

401k

# Onboarding 401K In A Box



**Seamless • Affordable • Simple**

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Website, social media, and contact information

# Welcome to **401KInABox!**

We're excited to have you onboard with us. Our goal is to make your onboarding process as easy as possible by supporting you every step of the way.

Established in 2017, the 401KInABox platform commits to a seamless, affordable, and simple online service process for clients and advisors. Recordkeeping, payroll, and administration services are all fully integrated. That means 401KInABox provides a 100% bundled experience, allowing retirement plans to be managed with ease.

Included in this package are guides for signing up with 401KInABox. The guides assist Financial Advisors to create an advisor account, Financial Advisors to create a Client account, and New Clients to create an account.

If you have any questions about the guides or need further assistance with signing up, feel free to contact us [by email](#) or [phone located here](#).

**Happy Onboarding!**



**How to:**

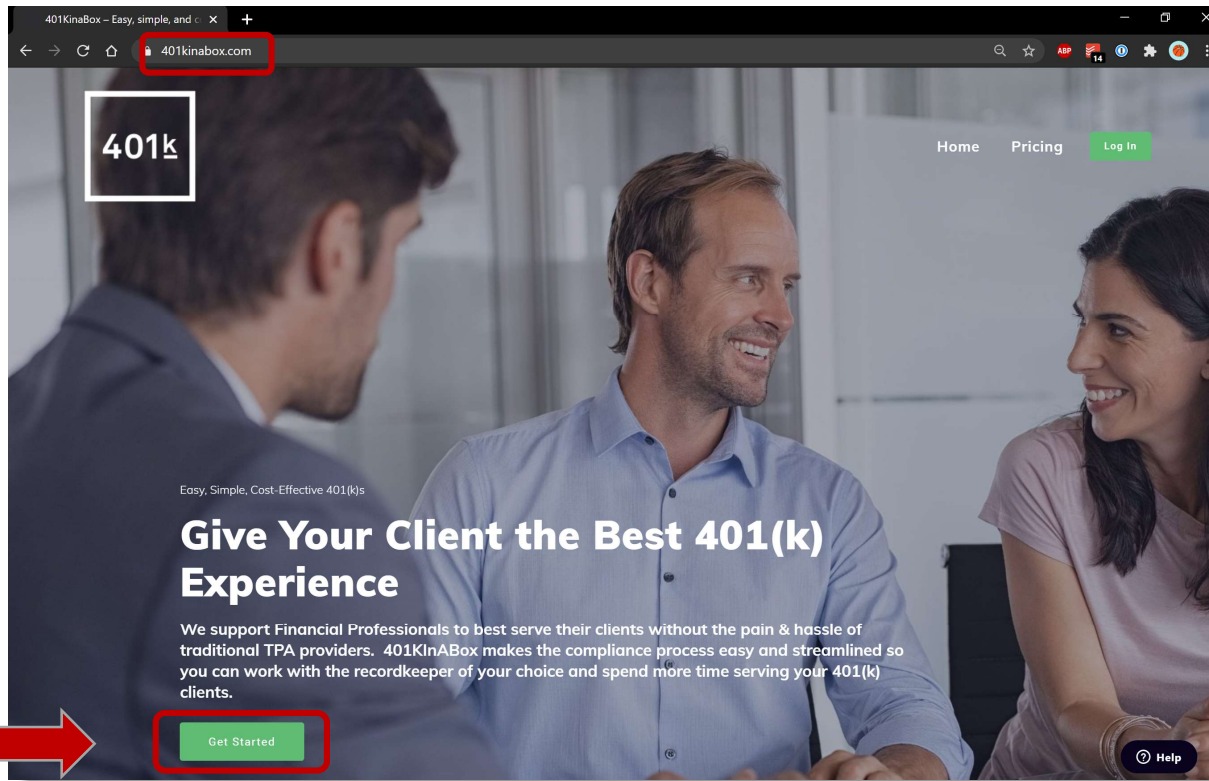
# **Create a Financial Advisor Account for 401KInABox**

