

For employers

# Your workplace scheme toolkit

We have a number of items to help you set-up and manage your retirement savings scheme. We've split this into three sections based on what stage your scheme is at:



[Scheme design and set up](#)



[Helping your employees join the scheme](#)



[Looking after your scheme](#)



# Your workplace scheme



## Scheme design and set-up

The first step on your journey is to design and set-up your scheme. Your Aegon contact will be on hand to guide you through this stage. If you're using SmartEnrol to manage your auto-enrolment duties, we'll help you get up and running.

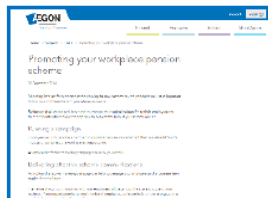
Employer welcome toolkit



Employer website



Employer support Webpage - toolkit



Help promoting your scheme



Data validation tool



Auto-enrolment support



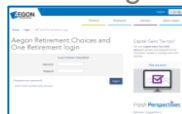
Aegon Retirement Choices (ARC) user guide



ARC demo



ARC login



### SmartEnrol support

SmartEnrol employer payments screens guide



Non-SmartEnrol employer member upload /contributions guide



SmartEnrol demo



SmartEnrol video



SmartEnrol login



# Your workplace scheme

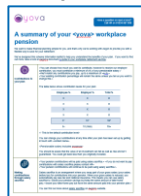
## Helping your employees join the scheme

You'll want to make the most of your scheme announcement so that your employees have enough information to make any decisions about becoming a member of your retirement savings scheme, here's some supporting material to help you with this.

Announcement communications



Scheme Information template



Illustration



ARC - Key Features



Employee website



Help promoting your scheme



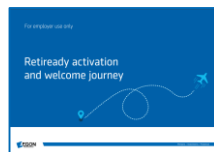
Introducing Retiready video



RR demo



Understanding the activation journey



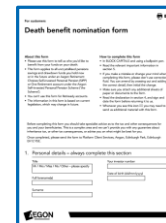
A guide to workplace savings



Managing your savings



Death benefit form



# Your workplace scheme

## Looking after your scheme

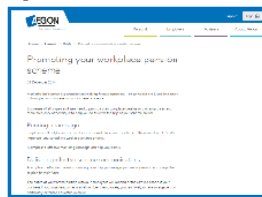
So you're up and running - what next?

We're here to support you and help with your ongoing scheme maintenance.

### Employer support Webpage - toolkit



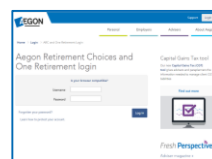
### Help promoting your scheme



### ARC user guide



### ARC login



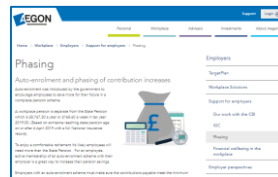
### SmartEnrol login



### Data validation tool



### Auto-enrolment support



## Employer Perspectives - content hub

