

Retirement Program Assessment

The Retirement Program Assessment is a questionnaire that you can use with retirement plan clients during the service provider search process. The purpose of the assessment is to identify the retirement program's strengths and weaknesses from the client's perspective. In addition, it can also help you understand the client's priorities as it relates to the retirement program.

Note: This document is "unprotected" to allow you to customize the content as you see fit.* If you will be asking your client to complete this assessment electronically, you can make it easier for your client to mark the checkboxes by "protecting" the document.

To protect the document, follow these steps *after* you've customized the content:

1. Go to the "Tools" or "Review" menu
2. Select "Protect Document"
3. Choose "Restrict Formatting and Editing"
4. Under #2, check, "Allow only this type of editing in the document." Then, from the drop-down menu select, "Filling in forms."
5. Under #3, click "Yes, Start Enforcing Protection"
6. Enter a password if desired
7. Save the document

If you need to make changes after you've protected the document, you can unprotect the document by going back to "Tools" or "Review." Select "Protect Document," then "Restrict Formatting and Editing." At the bottom of the window, select "Stop Protection." This will allow you to make changes again.

If you do not want to protect the document, you may also instruct your client to double-click on checkboxes to change the default value to "checked."

*The Principal Financial Group® is not responsible for the use of or changes to the resources in this guide. Please consult your legal and compliance areas to confirm that your use of these resources is appropriate, that they contain the appropriate disclosures for your business, that they have been approved by any necessary third parties (e.g., FINRA, or other regulators) and are appropriate for the intended use and audience.

