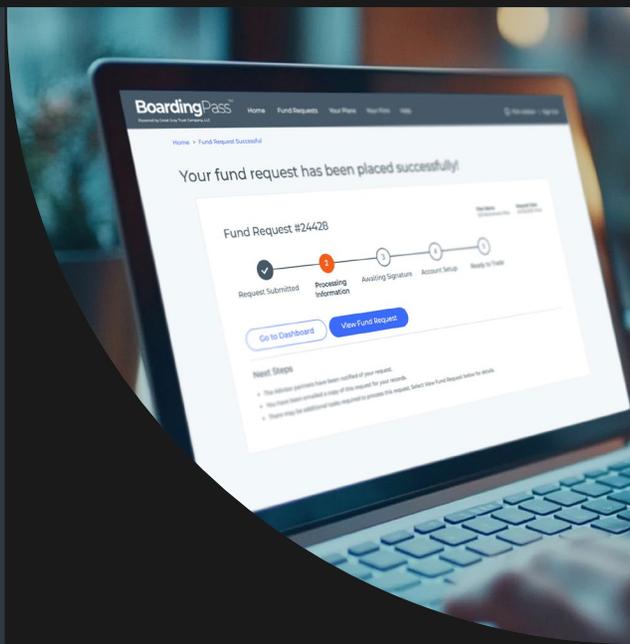




GET STARTED WITH

# BoardingPass<sup>®</sup>



# Collective Investment Trusts (CITs) Defined



Tax-exempt, pooled investment vehicles



Sponsored and maintained by a trustee



Combine assets from eligible investors into a single fund to pursue investment objectives and strategies



CITs can reduce overall costs, are transparent and offer enhanced investor protections

However, one of the biggest challenges to CIT adoption historically has been paper-based, time-consuming onboarding. With BoardingPass, tasks that typically take days, weeks, or even months to finish can now be completed in just a few hours.

Submit a fund request on-the-go, in between client meetings, in less than 5 minutes. Spend less time on tedious tasks and more time building your book of business.



BoardingPass?

# CIT Onboarding. Simplified.

**Request.  
Review.  
Ready to Trade.**



Submit a request  
in under 5 minutes



Trade faster  
without paper



Built for speed, accuracy,  
and real-time tracking

**Don't be one of the last advisors still using paper-based onboarding.**

## Status Quo

Manual request processing

Service Level Agreements > 1 week

Manual agreement checking

Multiple agreements stored in various locations

## BoardingPass

Digitally-based workflow leverages key industry data

Participation agreements ready to trade in less than a day

100+ data points checked on every request

Agreements stored in a single repository



## Don't Take Our Word for It:



BoardingPass is magic with how easy it is to work with. BoardingPass has helped to improve the previous paperwork process. The tool helps to pre-fill the majority off the documents, making the overall (onboarding) process much more efficient.

Kevin is an advisor to a plan that invested in a Great Gray collective fund and was not compensated for his statement.

Kevin Kaiser, Sr. Investment Advisor

This guide provides step-by-step instructions for you to navigate easily through the platform—covering various tasks such as registration, new fund requests, adding advisor offices, and more. If you have any questions, contact your Qualified Plan Strategist or email [boardingpasssupport@greatgray.com](mailto:boardingpasssupport@greatgray.com).

# How to Register

Watch for a Welcome email from Great Gray Trust Company with subject line "Welcome to BoardingPass powered by Great Gray". This email will include a link to join BoardingPass

Once the home page loads, click the **Log In button**

If your company uses Microsoft already, you will be logged in automatically, as BoardingPass is powered by Microsoft. If your company does not use Microsoft 365, there is another way to log in. Creating a Microsoft account is simple and free.

It is suggested you use your work email address as your username and create a secure distinct password to login. You can create a Microsoft account by clicking sign-in. If you run into any issues, please contact us at [BoardingPassSupport@greatgray.com](mailto:BoardingPassSupport@greatgray.com) or call 866-427-6885 for further assistance.

**BoardingPass™** Home Help  
Powered by Great Gray Trust Company, LLC

As an industry leader in CITs, Great Gray Trust Company is always thinking of ways to make managing qualified plans easier and more convenient for you – and the client accounts you manage. Our approach to participation agreements balances modern-day innovation with a streamlined approach so you can access everything you need in one location - here with BoardingPass™

**Access BoardingPass**

Have an account? Use your company's Microsoft credentials (email and password) to log in.

