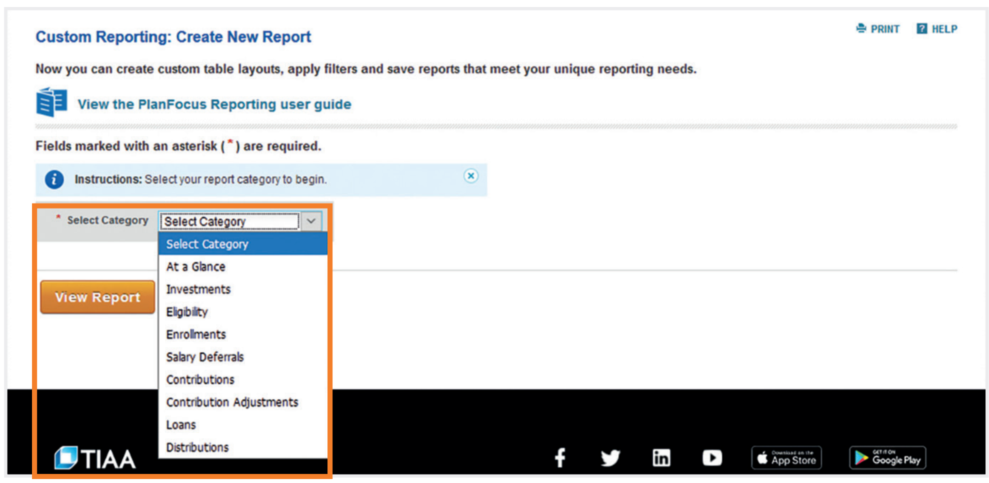
Step 1: Choose *Create a custom report* from the Reporting dashboard.



Quick tip

You will see the categories that you are entitled to access, which may include the ones shown here.

Step 2: Select your report category from the drop-down menu. Please note that by selecting the *At a Glance* category, you can build a report across multiple categories.

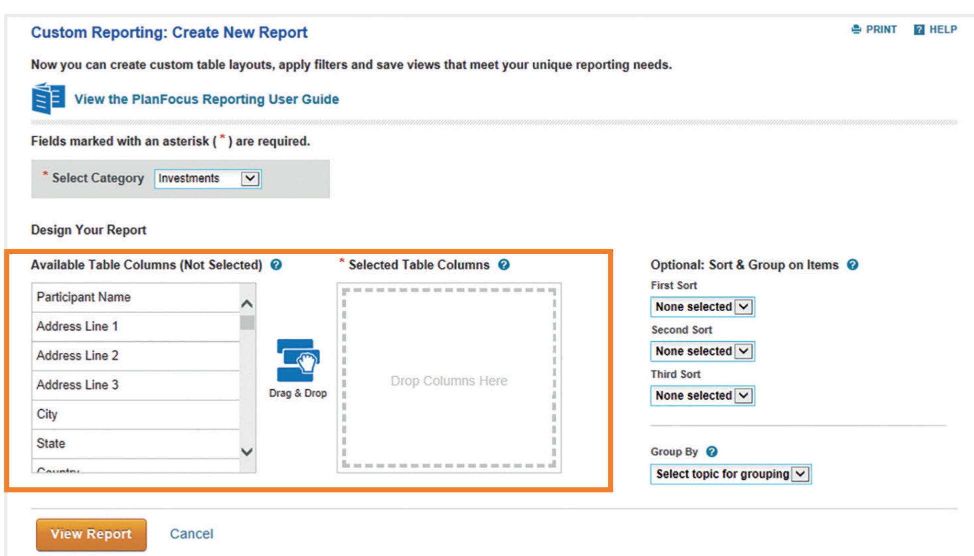


Quick tip

The fields in the *Available Table Columns* begin with the participant's name, address and email. The rest are in alphabetical order. Scroll up and down to see all the fields.

You can reorder the fields in the *Selected Table Columns* by dragging them up and down.

