

# New Principal Direct Connect Service

## Making Pension Management *Easy and Efficient*

Principal Direct Connect service, a web-based management platform allows employers to electronically **prepare remittance statement, add new member, update member salary and member termination status**. Its user friendly features help employers to eliminate sending paper forms to Principal and to avoid costly calculation errors, also reduce the time and paperwork associated with pension scheme administration. Pension administration need not be a hassle!

### Provides you with track record and security control

You will receive an **acknowledgement of receipt** with reference number via e-mail when your instruction is successfully submitted and **summary report** of each instruction would be available.

Principal has adopted comprehensive security measures to safeguard your use of our Internet Service. We are constantly upgrading our computer system with the latest security software.

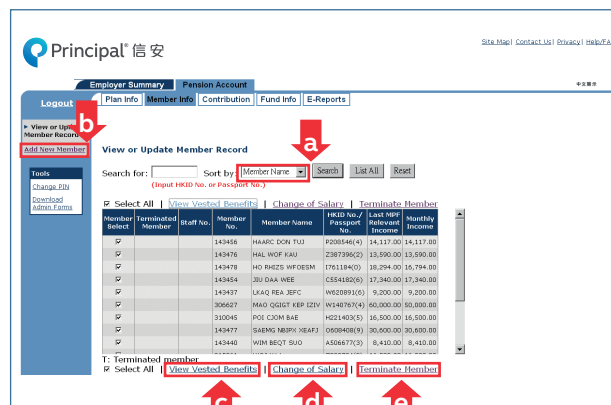
### Functions Highlight:

1. View or Update Member Records
2. Add New Member
3. Change of Salary
4. Terminate Member
5. Prepare Remittance Statement
6. Summary Report and Notification

## 1) View or Update Member Records

In this page, you could view member vested benefits and modify member records including add a new member, change salary and terminate member.

- (a) Employee records can be sorted by name, member number, HKID/passport number or staff number.
- (b) Click “Add New Member” to add a member.
- (c) Select members and click “View Vested Benefits” to view a member’s length of service with your company and vested benefits as of the latest valuation day.
- (d) Select members and click “Change of Salary” to modify member salary.
- (e) Select members and click “Terminate Member” for member termination.



## 2) Add New Member

Input all the required information for the new employee. This system will check whether you have entered all the details required to set up a record for a new employee.

Details of new employees can be submitted with this easy-to-use template.

Note: Please remind your new employee to submit Membership Enrolment Form for indication of investment direction to Principal. If Membership Enrolment Form is not received or is not completed in investment details, the trustee will invest all contribution in the Default fund.

