The following electronic delivery methods to provide plan participants with copies of SPDs/SPD Wrap or Employee Notification Documents.

Electronic Delivery Methods:

- **Work Email:** Documents can be sent via email (without consent) to employee’s work email address, **as long as the following is in place:**
  1. the work email is specifically for and used by the employee on a regular basis as a part of daily work responsibilities;
  2. an actual receipt of transmitted information is confirmed, such as through failure to deliver notice, periodic review or survey of employees to confirm materials are being received or confirmation receipt received by sender from recipient;
  3. the email includes a statement as to the significance of the document. ;
  4. contains the right to request a paper version at no cost and instructions on how to request a copy. See sample Attachment C below “Non-Consent Email Notice of Important Documents.”; and
  5. notice content does not contain any identifiable protected personal information.

- **Personal Email:** If employees do not have a primary work-issued email address, they may elect, with written consent, to provide the employer with a personal email address for receipt of specific electronic notice. This consent must be obtained yearly and must include the following:
  1. the types of documents to which the consent would apply;
  2. that consent can be withdrawn at any time without charge;
  3. the procedures for withdrawing consent and for updating the participant's, beneficiary's or other individual's address for receipt of electronically furnished documents or other information;
  4. the right to request and obtain a paper version of an electronically furnished document, including whether the paper version will be provided free of charge; and
  5. any hardware and software requirements for accessing and retaining the documents;

  See sample Attachment D below “Consent for Electronic Delivery of Documents.”

- **Company Intranet:** Employers may post documents to a designated site on the Internet. Under this method, the employer must ensure employees have the ability to and can access these documents at will during and after business hours. Employers must provide a separate notification sent via electronic or non-electronic method to each employee notifying them of:
  1. the document’s availability;
  2. the importance of the information contained in the documents;
  3. the right to receive this information by another acceptable means, non-electronic or electronic, as described above;

  See sample Attachment E below Mailed or Email Sample, (Consent Obtained) “Notice of Availability of Important Documents.”