Step 3: Select the fields you want to include in the report. To add a field, drag it from the *Available Table Columns* to the *Selected Table Columns*. To remove a field from the report, click the *x* next to the field name in the *Selected Table Columns*.



Quick tips

Sorting

- Sorting options are based on the fields included in the report. You can choose up to three fields.
- You can choose one field for grouping information. The selected field will appear in the first column of the report.
- A preview of your sorted/grouped report is provided so you can review the format before proceeding.

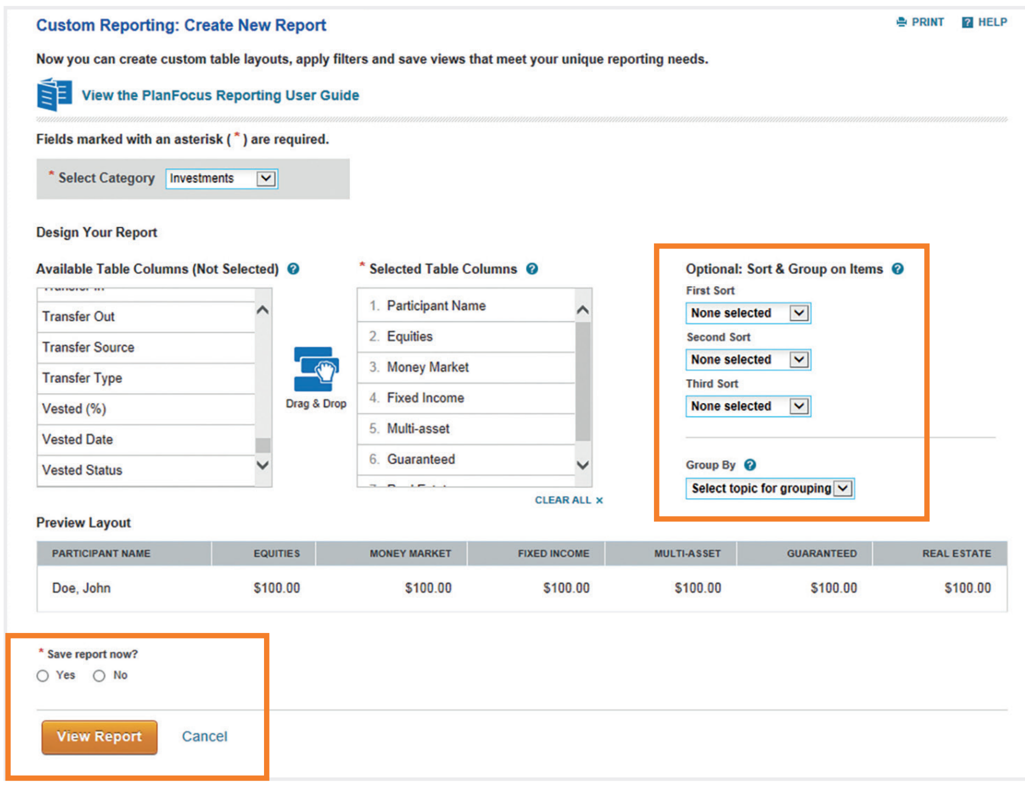
Saving

- You can save up to 60 reports.
- If you don't save, the name of your report will be *Unsaved Report*.
- Once you save the report, you can use filters to dig deeper. See page 11 for details.

Step 4: Decide if you want to sort or group the information in the report. If yes, choose the applicable options from the drop-down menus.

Step 5: Indicate if you want to save the report.

- If you want to save the report, select *Yes*, and enter the report name. If a report of the same name is already created, your report will save over the existing report. Enter a different name to keep your previous report. You can also enter a description of your report.
- If you don't want to save the report at this time, select *No*, and click *View Report*. After your report appears, you still have the ability to save it by clicking the *Save* button.



