



New Enhancements Available January 7, 2011

Focus: TPA Firm Profile

You gave us feedback and we listened! Transamerica Retirement Services has made the appropriate system enhancements to give Third Party Administrators additional options for showcasing your firm by including a profile in all Transamerica Proposals.

Integrating your firm's profile 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 *Firm Profile* option.
- Next, In the *Upload File* section, Click the browse button and select the file that you want to provide (Note: the file format must be Word Format (97-2003)). You can also enter any comments in the Comment box.
- Next, click on "*Confirm*" to finalize the submission and upload your file.
- 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 *TPAConnect*SM via telephone 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.