



# RPAG Communications Safelisting for RPAG Members

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Welcome to RPAG! You now have access to the leading practice management platform for retirement advisors. To inform you of the latest industry news, upcoming events/trainings and our hottest technology enhancements it is critical you receive every RPAG communication. Expect several each week. To ensure you don't miss any, please follow this step-by-step guide:

The following email addresses and IP addresses need to be whitelisted:

\*@rpag.com

\*@flexpathstrategies.com

\*@planfees.com

54.174.60.0/23

143.244.80.0/20

18.208.124.128/25

54.174.53.128/30

158.247.16.0/20

54.174.59.0/24

54.174.63.0/24

3.93.157.0/24

54.174.52.0/24

139.180.17.0/24

54.174.57.0/24

27.126.146.0/24

103.28.42.0/24

146.88.28.0/24

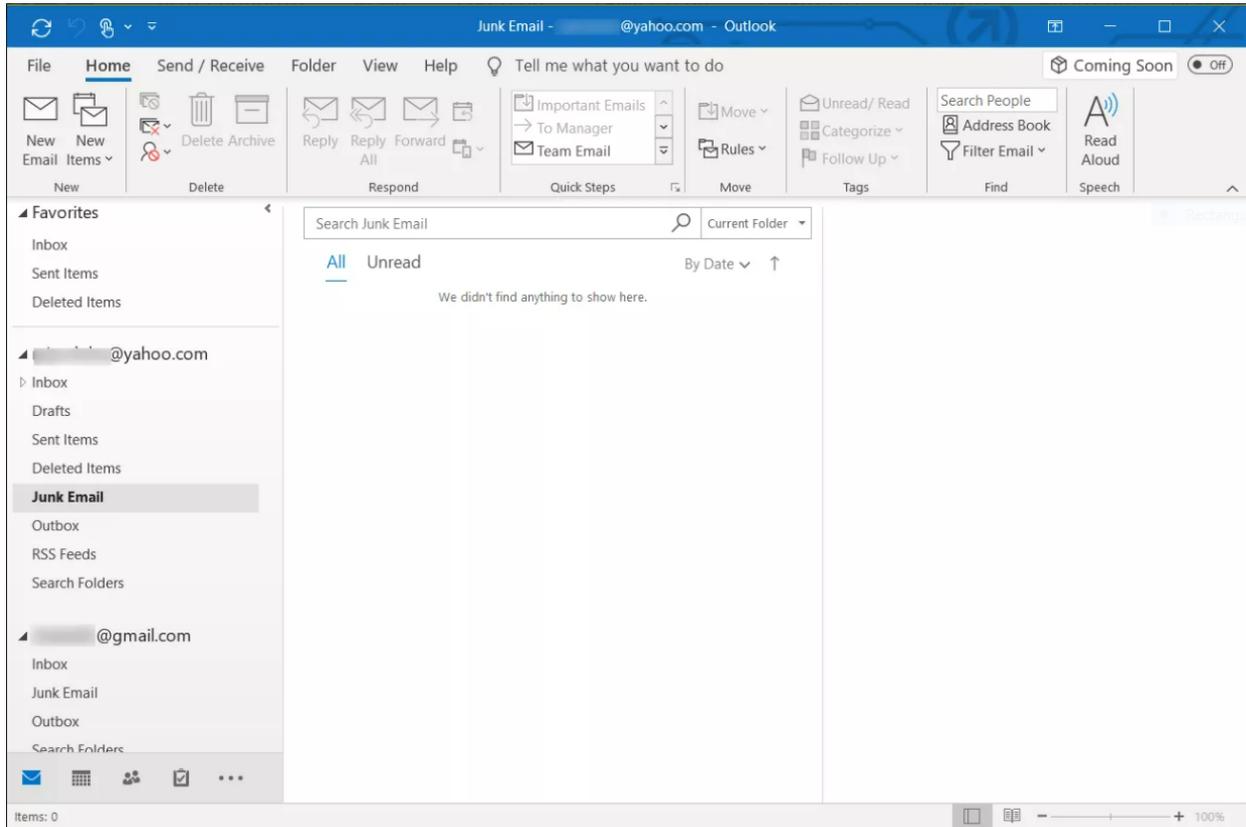
203.55.21.0/24

204.75.142.0/24

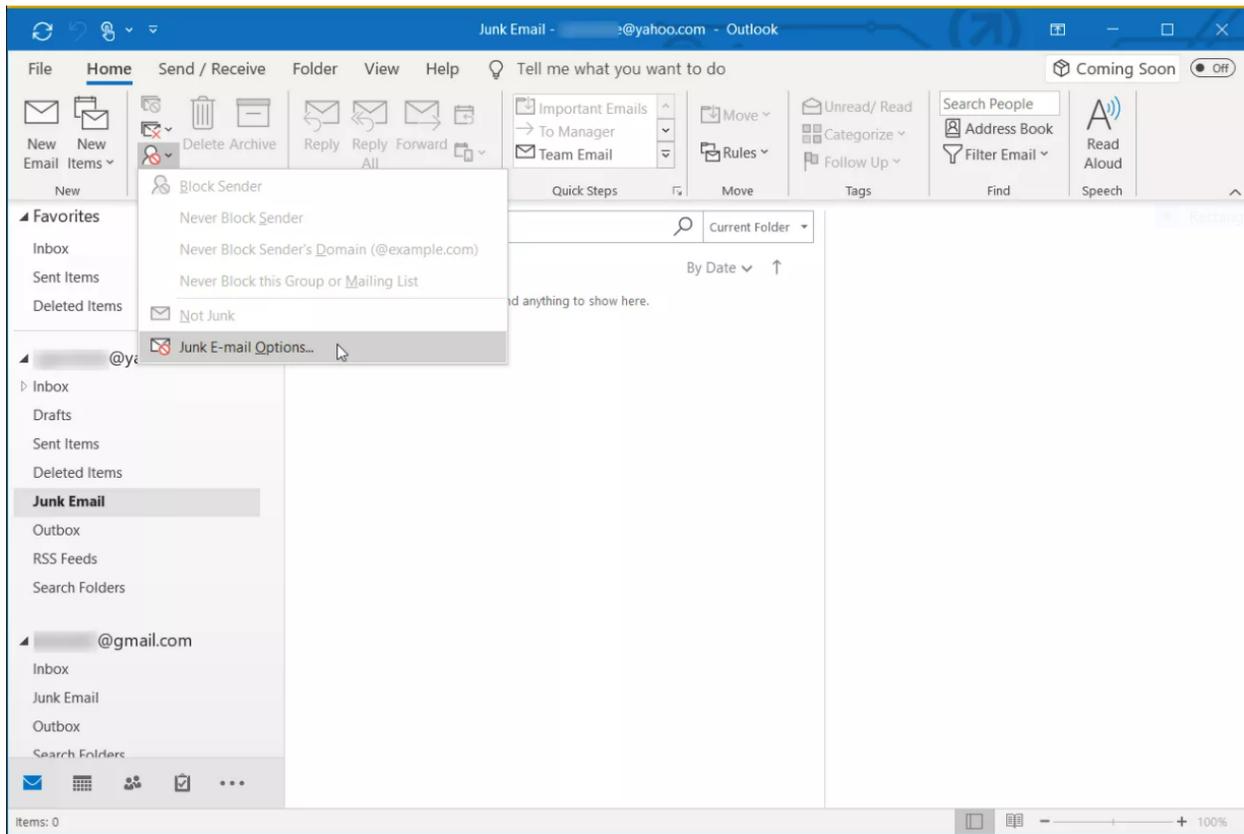
## Instructions on How to Whitelist

### Outlook

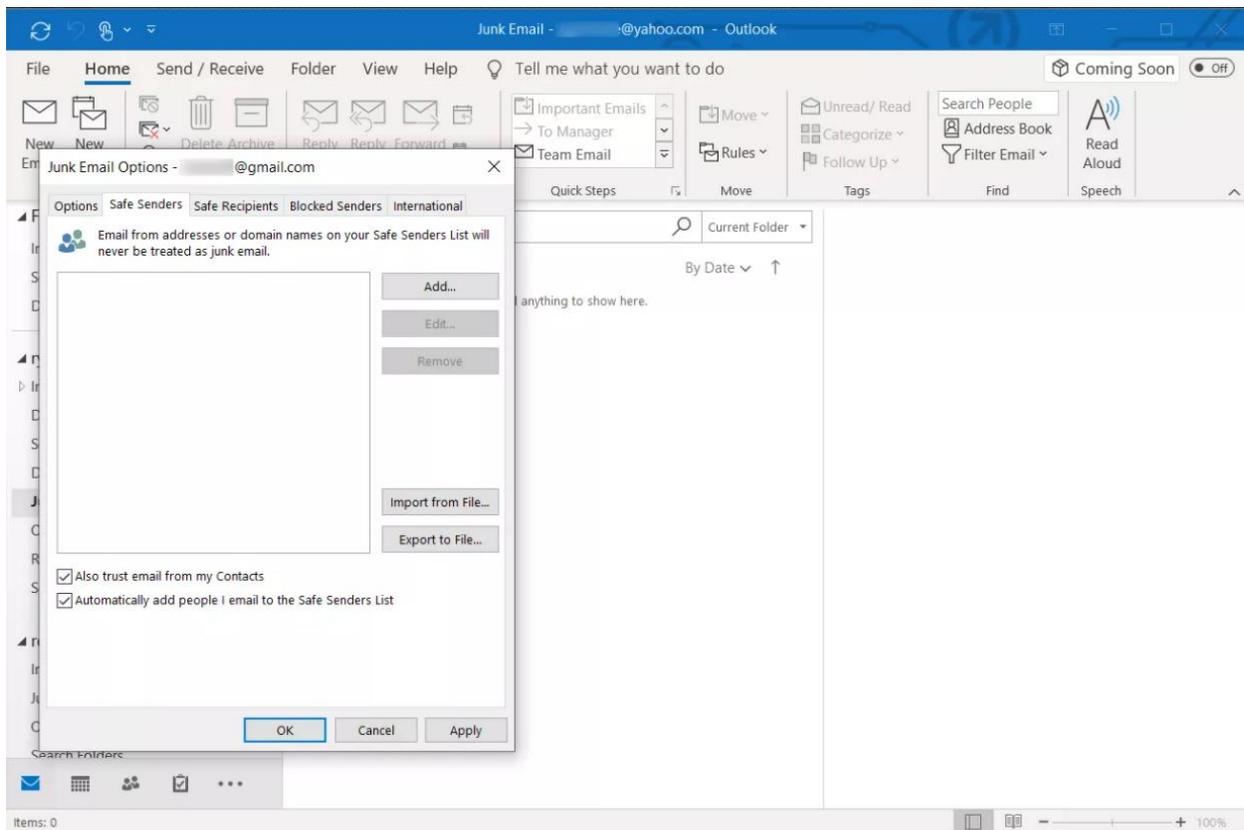
1. Open Outlook and go to the **Home** tab.