Step 6: View your report. You can filter the information to dig deeper. See page 11 for details. If you would like to have this report run on a regular basis, you can use the schedule feature, which will send you an email when the report is ready to be viewed. See page 13 for details.

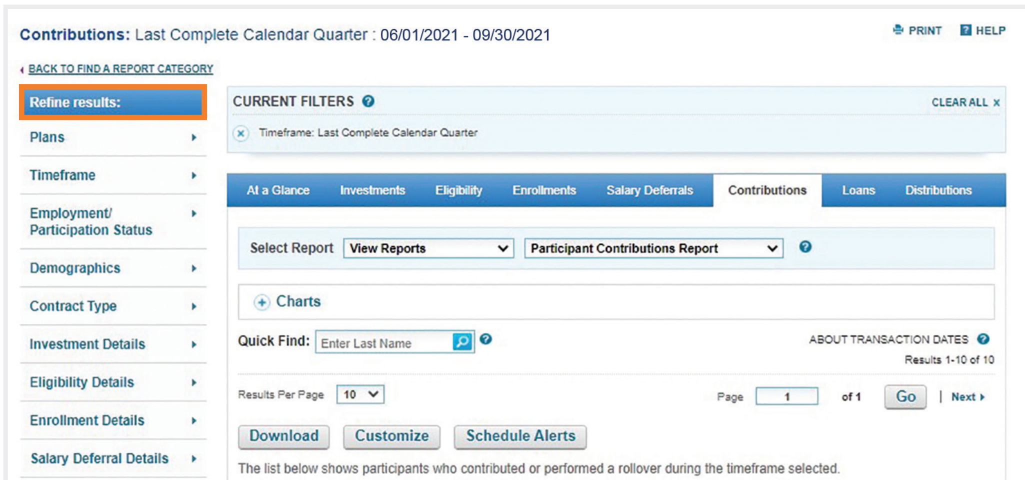
> **Quick tip**
>
> You can select more than one filter simultaneously. For example, if you are concerned about participants near retirement, you can filter a report by age and investment option to see information specific to that group.
>
> If you do not see the *Refine results* column on the left side of the screen, click the *Show Filter* button on the left side of the screen.
>
> To hide the *Refine results* column, click the *Hide Filter* button.

Filtering report information

You can use filters to refine the report results further.

The filters are listed on the left side column within the *Refine Results* section.

Please be sure to click *Update* to save your selections.

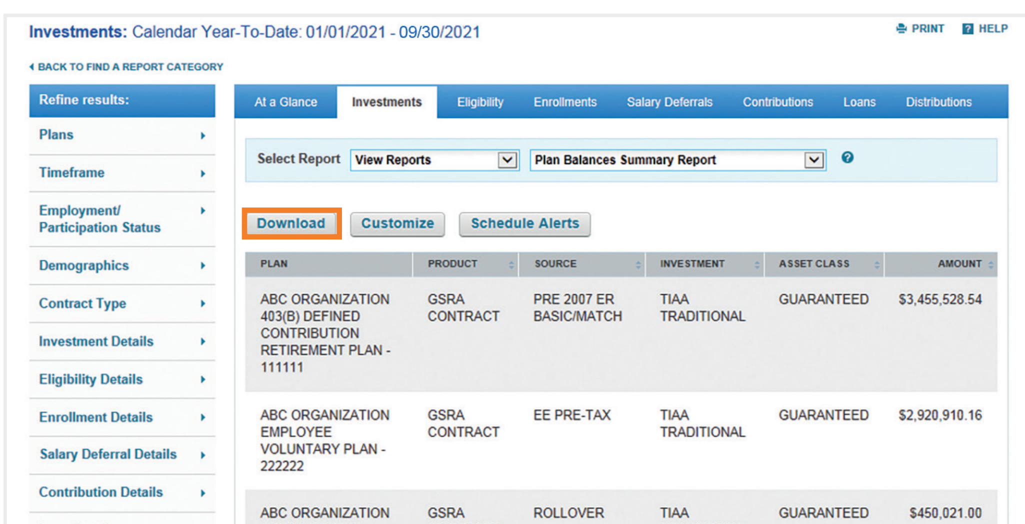


Downloading

You can download reports to share with others or to analyze further.