**A step by step guide**



# Step 1

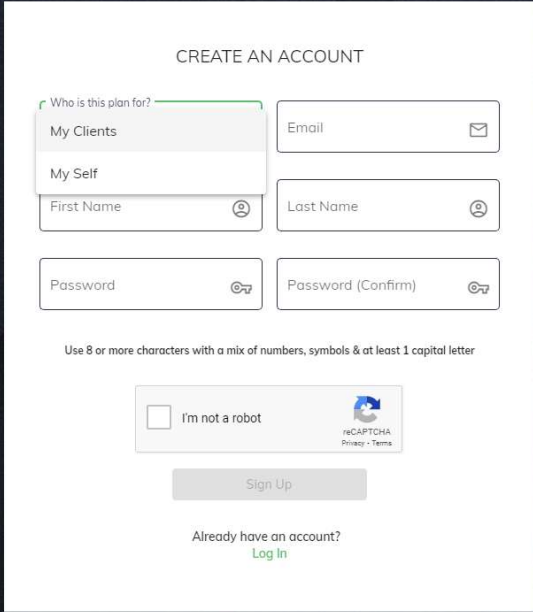
Go to <https://www.401kinabox.com> and click on the **Get Started Button**



# Step 2

In the first section 'Who is This Plan For?', select the option 'My Clients'.

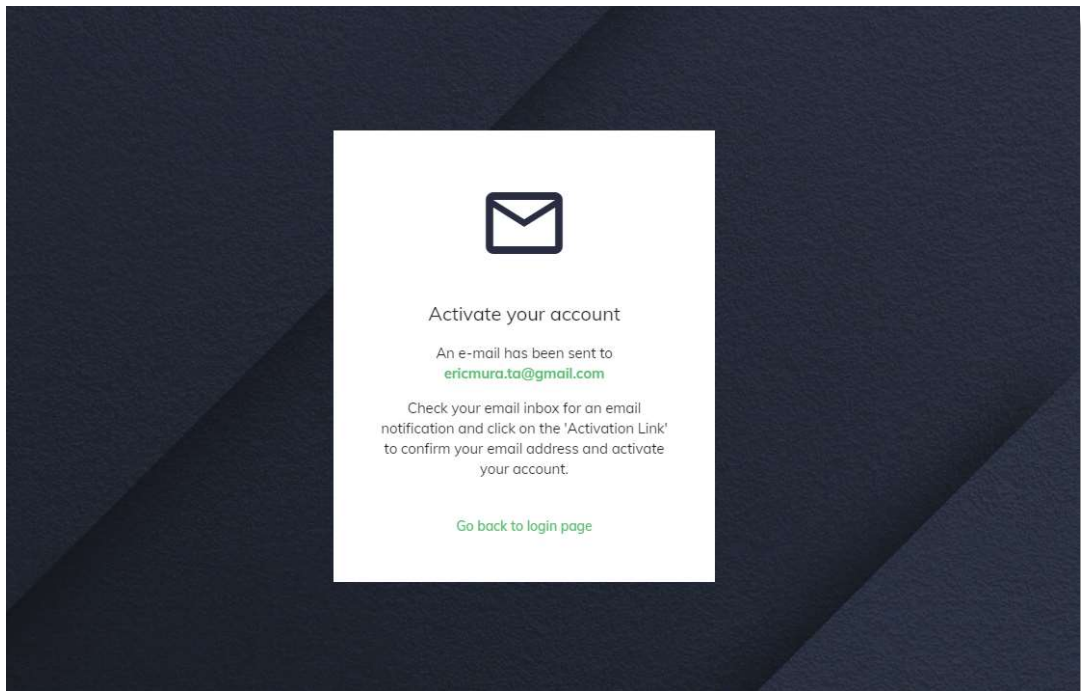
Fill in the remaining fields and click **Sign Up**.



