INGHAM
RETIREMENT GROUP
Retire for a Lifetime

Member of Alliance Benefit Group

How to Best Safeguard
your Retirement Plan Info

*Ingham Retirement Group recognizes the critical importance of safeguarding your data and your employees'
personal information. In an effort to comply with current regulations, guidance and industry standards regarding
data and cybersecurity, Ingham Retirement Group, has implemented the following improvements and
enhancements.*

Forms and Documents containing Personal Identifiable Information (PII)
must be transmitted in secure format.

Examples of PII are:
First and Last names in combination with social security numbers, addresses,
dates of birth and account numbers.

*Census data will no longer be accepted by fax or mailed in paper form.
If emailed it must be sent in one of the follow secure formats.
Enrollment forms sent in paper will have a $10 processing fee.*

Ingham has made available the following 5 secure delivery systems in preferential order.

Option 1. Data Validation Center - DVC Portal
Simple to use for clients to upload payroll information directly into the Plan Sponsor Portal on
Ingham Site. (Most Secure and Preferable for Census data only)

Option 2. Secure File Transfer Protocol - SFTP server
Can be used bi-directional to send files to client. We can assist client to setup an account for
SFTP transfer. Requires IT on both sides to configure for proper setup.
(most secure for everything other than Census files)

Option 3. EMAIL Large file send
Easy for client to use and receive and send large files. Administered from Ingham's email system to
send link to client for access to portal to add or download files. Can be secured with access key.

Option 4. EMAIL Send Secure
Send secure emails from Ingham's email system to clients with secure information. User will get
username and password to log on to the secure portal to receive and send secure files.

If you have any questions, and need help setting up one of the above please contact your client service
representative to schedule an appointment with our IT department to help configure the process.

Save Today. Retire for a Lifetime. Call **305-671-2200** | Email **psc@ingham.com** | Online **www.ingham.com**

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