**Log In**

If you need help, please email:  
[BoardingPassSupport@greatgray.com](mailto:BoardingPassSupport@greatgray.com)

**GREAT GRAY**  
TRUST COMPANY

Great Gray Trust Company, LLC Collective Investment Funds ("Great Gray Funds") are bank collective investment funds; they are not mutual funds. Great Gray Trust Company, LLC serves as the Trustee of the Great Gray Funds and maintains ultimate fiduciary authority over the management of, and investments made in, the Great Gray Funds. Great Gray Funds and their units are exempt from registration under the Investment Company Act of 1940 and the Securities Act of 1933, respectively.

Investments in the Great Gray Funds are not bank deposits or obligations of and are not insured or guaranteed by Great Gray Trust Company, LLC, any bank, the FDIC, the Federal Reserve, or any other governmental agency. The Great Gray Funds are commingled investment vehicles, and as such, the values of the underlying investments will rise and fall according to market activity; it is possible to lose money by investing in the Great Gray Funds.

Participation in Collective Investment Trust Funds is limited primarily to qualified retirement plans and certain state or local government plans and is not available to IRAs, health and welfare plans and, in certain cases, Keogh (H.R. 10) plans. Collective Investment Trust Funds may be suitable investments for plan fiduciaries seeking to construct a well-diversified retirement savings program. Investors should consider the investment objectives, risks, charges and expenses of any pooled investment fund carefully before

**Microsoft**

Trying to sign you in

• •

Cancel

## Request Access to BoardingPass From Your IT Team (if applicable)

Now that BoardingPass uses your Microsoft account login, your company may have security policies that must be followed. If you encounter a screen asking for approval from your firm's IT department, your company's policy requires they approve the app / website before you can use it. We suggest entering the following verbiage to submit for approval, such as:

**“BoardingPass is a proprietary application powered by Great Gray Trust Company used to manage and onboard retirement plan investors in collective investment trusts (CITs) and is needed as part of my business responsibilities.”**

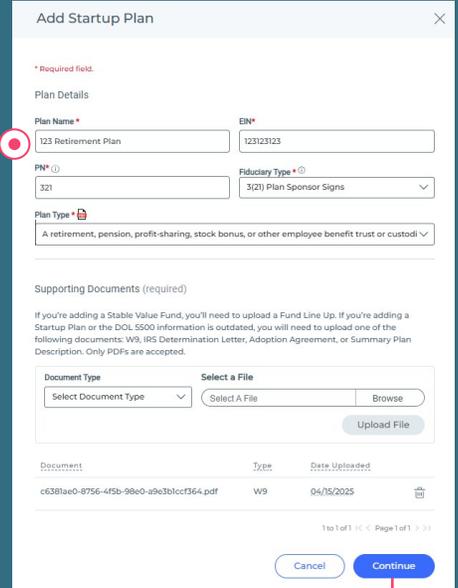
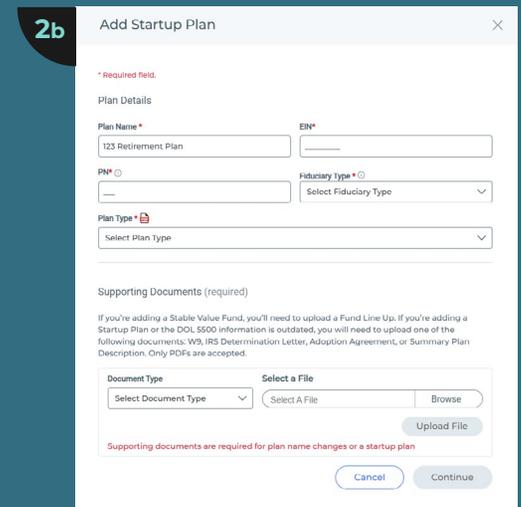
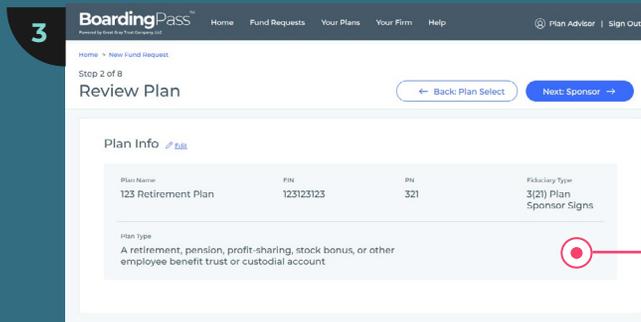
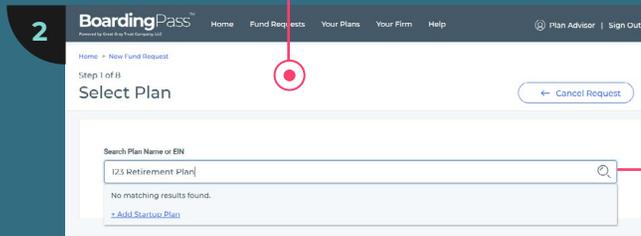
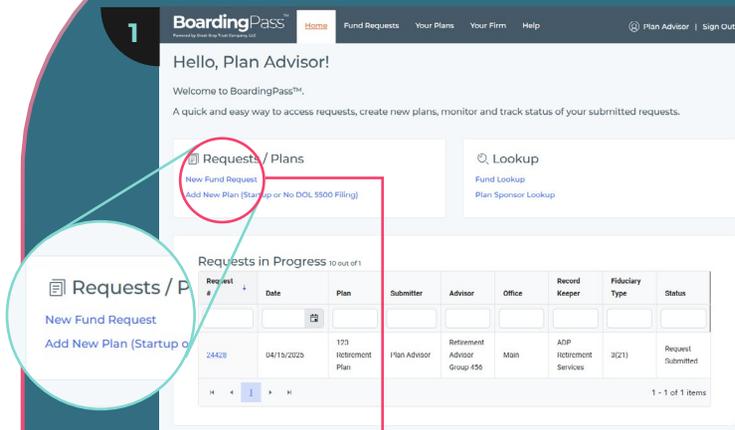