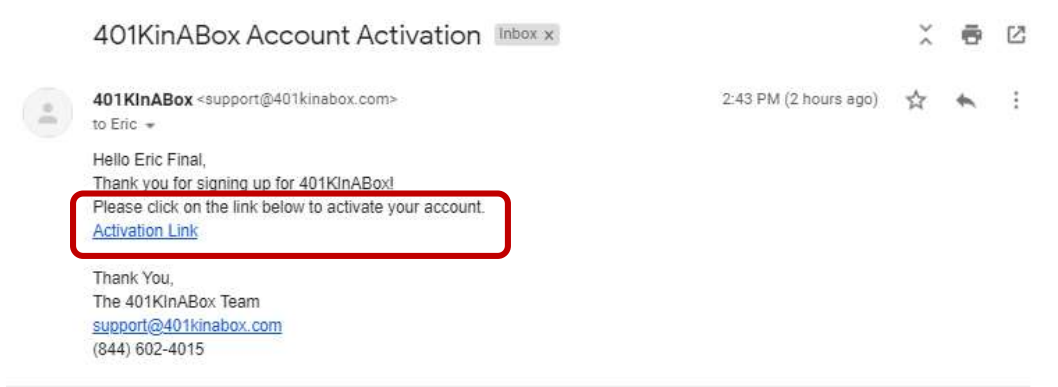
The screenshot shows a 'CREATE AN ACCOUNT' form. At the top, it says 'CREATE AN ACCOUNT'. Below this is a dropdown menu labeled 'Who is this plan for?' with two options: 'My Clients' (selected) and 'My Self'. To the right of the dropdown is an 'Email' input field with an envelope icon. Below the dropdown are 'First Name' and 'Last Name' input fields, each with a person icon. Below these are 'Password' and 'Password (Confirm)' input fields, each with a key icon. A note