

Agenda



- **1.** Introductions
- 2. Program Overview
- **3.** The Shopping Experience
- **4. Program Administration**
 - **a.** Eligibility Process
 - **b.** Deduction Process
 - **c.** Remittance Process
 - d. Missed Deductions
- **5.** Program Administration FAQ
- **6.** Communications
- 7. Q&A



Purchasing Power Benefit Description



Purchasing Power is a purchase program sponsored by your employer or organization that offers a better way to buy the brand-new, brand-name products you want.

You'll find the shopping experience is very similar to other online retailers. While it's not a discount program, you get the convenience of paying for your purchases over time through automated payments. And unlike with layaway programs, Purchasing Power allows you to receive your order up front.

Buy today, pay over time



Sign up for free online



Shop thousands of brandname products





Receive your order up front Pay over time, directly from your paycheck or allotment

Employee Participation Requirements

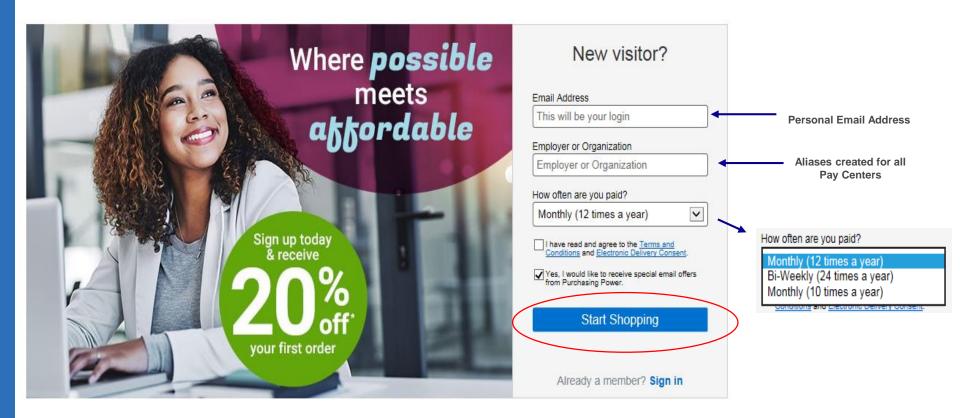


- You must be at least 18 years of age.
- You must be a full-time active employee of University System of Georgia for at least 12 months.
- You must earn at least \$20,000 a year.
- You must have a bank account or credit card (to be used in case of non-payment via payroll deduction).



Account Registration





Viewing Products



Flexibility. Without the complexity.

Shop thousands of brand-name products today. Your order ships right away but you get to pay over time, right from your paycheck -- with no credit checks, hidden fees, or interest.

View Products



Shop All Departments ✓

- ii Dads & Grads
- New Arrivals
- Best Sellers
- Clearance

Computers & Electronics

Home, Furniture & Patio

Appliances

TV & Entertainment

Fashion & Accessories

Sports, Fitness & Rec

Toys, Baby & Kids

Luggage & Travel

Health & Beauty

Auto & Home Improvement

Education







Shop our Brands













Specialty Shops







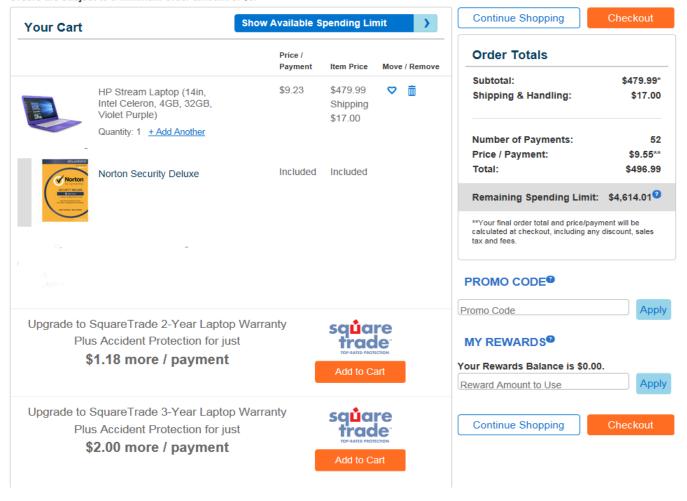


Placing An Order



Step 1: Add Item to Cart

Orders are subject to a minimum order amount of \$0.



