



New Enhancements Available January 7, 2011

Focus: Fee Schedule

You gave us feedback and we listened! Transamerica Retirement Services has made the appropriate system enhancements that will make it easier when including your TPA firm's fees into Transamerica proposals. Now, you only need to enter fees once.

Integrating your firm's fees into Transamerica proposals is a very easy process. We have a special form available on our website, www.TA-Retirement.com, which will help you through the process. Please follow the steps below:

- Log on to www.TA-Retirement.com.
- Navigate to the *TPA Tools and Resources* menu.
- Choose *TPA Profile* and proceed to the *Administration Fees* section.
- On the screen, please enter the effective date of the fees.
- Next, please provide the fees that you would like to include in Transamerica proposals. You may enter any comments or details for those fees in the adjacent *Additional Details box*.
- If you have any services or fees that do not fit into the form, you can add those under section titled "*Any Added Services Not Listed Above.*"
- When your fees have been added, click on the *Update Fee Profile* button.
- To ensure accuracy, you will be brought to a page where you can review all of the information provided.
- Next, click on "*Confirm*" to finalize the submission.
- Finally, you will receive a confirmation page that you may print for your records.

If you have any additional question or need assistance, you can contact your Development Manager or *TPAConnect*SM at (877) 398-7526 or email tpaconnect@transamerica.com.

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*TPAConnect*SM is available at (877) 398-7526 Monday through Friday from 9 a.m. through 8 p.m. Eastern Time.