below the password fields reads: 'Use 8 or more characters with a mix of numbers, symbols & at least 1 capital letter'. Below the note is a CAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom of the form is a 'Sign Up' button. Below the button, it asks 'Already have an account?' with a 'Log In' link.

# Step **3**

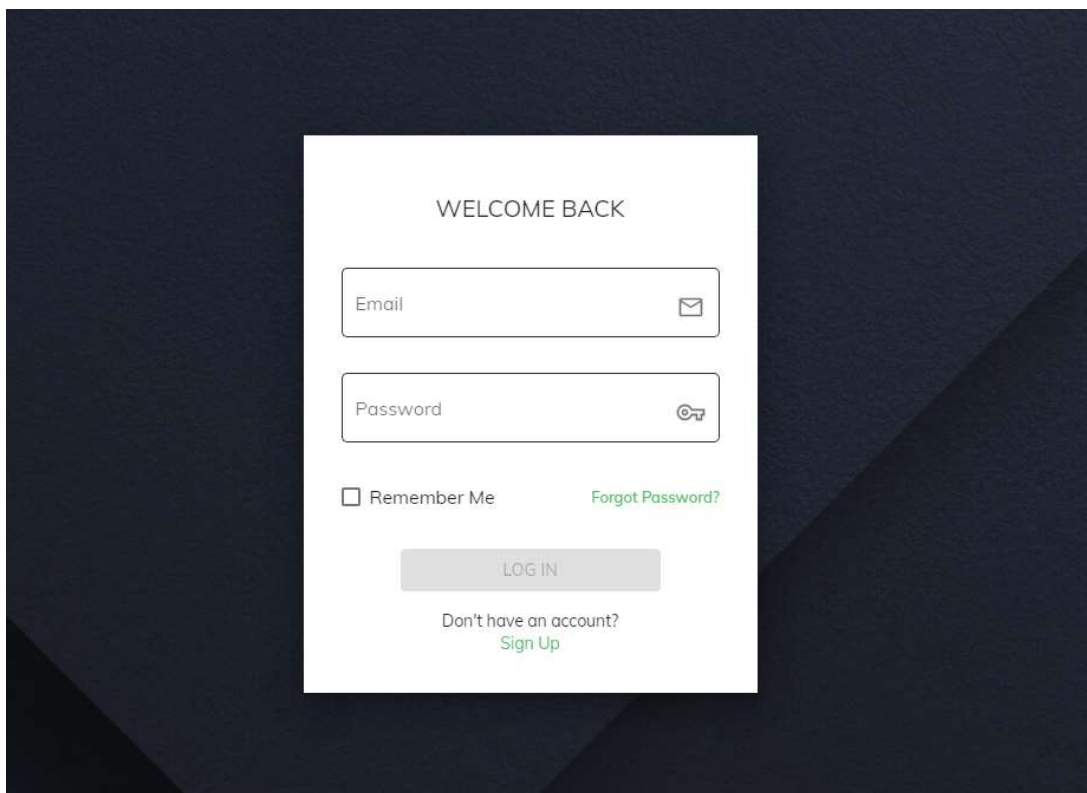
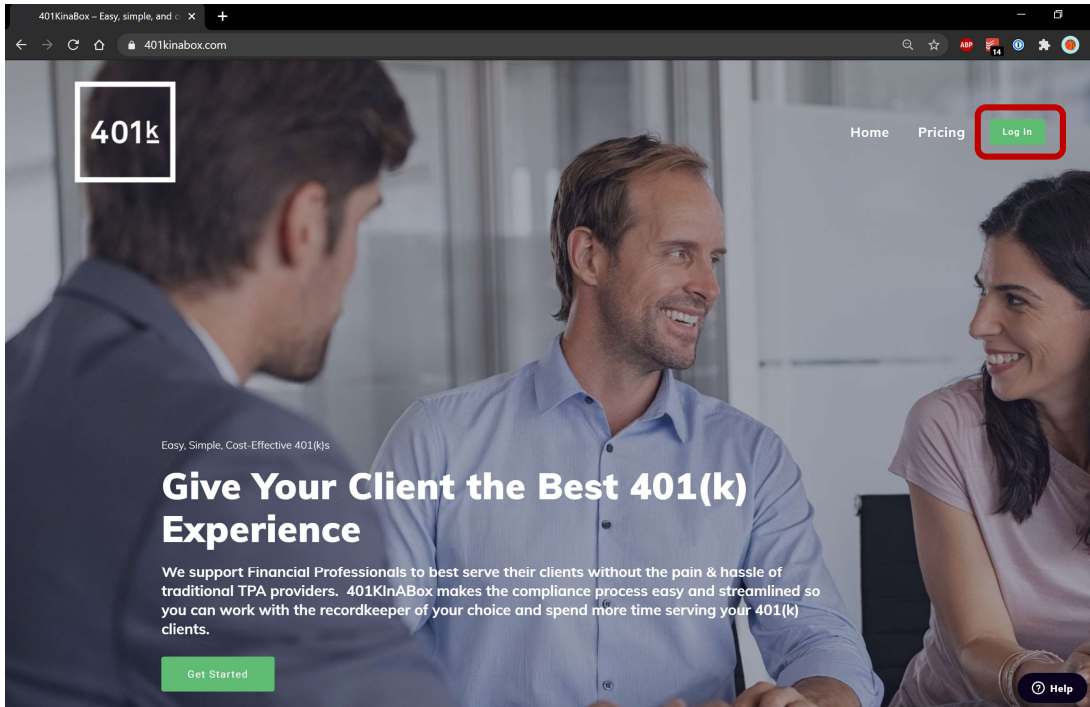
**An Account Activation email will be sent the address used to create your financial advisor account.**