2. In the Delete group, select **Junk > Junk E-mail Options**.



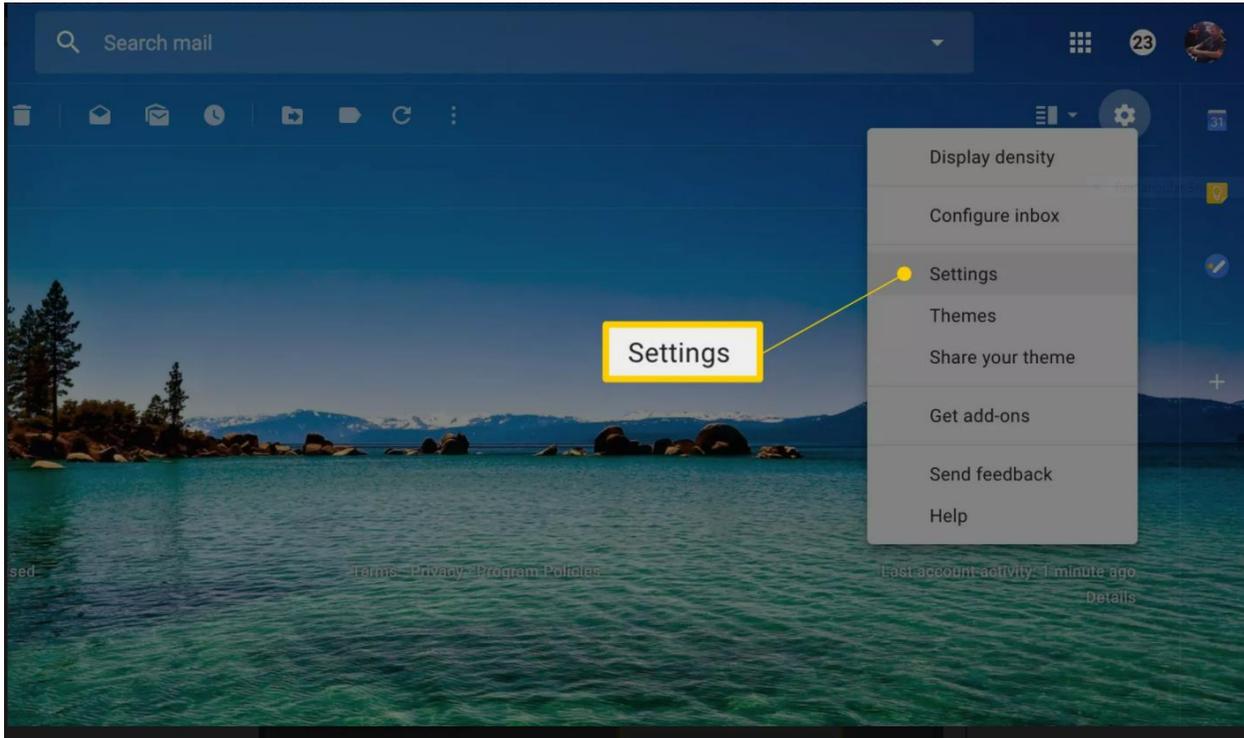
3. Go to the **Safe Senders** tab, then select the **Automatically add people I email to the Safe Senders List** check box.



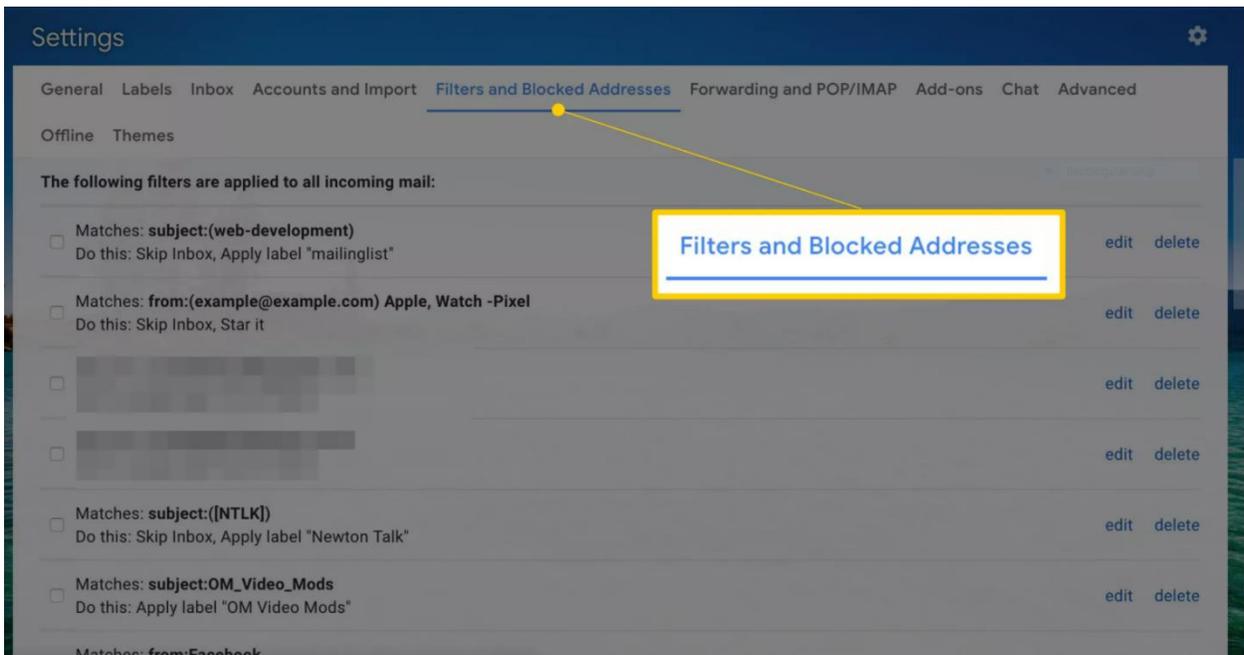
4. Select **OK** to finish.