Placing An Order (cont.)



Step 2: Eligibility Verification

ields marked * are required.		
Name		
Legal name used by		
First Name*		
Diana		
Middle Initial		
Last Name*		
Ross		
Month and year you joined Month* March Year*	✓	
Social Security Number Wi	<u>y?</u>	
Social Security Number without of	lashes *	
Eligibility ID		
Unique ID number used by	to individually identify you.*	

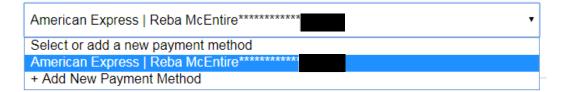
Placing An Order (cont.)



Step 3: Back-up Payment and Order Repayment Terms

Backup Payment Method required

We use this only if we can't process your regular payment.



Duration of Payments required

Select a payment term.

12 Months | 26 Payments of \$33.63 Each
6 Months | 13 Payments of \$67.25 Each
12 Months | 26 Payments of \$33.63 Each

Placing An Order (cont.)



Step 3: Confirm Order and Accept Customer Agreement

Order Totals	
Subtotal:	\$999.99
Shipping & Handling:	\$17.00
Sales Tax:	\$57.19
Promo Code Savings:	-\$200.00
Price / Payment:	\$33.63
Number of Payments:	26
Total:	\$874.18

Place Order

FEDERAL TRUTH-IN-LENDING DISCLOSURES ANNUAL FINANCE Amount Financed Total Of Payments Total Sale Price PERCENTAGE CHARGE The amount of credit The amount you will have The total cost of your RATE The dollar provided to you or on paid when you have made purchase The cost of your amount the your behalf. all scheduled payments. on credit, including your credit as a yearly credit will cost you. payment of \$0.00 0.0 % \$0.00 \$874.18 \$874.18 \$874.18 Payment Schedule

☐ I have read and agree to the <u>Customer Agreement</u>, <u>Terms & Conditions</u> and <u>Electronic Delivery Consent</u>

In the Purchasing Power Retail Installment Sales Contract/Retail Installment Sales Agreement ("Contract" or "Agreement") the words "you" and "your" refer to any person who signs this Agreement ("Buyer"). The words "we", "us", "our" and "ourselves" refer to Purchasing Power, LLC or its assignees.

- Promise to Pay. In return for delivering the purchased goods and/or services (your "Account"), you agree to
 pay us for the entire amount of the purchase (the "Total Sale Price" as disclosed in the FEDERAL TRUTH-INLENDING DISCLOSURES, as well as any/all other authorized fees and charges, as mentioned below,
 according to the terms of this Agreement.
- 2. When Effective. Your signature to this Agreement is your consent to the terms of this Agreement and acknowledgement of delivery of a copy of this Agreement to you. Therefore, before you sign this Agreement, you should read this entire Agreement, which includes terms and conditions relating to the voluntary payroll deduction program and shopping services as well as the FEDERAL TRUTH-IN-LENDING DISCLOSURES. This Agreement will become effective immediately upon your delivery to us of the Agreement, via the internet
- I have read and agree to the <u>Customer Agreement</u>, <u>Terms & Conditions</u> and <u>Electronic Delivery Consent</u>







File Types and File Transfer Flow

Purchasing Power File Administration for USG

Employee Eligibility (Census File Data)

Alight will create and deliver an eligibility file to Purchasing Power each week on Wednesday detailing all employees under the OneUSG, Augusta University, UGA and GA Tech pay centers who are eligible for participation in the program.

3. Remittance File

Each Pay Center (OneUSG, Augusta University, UGA and GA Tech) will submit a remittance file to Purchasing Power after each pay cycle for Bi-Weekly and Monthly paid employees as confirmation of deductions withheld. The remittance data will be used to update the employee Purchasing Power accounts.

All files delivered to or from Purchasing Power are delivered via secure file transfer.

SFTP

Or

HTTPS

2. Payroll Deduction File

Purchasing Power will send Alight a weekly deduction file detailing all employees who have placed new orders or had changes to their existing payroll deductions. Alight will send a "PIF" file to each pay center (OneUSG, Augusta University, UGA and GA Tech) for payroll processing according the existing schedule used today for current benefit deductions.