**Please click on the 'Activate Email' link in your email to activate your account.**



**Return to the Login page at <https://www.401kinabox.com>. Enter your e-mail and password and **Sign In**.**





# Step 4

You are now logged in as an advisor. You may [1] set up a plan for a client by clicking on 'Add New Plan' or [2] view a current mutual client by clicking on the business name entry.

The screenshot shows a dashboard interface for an advisor. At the top right, the user is logged in as "Eric Murata". The dashboard title is "Dashboard". Below the title is a search bar with the placeholder text "Type Keyword & Hit Enter". To the right of the search bar is a green button labeled "Add New Plan" with a dropdown arrow. Below the search bar is a table with two columns: "Business Name" and "EIN". The table contains two rows of data. A red box highlights the entire table area. Another red box highlights the "Add New Plan" button. At the bottom right of the table, there is a pagination control showing "Items per page: 20" and "1 - 2 of 2" with navigation arrows.

Business Name	EIN
JH Safe Harbor Set-up 091520	12-3456789
Eric Client Sign-Up Test 091720	12-3456789

**How to:**

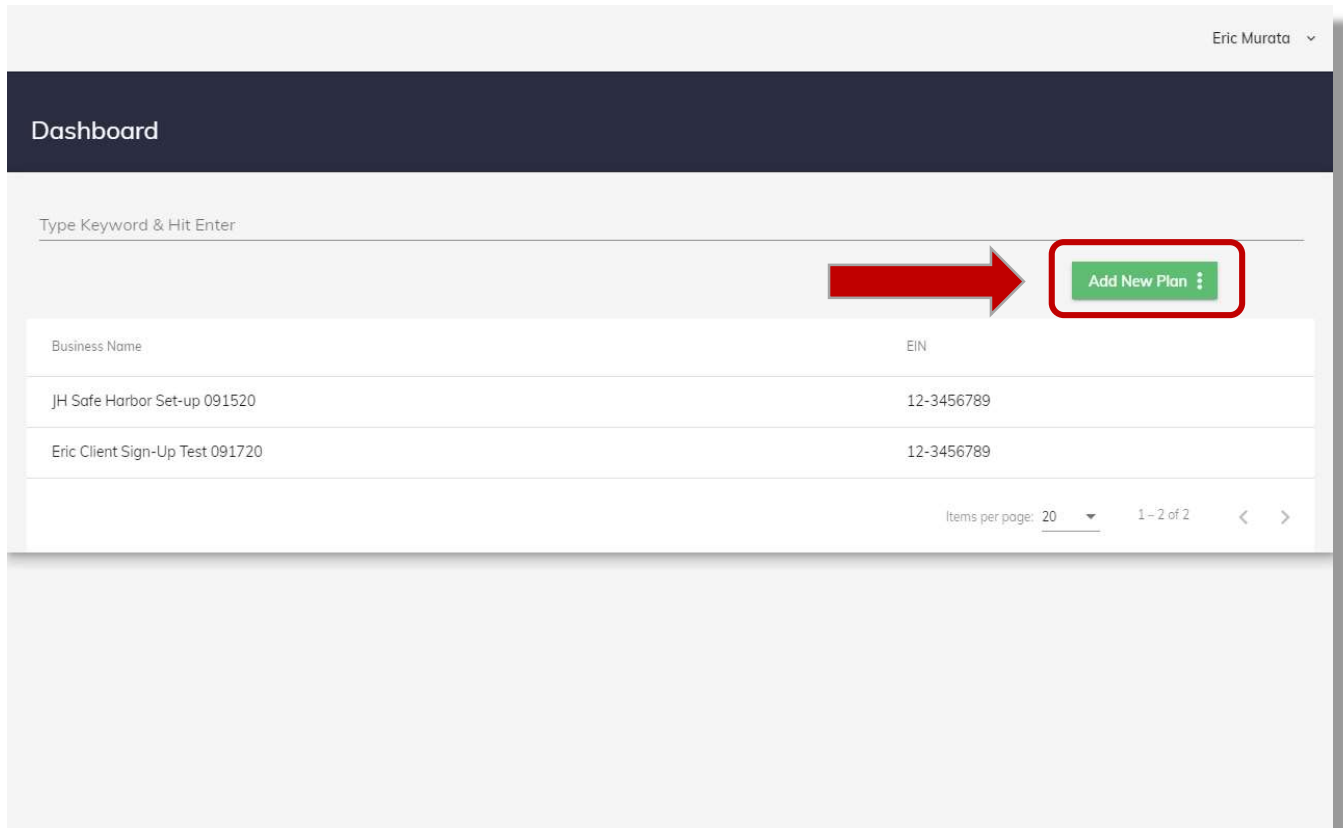
# **Set up a Plan for a Client in 401KInABox**

**A step by step guide  
for a Financial Advisor**



# Step 1

Log into your Financial Advisor account and on the Dashboard screen, click on the 'Add New Plan' and select the type of plan you would like to start from the drop-down menu .



The screenshot shows a dashboard interface for a Financial Advisor. At the top right, the user's name "Eric Murata" is displayed with a dropdown arrow. Below this is a dark blue header with the word "Dashboard" in white. Underneath the header is a search bar with the placeholder text "Type Keyword & Hit Enter". To the right of the search bar is a green button labeled "Add New Plan" with a dropdown arrow, which is highlighted with a red rectangular box. A large red arrow points from the search bar area towards the "Add New Plan" button. Below the search bar is a table with two columns: "Business Name" and "EIN". The table contains two rows of data:

Business Name	EIN
JH Safe Harbor Set-up 091520	12-3456789
Eric Client Sign-Up Test 091720	12-3456789

At the bottom right of the table, there is a pagination control showing "Items per page: 20" with a dropdown arrow, and "1 - 2 of 2" with left and right navigation arrows.