### Gmail

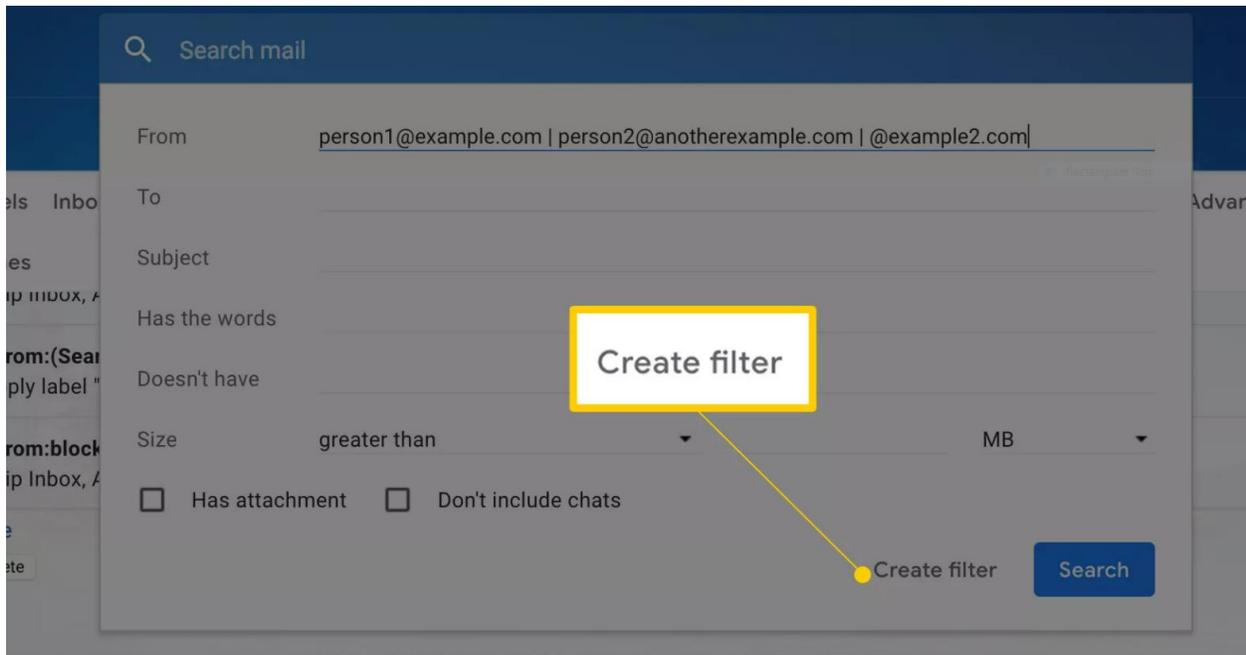
1. Open Gmail. In the upper-right corner, select the **Settings (gear) icon**. From the menu, choose **Settings**.



