



How to approve investment lineups
and plan-level asset allocation models.



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Now that your Registered Investment Adviser (RIA) is set up to provide recommendations regarding your investment lineup and/or asset allocation models for your retirement plan, you'll need to know how to review and approve recommendations.

Your RIA will notify you of an investment change and instruct you to validate the change on your plan's website. Simply follow the three steps below.

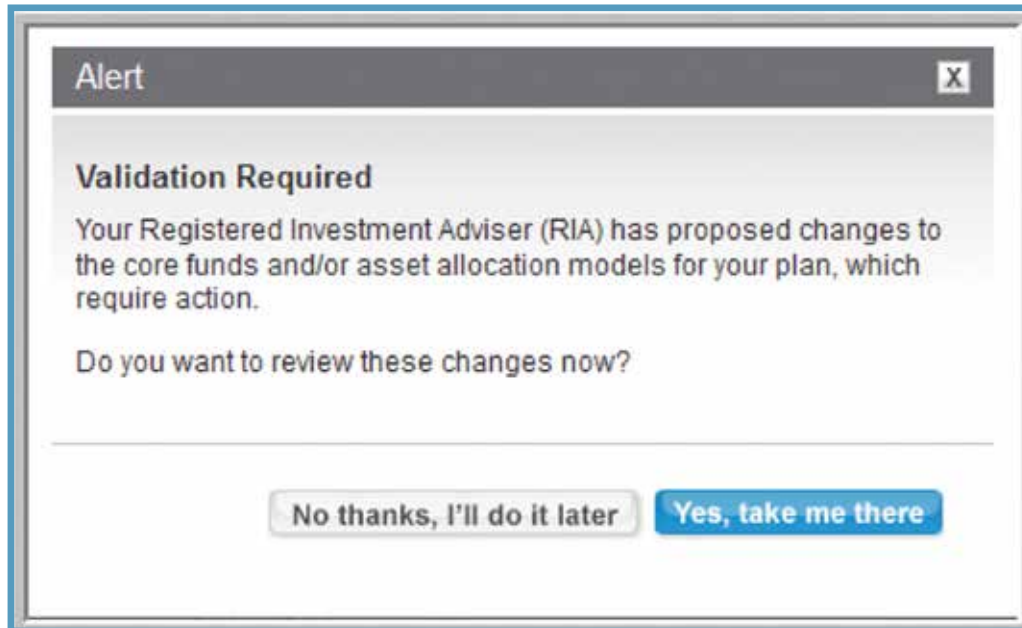
1

Log into the Investor Service Center.

You're required to log into the Investor Service Center at nationwide.com/planlogin to approve or reject your RIA's instructions prior to the changes being processed.

If you do not have a username and password, select "Don't have an account yet? Sign up" and follow the step-by-step instructions.

After you log in, you'll see the "Alert" screen. Click on the "Yes, take me there" button, to be taken to the "RIA Advice Validation" screen.



2

Review proposed changes from your RIA.

The “RIA Advice Validation” screen allows you to review each change your RIA has proposed. Click on the “Review Item” link to review full details.

RIA Advice Validation

RIA Advice Validation

To review information about status changes and validate (or reject) changes proposed by your RIA, click the **Review Item** link for the appropriate core fund or asset allocation model. All items with the **Review Item** link or icon are available for review.

Plan Item Validation Status

Plan Item Option	Status	Advisor Submitted Date	Plan Sponsor Status	Plan Sponsor Validation Date	Transaction Process Date	Advisor Deleted Date
Conservative Model	In Process	05/20/2015	Review Item	Awaiting	--	--
Core Funds	In Process	05/22/2015	Approved	05/22/2015	05/29/2015	--

This screen shows you the individual recommendations.

Validate Model

Review your RIA's proposed new asset allocation model changes below

To validate these changes click the **Approve** button. If you do not approve of the changes, click the **Reject** button

Model

Model name: Demo 1

Model Allocations

Current Model Allocation

Fund Name by Asset Class	Allocation
Balanced (2 funds)	100%
NW Inv Dest Mod Inst	50%
NW Rfamt Inc Inst	50%
Cash (0 funds)	0%
Bonds, Long-Term (0 funds)	0%
Bonds, Short-Term (0 funds)	0%
Stocks, International (0 funds)	0%
Stocks, Large-Cap (0 funds)	0%

Current Allocation Chart

Rejected

3

Approve or reject changes.

Once you have reviewed changes and set the process date, click “Approve.”

Investment options that are new to your plan require 10 business days’ advance notice.

The screenshot shows a dialog box titled "Availability of Changes". It contains the following text: "Please contact your RIA once you approve and set the process date for the changes, which in some cases require at least ten business days. Your RIA will receive notification once you approve or reject the changes." Below this text is a date input field labeled "Effective date for model changes:" with the value "05/20/2015" and a calendar icon. Underneath is a section titled "Electronic Signature (Fiduciary Responsibility)" with a checked checkbox and the text: "By checking this box, I certify that I understand my responsibilities concerning management of the core funds list and/or for the creation and management of asset allocation model(s), including (but not limited to) populating asset classes with funds that may have redemption fees, trade restrictions and financial impact to affected participants. Even though participants are responsible for selecting investments that best suit their needs and risk tolerance, I have the fiduciary responsibility for the core funds list and/or the asset allocation models." At the bottom, there are four buttons: "Cancel", "Cancel approved changes", "Reject", and "Approve". The "Approve" button is highlighted with a red box.

If you click “Approve,” a new screen appears to confirm your action for each proposed change. When you click “Yes” your RIA will receive an alert on the Nationwide website. Please remember you must review and approve or reject each proposed change independently.

The screenshot shows a confirmation dialog box titled "Approve" with a close button (X) in the top right corner. The text inside reads: "If you approve, the changes will be effective after the process date, which in some cases requires at least ten business days. We will post your approval so your RIA can view changes before the effective date. Please contact your RIA when you approve the changes." Below this is the question "Are you sure you want to approve these changes?". At the bottom right, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red box.

If you have any questions,
contact your RIA or your
Nationwide[®] representative.



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Call us at **1-800-626-3112**.
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