# How to Submit a New Fund Request

1 Choose “**New Fund Request**” from the “Requests / Plans” section of the dashboard to start the process.

2 The **first step** will let you chose a plan you are working on. Start by typing the name of your plan in the textbox, then click the name from the drop down to select it. You may be asked to add any missing information before proceeding to the next step.

3 On **Step 2**, you will be asked to review all the plan information. Once everything looks correct, click the button in the top right labeled “Next: Sponsor”



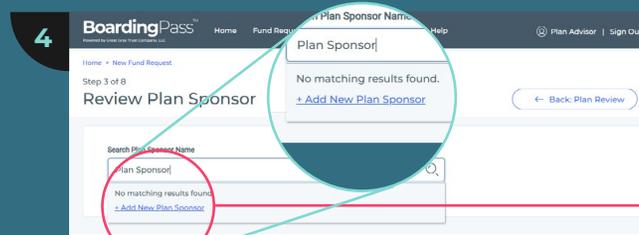
# How to Submit a New Fund Request CONT'D

4

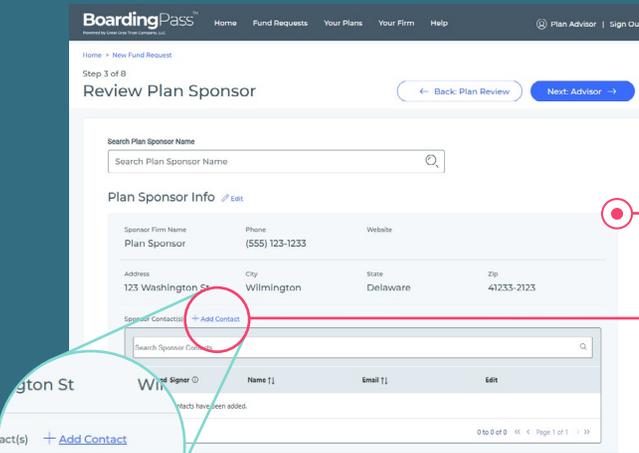
You will be asked to fill in and verify all Plan Sponsor information in **Step 3**. Based on the plan, the sponsor may be pre-selected. Otherwise, type the sponsor name in the textbox and select it from the dropdown list.