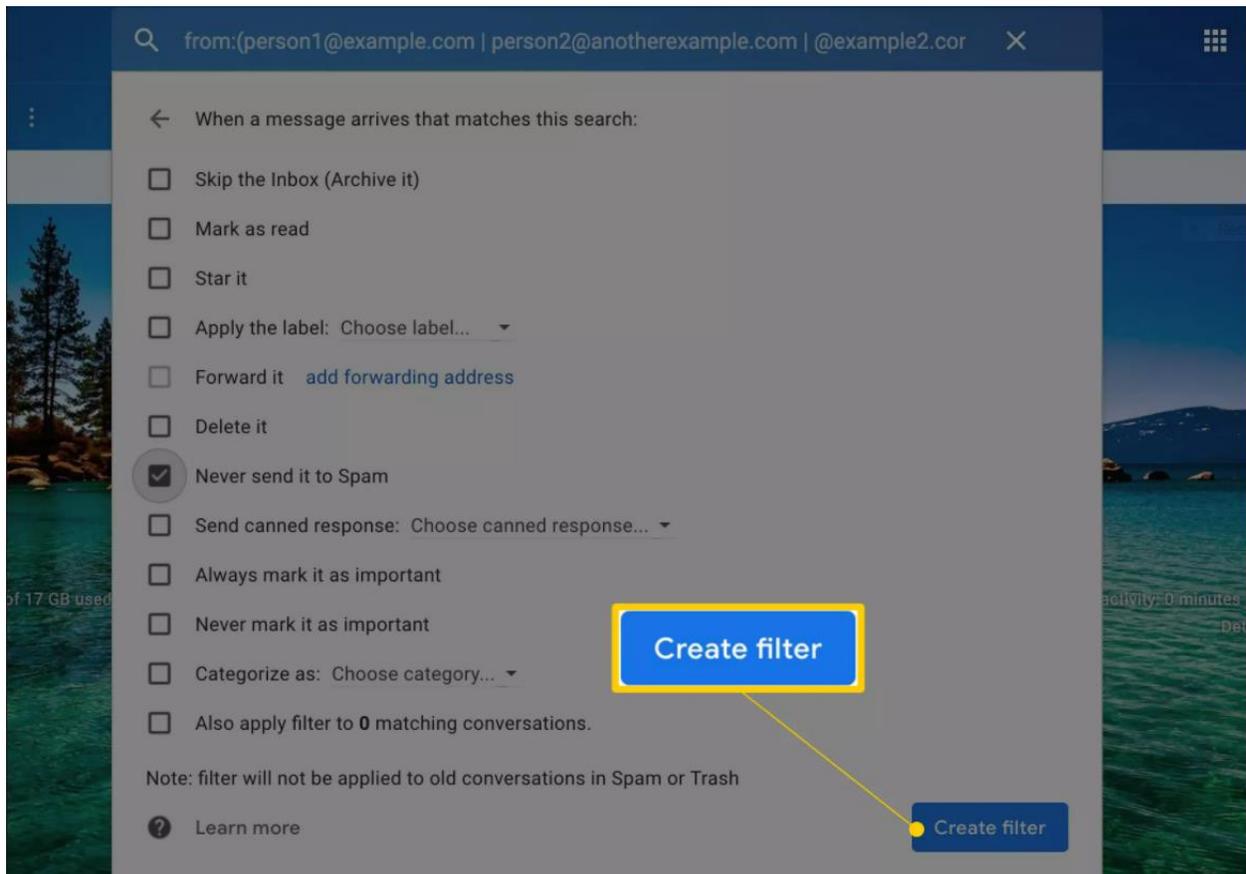
2. Select **Filters and Blocked Addresses**.



3. Select **Create a new filter**. If you already have many filters, you'll have to scroll down to find this link.



4. A dialog box appears. In the **From** field, type the email address you want to allow. Be sure to type the full email address, like **example@yahoo.com**. To allow every email address from a particular domain, type just that domain name, like **@yahoo.com**.



5. At the bottom of the dialog box, select **Create filter**.
6. On the next screen, tell Gmail what to do with the email address or domain you just indicated. To do so, select **Never send it to Spam**. To finish the process, select **Create filter**.

In Gmail, emails sometimes appear in the "Social" or "Promotions" category tab. Instead, we need emails to be sent to the primary inbox. Here are the steps on how to remove category tabs and turn off "Promotion" bundling off.

#### **Add or remove category tabs**

1. On your computer, open [Gmail](#).
2. At the top right, click Settings  > See all settings.
3. Click the Inbox tab.
4. In the "Inbox type" section, select Default. Note: To hide all tabs, select another inbox type.
5. In the "Categories" section, check the boxes of tabs you want to show. Note: You can't make new tabs; you can only show or hide existing ones.
6. Scroll to the bottom, then click Save Changes.

Note: If you've [turned on notifications](#), you'll only get notifications about emails in your Primary category.

#### **Turn promotion bundling off**

If you use the Default inbox type, Gmail bundles promotional emails under the Promotions tab.

Turn this setting off:

1. Open [Gmail](#).
2. At the top right, click Settings  > See all settings.
3. Click Inbox > uncheck "Enable bundling of top promo emails in Promotions."

**We look forward to providing the resources and tools you need to succeed.**