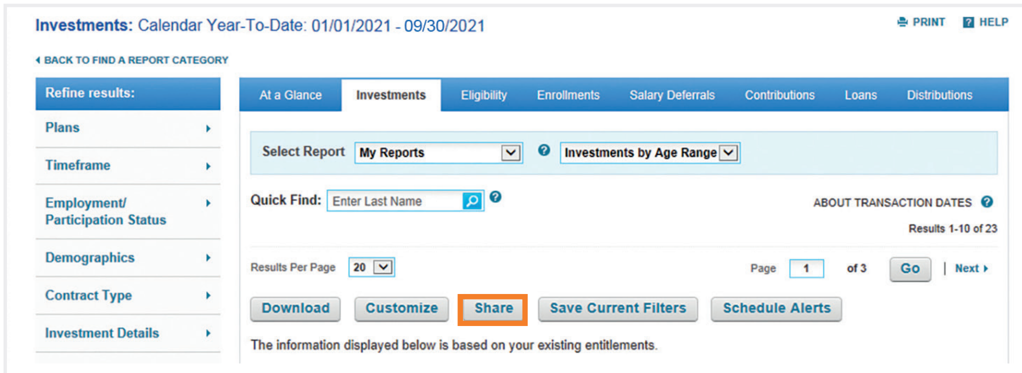
- Simply choose the *Download* button.
- Pick the file format.
- Click *Submit*.

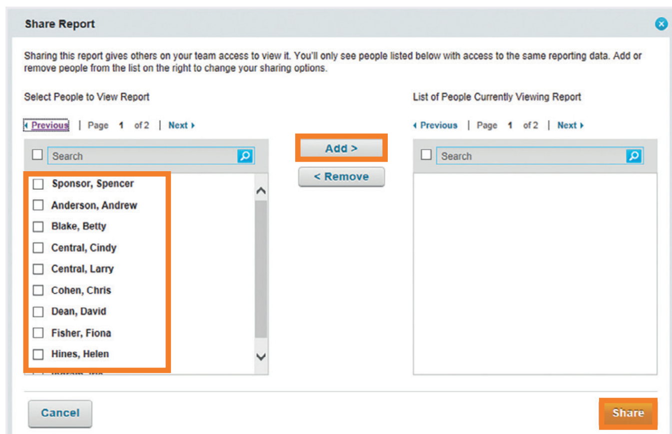
> **Quick tip**
>
> Available file formats include .csv or .pdf
>
> Reports that are greater than 20,000 lines need to be run offline. You will receive an email alert and a notification in the For Your Attention section when they are available.



Sharing reports you created

Click the *Share* button and then choose one or more members of your organization to receive the report by selecting the box next to their name, clicking on the *Add* button and then clicking on the *Share* button.

