

## MAKE THE RIGHT CONNECTIONS

Setting up your client's auto enrolment scheme effectively is a crucial part of the journey. We'll assign a dedicated implementation manager to take your design blue print and bring it to life. They'll work as an extension to your business, saving you time and giving you the capacity to deal with more corporate clients. It's all part of our 5 star service and it comes at no extra charge.

### IMPLEMENT STAGE

#### Start implementation



We'll provide your client with an implementation plan to put the scheme in place. This will set out the work required, who is responsible and the timescales for delivery.

##### Benefit to your client

Your client will know what's happening at every stage and can have confidence the process is running smoothly.

#### Understand the processes



If your client uses our auto enrolment system, we'll help them agree the rules for running their scheme so they can understand what their new auto enrolment processes look like.

##### Benefit to your client

Your client will understand the new processes they need to carry out as well as any changes they need to make to their existing processes.

#### Get the data ready



We'll help your client understand what data they need to provide. We'll test their data to make sure it's accurate and in the right format.

##### Benefit to your client

Your client can be assured that they're providing the right data so everything will work as it should.

#### Run the scheme



We'll provide training and support when your client runs their auto enrolment processes for the first time.

##### Benefit to your client

Your client can be assured they're meeting the auto enrolment requirements, and have confidence that training and support is always on hand.

#### Complete implementation



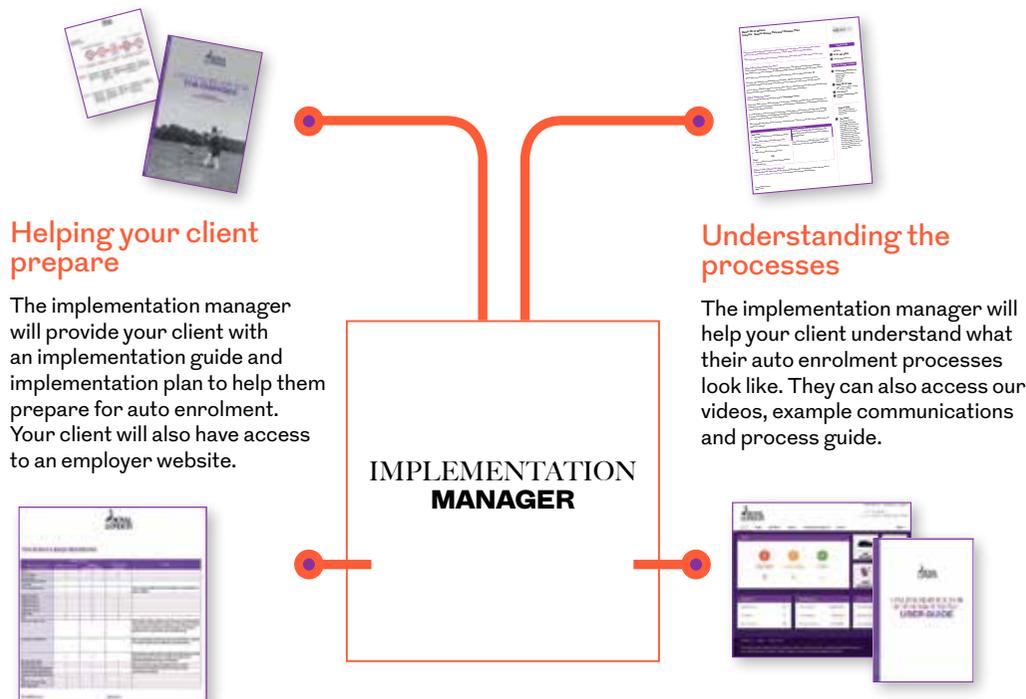
We'll arrange a review meeting to make sure your client is happy with what they need to do.

##### Benefit to your client

Your client can have peace of mind that everything is working as it should.

## Implementing a working solution

The implementation manager will provide your client with the support material they need to help them get their scheme up and running, so they can prepare for the next stage in the journey.



## Spreading the news

We'll work with your client to design a communication strategy to help them educate and engage their workforce.

Our material is designed to help them communicate the changes effectively so workers understand what's happening and why, reducing the potential for queries.

We can provide:

- a range of workplace marketing material designed to raise awareness about auto enrolment, and
- a pension website designed to give workers information about the workplace pension and the benefits of saving for retirement.

If your client decides to use our auto enrolment system, we'll also provide statutory communications such as joining and postponement notices to help them meet their communication duties.

If they decide to use their payroll system to run their scheme, we'll produce and issue provider terms and conditions. Your client will need to put a system and process in place to produce and issue the statutory communications.

## How we can help

We have a wealth of experience in implementing group pension schemes effectively and will support you and your client through every stage. To find out more, speak to your usual Royal London contact or visit the auto enrolment area of our website at [adviser.royallondon.com/autoenrolment](http://adviser.royallondon.com/autoenrolment).



## Royal London

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