# Step **2**

**Complete section by filling in the client information and click [Save & Next](#) at the end of each section to save the progress of your work. By pre-filling this sign-up process, you will be creating an account for your client ([see Step \[3\]](#)). Complete each section except for the '[Contract](#)' & '[Payment](#)' sections, which will be finalized by your client when they log into their account and complete the sign up process.**

The screenshot displays a web interface for a client sign-up process. At the top right, the user's name "Eric Murata" is visible. Below this is a horizontal progress bar with five tabs: "Demographics", "New Plan or Existing Plan", "Plan Design", "Contract", and "Payment". The first three tabs are grouped within a red rectangular box. The "Demographics" tab is currently active, showing a vertical progress indicator on the left with steps 1 through 6. Step 1, "Company", is the current step and contains a text input field labeled "Business Name \*" and a green "Next" button. Steps 2 through 6 are listed below but are not yet active.

# Step **3**

**Upon completing the 'Client Account Set-Up' section in the 'Demographics' category, the application will automatically send a welcome & account activation e-mail to the e-mail address you specify. The e-mail will include a client log-in and auto-generated password, allowing them to log in and complete the sign-up process. Your client will complete the sign-up process you pre-filled by providing their signature and remitting payment (see the [Client Sign-Up Guide for more information](#)).**

The screenshot displays a web application interface with a user profile 'Eric Murata' in the top right corner. A horizontal navigation bar contains five steps: 'Demographics', 'New Plan or Existing Plan', 'Plan Design', 'Contract', and 'Payment'. Below this, a vertical progress indicator shows six steps: '1 Company', '2 Address', '3 Client Account Set-Up', '4 Owners Info', '5 Trustee', and '6 Company Info'. The '3 Client Account Set-Up' step is highlighted with a red rounded rectangle. Inside this step, there are three input fields: 'First Name \*', 'Last Name \*', and 'Email \*'. Below these fields are two green buttons labeled 'Previous' and 'Next'.

# Step 4

**After finishing pre-filling the sign-up process, the client name & Plan will appear on the Financial Advisor **Dashboard**.**

**The status of the Set-Up process for each client can be tracked on the **Dashboard**.**

The screenshot shows the Financial Advisor Dashboard interface. At the top right, the user name "Eric Murata" is displayed. Below the header, there is a search bar with the placeholder text "Type Keyword & Hit Enter" and a green "Add New Plan" button. The main content area contains a table with the following data:

Business Name	EIN		
JH Safe Harbor Set-up 091520	12-3456789		
Planname	Planstatus	Setupstatus	Plantype
JH Safe Harbor Set-up 091520		ContractInfo	401(k)
Eric Client Sign-Up Test 091720	12-3456789		

At the bottom right of the table, there is a pagination control showing "Items per page: 20" and "1 - 2 of 2" with navigation arrows. The "Setupstatus" column header and its corresponding data cell "ContractInfo" are highlighted with a red rectangular box.

**How the:**

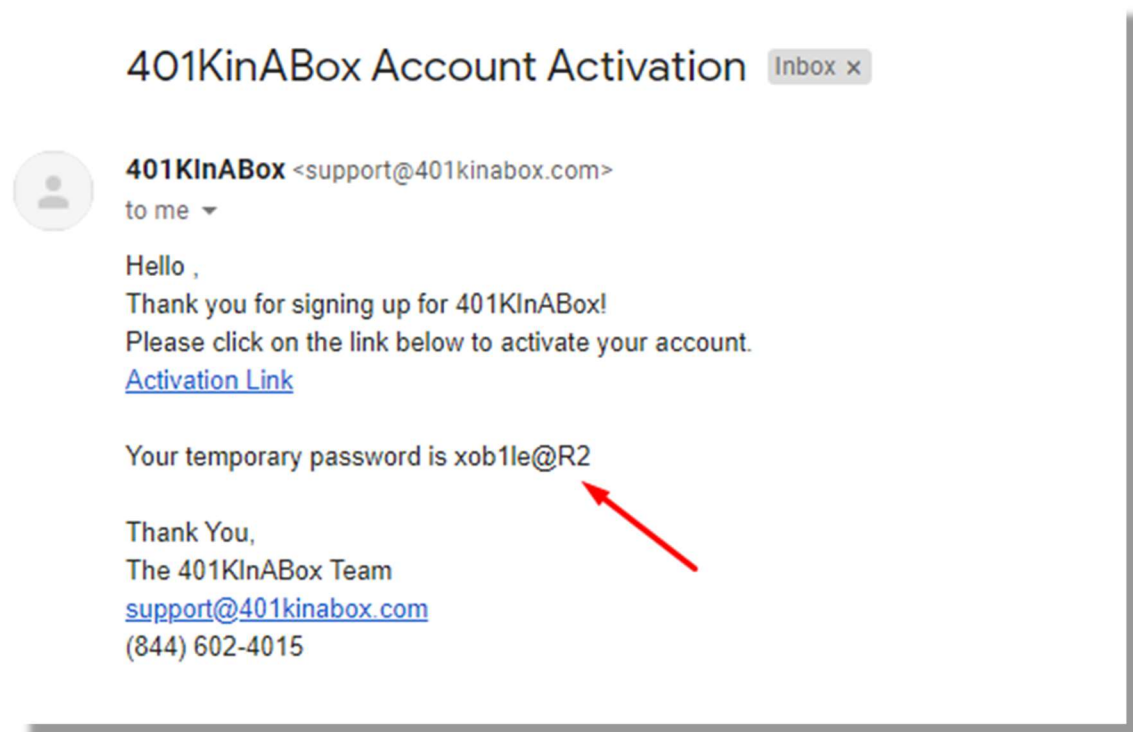
# **Plan Sponsor Completes the Sign-Up for 401KInABox**