5

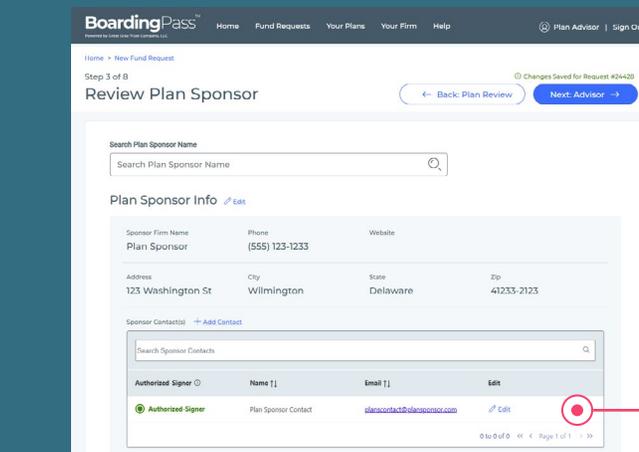
While still on **Step 3**, you will need to select which Sponsor Contact should be listed on the Participation Agreement (PA) in the grid at the bottom of the page. Select the radio button next to the Contact's name you want listed to select them. When you have done so, click the "Next: Advisor" button in the top right.



\* Required field.  
Plan Sponsor Firm Name \*  
Plan Sponsor  
Address \* 123 Washington St Address Line 2  
City \* Wilmington State \* Delaware  
Zip \* 41233-2123 Phone \* (555) 123-1233  
Web Site  
Cancel Save



\* Required field.  
Personal Details  
Contact First Name \* Contact Last Name \*  
Plan Sponsor  
Phone Number Extension  
( ) - - x  
Email \*  
Cancel Save



\* Required field.  
Personal Details  
Contact First Name \* Contact Last Name \*  
Plan Sponsor Contact  
Phone Number Extension  
(555) 421-4124 x  
Email \*  
plancontact@plansponsor.com  
Cancel Save

# How to Submit a New Fund Request CONT'D

**6** Your Advisor firm's information will be listed on **Step 4**. Once you confirm the information is correct, scroll to the bottom and select which Contact should be listed on the PA. Finally, click the "Next: Recordkeeper" button in the top right.

**7** On **Step 5**, you can select the Recordkeeper for this Participation Agreement. Begin by typing the Recordkeeper's name in the search box, then select it from the dropdown. Finally, scroll down to the Contacts grid and select the person you want listed on the PA. When you are done, click the "Next: Trading Platform" button.

6 BoardingPass™ Home Fund Requests Your Plans Your Firm Help Plan Advisor | Sign Out

Home > New Fund Request

Step 4 of 8

Review Advisor

Search Advisor Firm

Advisor Firm

Advisor Office

NOTE: Advisor Office is determined by the Contact selected below.

← Back: Sponsor Next: Recordkeeper →

Advisor Office

Office Name	City	State	Zip
Main (Main)	Wilmington	Delaware	123123123

Notify

+ Add Contact

Add Advisor Contact

\* Required field.

Personal Details

Contact First Name \* Contact Last Name \* Phone Number

Extension \* Email \* Contact CRD #

User Permissions

Do not invite to access BoardingPass™ for now. Invite to access BoardingPass™ and receive notifications.

Offices

Office Name	City	State
Main (Main)	Wilmington	Delaware

Cancel Save

Add Advisor Contact

\* Required field.

Personal Details

Contact First Name \* Contact Last Name \* Phone Number

Extension \* Email \* Contact CRD #

User Permissions

Do not invite to access BoardingPass™ for now. Invite to access BoardingPass™ and receive notifications.

Offices

Office Name	City	State
Main (Main)	Wilmington	Delaware

Cancel Save

7 BoardingPass™ Home Fund Requests Your Plans Your Firm Help Plan Advisor | Sign Out

Home > New Fund Request

Step 5 of 8

Review Recordkeeper

Search Recordkeeper Firm

Recordkeeper Info

City	Recordkeeper Info
Florham Park	Recordkeeper Info

Recordkeeper Contacts

Main Contact	Notify	Name	Email	Edit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recordkeeper Contact	contact@recordkeeper.com	Edit

← Back: Advisor Next: Trading Platform →

Add Recordkeeper Contact

\* Required field.