4. Remittance Payment

Each pay center will remit payment to Purchasing Power via ACH, Bank Wire or Check for deductions withheld each pay period.

ACH WIRE Purchasing Power

Eligibility File Process



- > USG pay centers will update employment data to Alight based on the current weekly process used for all benefits managed on the Alight platform.
- > Alight will send Purchasing Power an updated eligibility file weekly on Wednesdays for employees who are eligible for the Purchasing Power benefit.
- > Purchasing Power will use the weekly eligibility file from Alight to manage program participation.
 - Transfers from one institution to another
 - Pay Frequency updates
 - Changes in Employment Status (LOA or TRM)

Deduction File Process



- > Purchasing Power will send Alight a weekly deduction file on Tuesdays for all employees who have made new purchases or had changes to existing deductions.
 - Aggregated deduction amounts for all active orders with outstanding balances.
 - Stop deduction requests will be submitted to Alight when all orders have been paid in full.
 - Payroll calendars have been provided for each pay center to ensure appropriate deduction calculations are completed for BW/24; MT/10 and MT/12.
- > Alight will send a "PIF" to the pay centers for any new deduction requests or changes required for existing deductions on the upcoming payroll cycle.

Remittance File Process



- Each pay center will send a remittance file to Purchasing Power in accordance to the payroll processing schedules for the bi-weekly and monthly employee pay cycles.
- > Purchasing Power will use the remittance file data to update employee account balances within our database.
 - Employees have direct access to view their account statement detailing payment history through the "My Account" tab on their Purchasing Power account.
- Each pay center will remit payment directly to Purchasing Power via ACH or check for withheld deductions each pay cycle.

Missed Deductions



- <u>LOA</u> Alight will notify Purchasing Power via the eligibility file when an employee is on LOA (paid or unpaid). Purchasing Power will send the employee information regarding direct payment options but does not penalize the employee if no payment is made while on LOA. The deduction amount is recalculated and the employee will pay a higher deduction amount once they return to active status to ensure the order is paid in full according to the purchase term.
- <u>Partial Deductions</u> USG will not process partial deductions. If the employee does not have enough
 funds available in their paycheck for the full deduction amount to be withheld, USG will not process the
 deduction for that pay cycle and the deduction amount will be recalculated by Purchasing Power
 within 30 days.
- <u>Terminations</u> Alight will notify Purchasing Power via the eligibility file when an employee's status has been updated to Terminated. No further action is required by the pay center. Purchasing Power will work with the employee to make direct payments for the outstanding balance.



Program Questions from Employees



Customer Support

CUSTOMER SUPPORT

Contact Us

Frequently Asked Questions

Return Policy

Site Map

- Cancellation and Returns
- Tracking Package Delivery
- Program Information
- Order Assistance
- Website and Mobile Issues

Program Administration FAQ for HR, Benefits and Payroll



Review FAQ document created for HR, Benefits and Payroll Personnel

- Eligibility
- Deductions
- Order Processing
- Returns and Refunds



Launch communications timeline



Communication	Audience	Release Period	Release Date
Coming Soon email Generates anticipation and awareness to drive excitement about the new program	Employees	10 days prior to Launch	6/21/2018
Launch Flyer/Poster ○ Announcing new program and its launch to all employees. Flyers can be distributed to employees and poster can be hung in common areas.	Employees	Week of launch (Shipment will be sent to each USG location the week of 6/25/18)	7/2/2018
 Welcome Launch email Announcing new program and its launch to those with access to electronic communication 	Employees	Launch Day	7/2/2018
Launch Mailer O Announcing the new program and its launch to include the entire eligible population only, that may or may not have received the Welcome Email	Employees	7 to 10 days after Launch	7/11/2018

Main Promotional Campaigns

- Spring: March 15 April 15
- May Off-cycle: May 15 June 15
- Summer: July 15 August 31
- September Off-cycle: Sept 15 Oct 15
- Holiday: November 15 December 15
- Components of a campaign includes:
 - Promotional offer
 - Home mailer, flyer, posters
 - Email for Alight to send to USG employees