**A step by step guide for  
New Clients**



# Step 1

**The application will automatically send the Plan Sponsor an account activation e-mail once the Financial Advisor begins the Plan set-up process. Once the email is received, the Plan Sponsor will activate the account by clicking on the Activation Link and log into 401KinABox using the email address and default password.**





# Step **2**

Once logged in, you will be able to see your plan. Click on the Plan to navigate to the Dashboard.

The screenshot shows a user interface for a dashboard. At the top right, the user name "Eric Client Test Murata" is displayed. Below this is a dark blue header with the word "Dashboard". A search bar with the placeholder text "Type Keyword & Hit Enter" is located below the header. To the right of the search bar is a green button labeled "Add New Plan". Below the search bar is a table with two columns: "Business Name" and "EIN". The first row of the table is highlighted with a red border and contains the text "Eric Client Sign-Up Test 091720" under "Business Name" and "12-3456789" under "EIN". Below this is a table with four columns: "Planname", "Planstatus", "Setupstatus", and "Plantype". The first row of this table is highlighted with a red border and contains the text "Eric Client Sign-Up Test 091720" under "Planname", "FinAdvisor" under "Setupstatus", and "401(k)" under "Plantype". At the bottom right of the table, there is a pagination control showing "Items per page: 20" and "1 - 1 of 1".

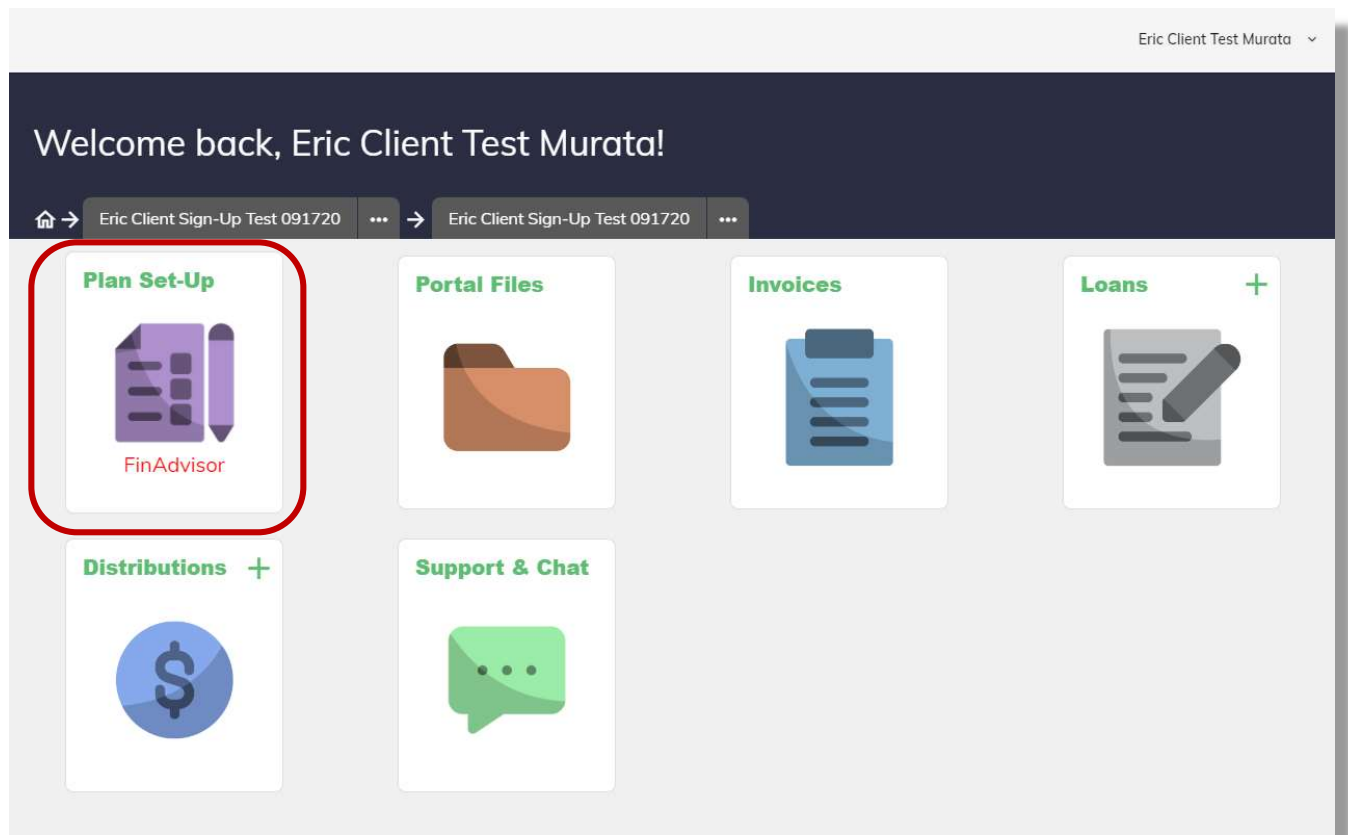
Business Name	EIN
Eric Client Sign-Up Test 091720	12-3456789

