

Guided Payroll



Your direct connect to **EMPOWER**
RETIREMENT™

TRAINING CHECKLIST

Review Plan Document & Sign Adoption Agreement

Schedule and Attend Training

Complete Plan Service Center Contact Form

Provide Pay Frequency & First Paycheck Date In January

Detail review of Instructional video

Add Bank Account to Empower Plan Service Center (PSC) Account**

*Unique Emails are required by Empower.

Your email must include your name and only accessible by you.

Example: name@fbcsample.org or jsmithfbcsample@gmail.com

** This can be accomplished after you receive your login credentials from Empower.