Personal Details

Contact First Name \* Contact Last Name \*

Phone Number \* Extension \*

Email \*

Cancel Save

# How to Submit a New Fund Request CONT'D

**6** Your Advisor firm's information will be listed on Step 4. Once you confirm the information is correct, scroll to the bottom and select which Contact should be listed on the PA. Finally, click the "Next: Recordkeeper" button in the top right.

**7** On Step 5, you can select the Recordkeeper for this Participation Agreement. Begin by typing the Recordkeeper's name in the search box, then select it from the dropdown. Finally, scroll down to the Contacts grid and select the person you want listed on the PA. When you are done, click the "Next: Trading Platform" button.

**6** BoardingPass™ Home Fund Requests Your Plans Your Firm Help Plan Advisor | Sign Out

Home > New Fund Request

Step 4 of 8

### Review Advisor

← Back: Sponsor Next: Recordkeeper →

Search Advisor Firm

Advisor Firm

Firm Name: Retirement Advisor Group 456 CRD: 456789+56123456789+5

Advisor Office

Address: 123 Washington St City: Wilmington State: Delaware Zip: 123123123

List on the PA	Notify	Name	CRD	Email	Office
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Plan Advisor		plan.advisor@planadvisor.com	Main (Main)

1 - 1 of 1 items

**7** BoardingPass™ Home Fund Requests Your Plans Your Firm Help Plan Advisor | Sign Out

Home > New Fund Request

Step 5 of 8

### Review Recordkeeper

← Back: Advisor Next: Trading Platform →

Search Recordkeeper Firm

Recordkeeper Info

Recordkeeper Firm Name: ADP Retirement Services Primary Firm CRD: (800) 959-2177

Address: 71 Hanover Road City: Florham Park State: New Jersey Zip: 07932

Recordkeeper Contact(s)	Name	Email	Office
<input checked="" type="checkbox"/>	Main Contact	contact@recordkeeper.com	Main (Main)

1 - 1 of 1 items

**7** BoardingPass™ Home Fund Requests Your Plans Your Firm Help Plan Advisor | Sign Out

Home > New Fund Request

Step 5 of 8

### Review Recordkeeper

← Back: Advisor Next: Trading Platform →

Search Recordkeeper Firm

Recordkeeper Info

Recordkeeper Firm Name: ADP Retirement Services Primary Firm CRD: (800) 959-2177

Address: 71 Hanover Road City: Florham Park State: New Jersey Zip: 07932

Recordkeeper Contact(s)	Name	Email	Office
<input checked="" type="checkbox"/>	Main Contact	contact@recordkeeper.com	Main (Main)

1 - 1 of 1 items

**7** BoardingPass™ Home Fund Requests Your Plans Your Firm Help Plan Advisor | Sign Out

Home > New Fund Request

Step 5 of 8

### Review Recordkeeper

← Back: Advisor Next: Trading Platform →

Search Recordkeeper Firm

Recordkeeper Info

Recordkeeper Firm Name: ADP Retirement Services Primary Firm CRD: (800) 959-2177

Address: 71 Hanover Road City: Florham Park State: New Jersey Zip: 07932

Recordkeeper Contact(s)	Name	Email	Office
<input checked="" type="checkbox"/>	Main Contact	contact@recordkeeper.com	Main (Main)