Planname	Planstatus	Setupstatus	Plantype
Eric Client Sign-Up Test 091720		FinAdvisor	401(k)

# Step **3**

On the **Dashboard**, click on the **Plan Set-Up** Tile to view the pre-filled sign up process started by the **Financial Advisor**.



# Step 8

**Review the sections completed by the Financial Advisor for accuracy and proceed to the **Contract** and **Payment** sections.**

Eric Murata ▾

Demographics   New Plan or Existing Plan   Plan Design   Contract   Payment

1 Company

Business Name \*

Next

2 Address

3 Client Account Set-Up

4 Owners Info

5 Trustee

6 Company Info

# Step 9

**In the Contract section, read & agree to the Terms & Conditions and sign**

Eric Client FN Eric Client LN

Welcome back, Eric Client FN Eric Client LN!

Eric FA SH Test 091720 → Eric FA SH Test 091720

Demographics New Plan or Existing Plan Plan Design Financial Advisor **Contract** Payment

1 Terms and Conditions

Business Name: Eric FA SH Test 091720 Date: 9/21/2020

Please read the Terms and Conditions

401k  
TERMS AND CONDITIONS

Eric Client FN Eric Client LN

Welcome back, Eric Client FN Eric Client LN!

Eric FA SH Test 091720 → Eric FA SH Test 091720

Demographics New Plan or Existing Plan Plan Design Financial Advisor **Contract** Payment

Terms and Conditions

2 Electronic Signature

Please sign using your mouse or touch pad

FEW

Clear Signature

I consent to the use of my electronic signature by 401kInABox™ for the purpose of the Contract, Plan Document, and Record Keeper agreement only.

Previous Next

# Step 10

**Remit Payment.** Once payment is remitted, 401KInABox will begin work on the plan documents.

Eric Client FN Eric Client LN

Welcome back, Eric Client FN Eric Client LN!

Eric FA SH Test 091720 → Eric FA SH Test 091720

Demographics New Plan or Existing Plan Plan Design Financial Advisor Contract Payment

Accepted credit cards

Credit Card Type  
Visa

First Name \* John Last Name \* Doe

Credit Card No \*  
123456789

Month 1 Year 2023 CVV \*

# Step 11

Once the plan documents are generated, the client will receive an e-mail with instructions on how they may log-in and retrieve them from 401KInABox. They will have a few pages from the adoption agreement to sign to execute the agreement.

## Connect with Us



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For additional help & resources

**success.401kinabox.com**



Email

**sales@401kinabox.com**



Call

**(844) 602-4015**