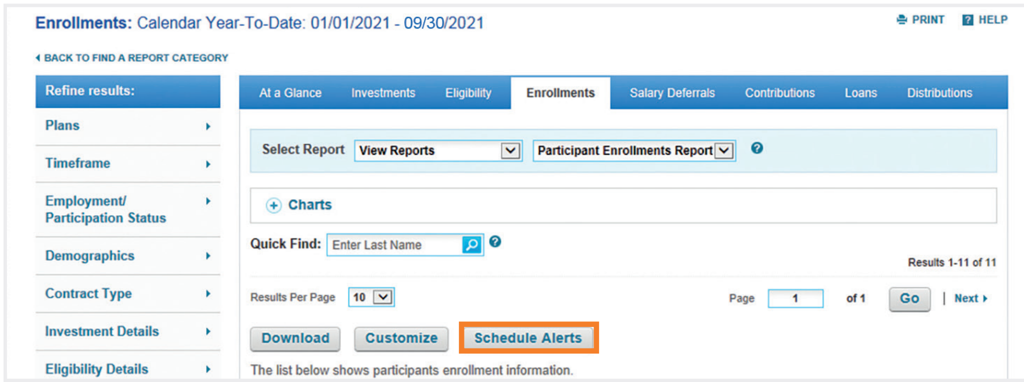


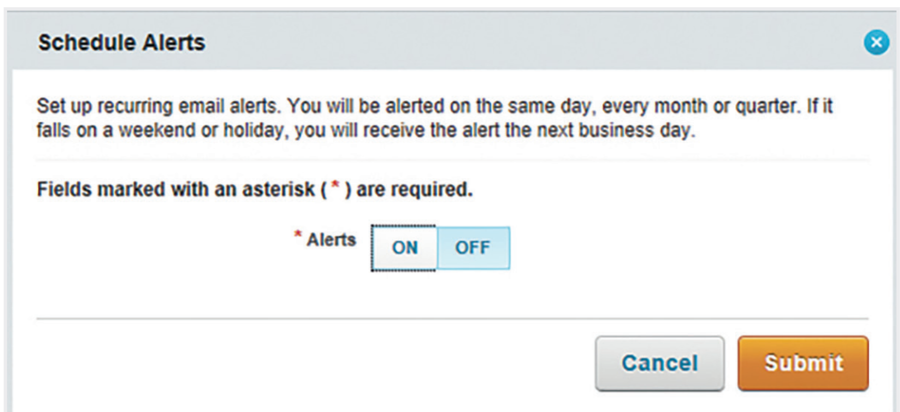


Scheduling alerts

Email alerts are an easy way to keep track of the reports you need to run regularly. On the date you specify, you'll receive a reminder email, and a message will appear in the *For Your Attention* section of the PlanFocus home page. You can schedule alerts for most reports, including ones created by TIAA or by you.

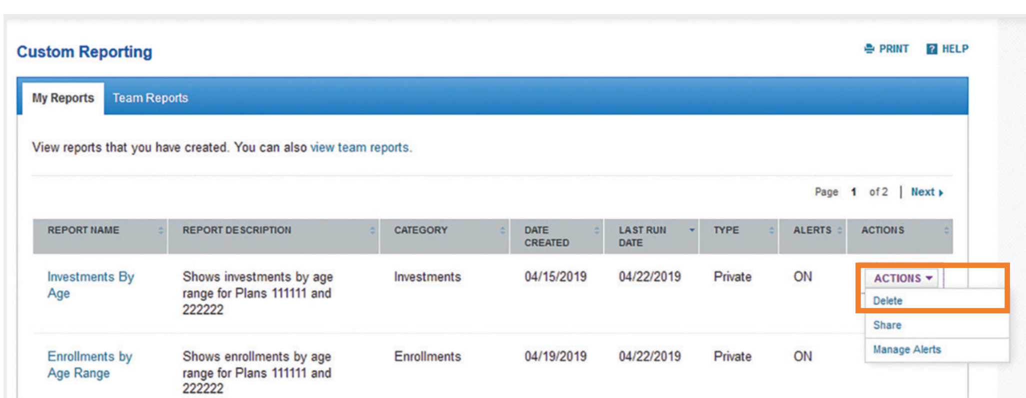
Simply select the *Schedule Alerts* button and then answer the questions to create or modify an alert.





Deleting reports you created

Click on the *Delete* link from the *Actions* drop-down menu of the report you have created.



Quick tip

The maximum number of reports that can be saved is 60, so you may want to develop a formal process for reviewing and deleting outdated reports that you have previously created on a regular basis to ensure adequate space for current ones.

Questions?

Go to PlanFocus 101 under the *Resources* tab.

Contact your TIAA representative.

Call the Administrator Telephone Center at 888-842-7782, weekdays, 8 a.m. to 8 p.m. (ET).

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