1 - 1 of 1 items

**7** BoardingPass™ Home Fund Requests Your Plans Your Firm Help Plan Advisor | Sign Out

Home > New Fund Request

Step 5 of 8

### Review Recordkeeper

← Back: Advisor Next: Trading Platform →

Search Recordkeeper Firm

Recordkeeper Info

Recordkeeper Firm Name: ADP Retirement Services Primary Firm CRD: (800) 959-2177

Address: 71 Hanover Road City: Florham Park State: New Jersey Zip: 07932

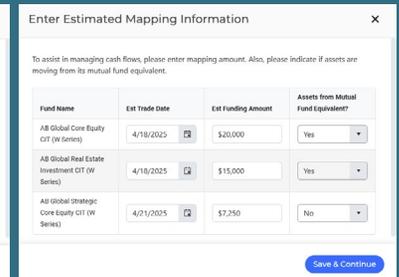
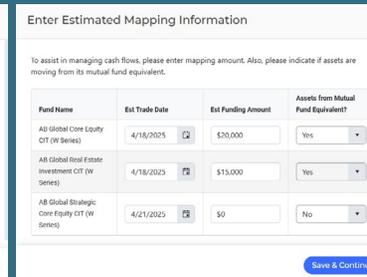
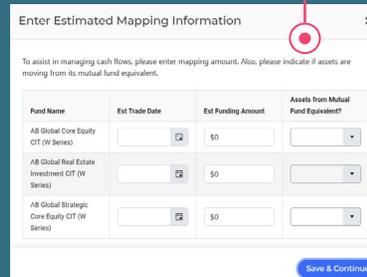
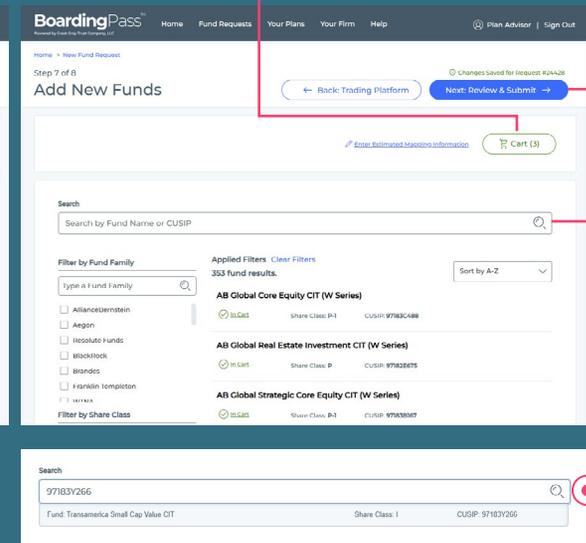
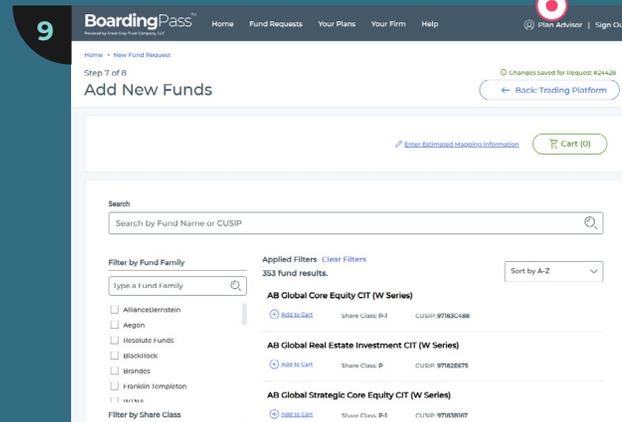
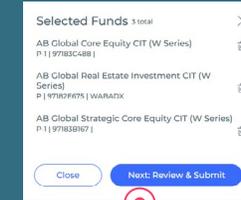
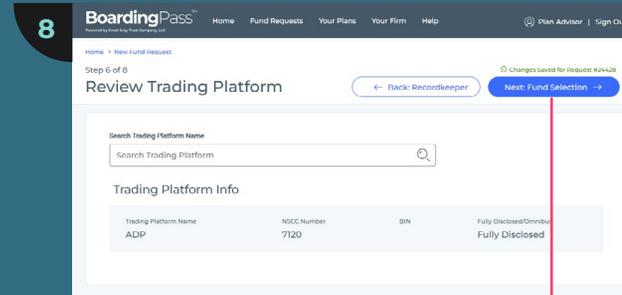
Recordkeeper Contact(s)	Name	Email	Office
<input checked="" type="checkbox"/>	Main Contact	contact@recordkeeper.com	Main (Main)

1 - 1 of 1 items

# How to Submit a New Fund Request CONT'D

**8** Step 6 allows you to select which Trading Platform to list on the Participation Agreement. This may be pre-populated based on the selected Recordkeeper.

**9** The next step allows you to choose what Funds you are adding to the Plan. You can search by CUSIP, or use the filters to narrow down your search. Clicking the plus icon next to a Fund will add it to your cart. When you are complete, click the “Next: Review” button at the top right.



# How to Submit a New Fund Request CONT'D

**10** The final step offers a chance to review all of the information you have entered. Once you are sure everything is correct, click the “Submit Request” button at the top right.

**10** BoardingPass Home Fund Requests Your Plans Your Firm Help Plan Advisor Sign Out

Step 8 of 8 Review & Submit

Preview Participation Agreement(s)

File Name	Last Sent Date	Signed Date	Status
123 Retirement Plan_Agreement (3)(2) - AB MASTER_20250515000500702a.pdf			Draft

Fund Request Information

Plan Name: 123 Retirement Plan | EIN: 123123123

Sponsor Firm: Plan Sponsor | Advisor Firm: Retirement Advisor Group 456 | Recordkeeper Firm: ADP Retirement Services | Trading Platform: ADP

Authorized Signer: Financial Advisor Listed on the PA | Plan Advisor: plan.advisor@planadv.com | Recordkeeper Contact: recordkeeper.contact@recordkeeper.com

Fund Selection

Fund Name	Share Class	CUSIP	Actions
AB Global Core Equity CIT (W Series)	P-1	97183C488	Details
AB Global Real Estate Investment CIT (W Series)	P	97183E675	Details
AB Global Strategic Core Equity CIT (W Series)	P-1	97183B167	Details



BoardingPass Home Fund Requests Your Plans Your Firm Help Plan Advisor Sign Out

Home Fund Request Successful

Your fund request has been placed successfully!

Fund Request #24428

Request Submitted (1) Processing Information (2) Awaiting Signature (3) Account Setup (4) Ready to Trade (5)

Go to Dashboard | View Fund Request

Next Steps

- The Advisor partners have been notified of your request.
- You have been emailed a copy of this request for your records.
- There may be additional tasks required to process this request. Select View Fund Request below for details.

**You can track where your fund request is in the process until it is Ready to Trade.**

BoardingPass Home Fund Requests Your Plans Your Firm Help Plan Advisor Sign Out

Home Fund Request #24428

Request Submitted (1) Processing Information (2) Awaiting Signature (3) Account Setup (4) Ready to Trade (5)

Task Queue My Tasks Other Open Tasks

Other Open Tasks Content (1 total)

A fund request for a start up plan needs review. Assigned to Great Gray LLC, Operations Team.

Funds Requested

Fund Name	Share Class	CUSIP	Ticker
AB Global Core Equity CIT (W Series)	P-1	97183C488	
AB Global Real Estate Investment CIT (W Series)	P	97183E675	WABADX
AB Global Strategic Core Equity CIT (W Series)	P-1	97183B167	

# Leveraging Advisor Offices

Every firm is set up with a “Main” office which allows you to see all plans and contacts in the entire firm

For advisors that have multiple offices, this feature improves visibility across multiple offices of an Advisor Firm and is based on feedback from advisors like you.

## Why This Is Important:

Offices under the same Advisor Firm can now view each other's activities for better coordination and support.

Now, you can manage and track plans seamlessly when working across offices.

## What You Must Do If You Want to Benefit:

**Opt-In to Enable the Feature:** Reply to this email or send a new message to [boardingpassupport@greatgray.com](mailto:boardingpassupport@greatgray.com) with “OPT-IN” in the body.”

**Align Your Firm:** Your office will be grouped under your overarching Advisor Firm.

## Summary:

**Single Office Advisors:** No action needed-nothing changes for you.

**Multi-office Advisors:** Opt-in to gain full visibility into activities, plans, and requests across multiple offices. This ensures streamlined collaboration and support.

### Add Advisor Contact

\* Required field.

Personal Details

Contact First Name \*

Contact Last Name \*

Phone Number

Extension

Email \*

Contact CRD #

Use "https://brokercheck.finra.org/" to look up CRD #.

User Permissions

Do not invite to access BoardingPass™ for now.  Invite to access BoardingPass™ and receive notifications.

Offices

Contacts in the Main Office are able to see all Plans and Contacts belonging to the Advisory Firm.

	Office Name	City	State
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Alaska Office	Ashburn	Alaska
<input type="checkbox"/>	California Office (Main)	San Francisco	Colorado
<input type="checkbox"/>	Denver Office	Denver	Colorado
<input type="checkbox"/>	Little Rock, Arkansas	Little Rock	Arkansas
<input type="checkbox"/>	Long Island - New York	Winter Park	New York

1 - 5 of 6 items

At least one office must be selected

# How to Resend a Participation Agreement

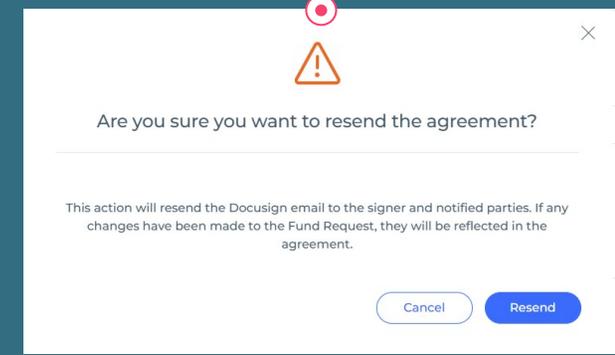
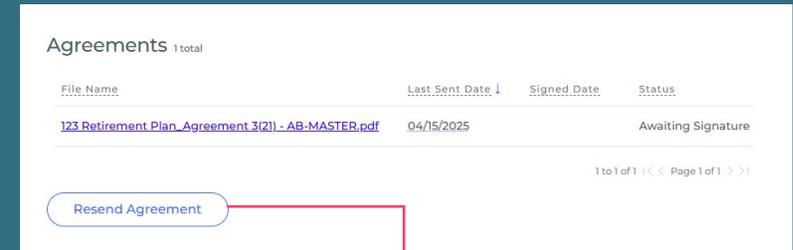
Once you submit a Fund Request and all tasks are marked as complete, a Participation Agreement is generated and sent for signature via DocuSign

If changes need to be made after the agreement is sent, make any changes on the Fund Requests page.

In order to update the Participation Agreement sent via DocuSign, switch to the “Agreements” tab and click the “Resend” button.

A confirmation modal will display, warning that a new envelope will be sent. Click “Resend” to confirm.

If any significant changes were made to the plan, the original DocuSign envelope will be voided and a new one will be sent

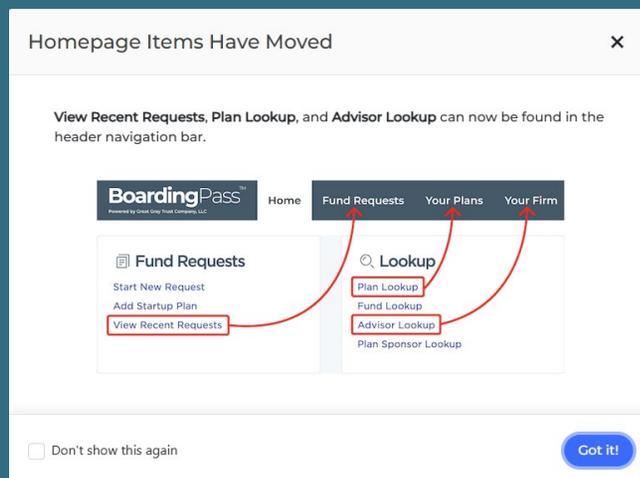


## Homepage Redesign

### Tip for Previous Users:

We have enhanced the homepage, and it may look unfamiliar if you haven't visited it recently.

“View Recent Requests”, “Plan Lookup”, and “Advisor Lookup” were moved into the header and are now labeled “Fund Requests”, “Your Plans”, and “Your Firm. These changes will improve your long-term experience.





## WHY GREAT GRAY TRUST COMPANY?

At Great Gray we believe in - and are driven by - growth. Continually expanding and transforming retirement solutions with a mindset that reaches far beyond the status quo, starting with CITs. Bringing new efficiencies, new possibilities and new objectives to our clients. And to their clients. Always listening, learning, innovating on top of a long-standing reputation for fiduciary strength and expertise. Creating what's next - for CITs and beyond - from a critical foundation of discipline and trust. Empowering our industry, clients, and ourselves to grow confidently

Make Onboarding Your Competitive Advantage

Join the 4800+ forward-thinking advisors who signed up for BoardingPass.

If you have any questions or need assistance with any of these tasks, please contact [boardingpasssupport@greatgray.com](mailto:boardingpasssupport@greatgray.com) or call (866) 427-6885. Our team is here to support you through each step of the onboarding process, helping to ensure a smooth and efficient experience for you and your clients.

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