



Your participant
website

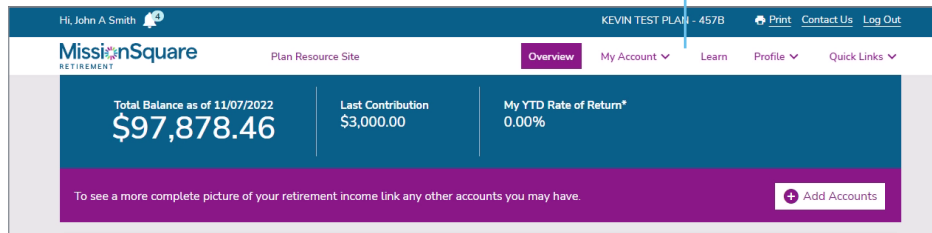
**Change Investments
and Allocations**

Your participant website

Change investments and allocations

The ability to view and edit your investment types and allocations is just one step away using the navigation panel at the top of the page. Your Investments can be accessed via two paths.

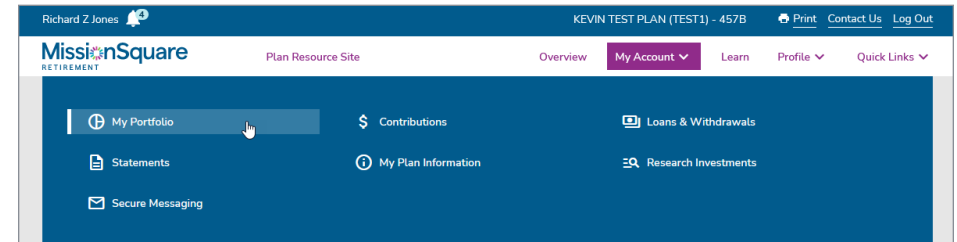
Navigation panel



Steps to use with single MissionSquare account

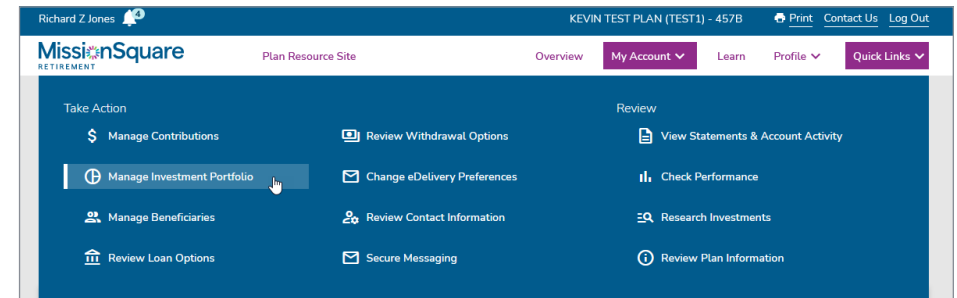
Path 1: My Account > My Portfolio link

Using the top navigation panel, click on **My Account**, then in the left side column, click on **My Portfolio**.



Path 2: Quick links > Manage Investment Portfolio

Using the top navigation panel, click on **Quick Links**, then in the left side column, click on **Manage Investment Portfolio**.



Your participant website

Change investments and allocations

Steps to use with multiple MissionSquare account

If you have more than one MissionSquare account, your accounts will be displayed on the overview page in the **My Accounts** tile.

Since your investments and their allocations are unique to each account, you will need to select an account before making any investment changes. Simply click on the actions icon next to the account name. This will display a pull-down menu.

Select **My Portfolio** from the pull-down menu. This Action will load the **My Portfolio** screen shown on the next page.

Actions icon

The screenshot shows the MissionSquare Retirement participant website. At the top, a blue header displays the user's name 'Hi, Richard Z Jones' and navigation links for 'Overview', 'Learn', and 'Profile'. Below the header, a summary bar shows 'Summary of all accounts as of 11/09/2022' with a total balance of '\$28,292.60'. The 'Notifications' section indicates 'MESSAGES: You have (4) messages.' The 'My Accounts' section features a table with columns: Account Name, Actions, Status, Last Contribution, Account Balance, **Vested Balance, and *YTD Return. The table lists two accounts: 'KEVIN TEST PLAN (TEST1)' and 'KEVIN TEST PLAN 2 (TEST2)', along with 'Combined Values'. A pull-down menu is open for the 'Actions' column of the first account, showing options: 'My Portfolio', 'Contributions', 'Loans & Withdrawals', 'Statements', 'My Plan Information', 'Research Investments', 'Financial Wellness', and 'Secure Messaging'. A blue arrow points from the text 'Actions icon' to the three-dot menu icon. Below the table, a purple banner encourages adding more accounts. The bottom section includes 'Am I On Track?' with a goal update link, 'Savings to Date' with a bar chart, and 'My Balances' with a donut chart showing asset allocations.

Account Name	Actions	Status	Last Contribution	Account Balance	**Vested Balance	*YTD Return
KEVIN TEST PLAN (TEST1)	⋮	My Portfolio	\$1,000.00	\$13,102.85	\$12,844.83	--
KEVIN TEST PLAN 2 (TEST2)	⋮	Contributions	\$750.00	\$15,189.75	\$0.91	--
Combined Values			\$1,750.00	\$28,292.60	\$12,845.74	0.00%

Am I On Track?
Includes investment accounts only
Retirement goals have been improved. Please use the Update My Goals link to update your goals.
[Update your Goals](#)

Savings to Date
Includes only MissionSquare accounts
3M 6M YTD
Bar chart showing savings over time (Sep 22, Oct 22, Nov 22).
Legend: M TEST 3 - GRP-IRA, KEVIN TEST PLAN - 457B, M TEST 3 - GRP-IRA, CITY OF BEVERLY HILLS - 457B, CITY OF CARROLLTON - GRP-ROTH
[View My Portfolio](#)

My Balances
Investments
Donut chart showing asset allocation:
Standard Stable Asset II: 90.53%
T Rowe Retirement 2055: 9.01%
Other: 0.46%
[View My Portfolio](#)

Change investments and allocations – My Portfolio Page

Richard Z Jones KEVIN TEST PLAN (TEST1) - 457B [Print](#) [Contact Us](#) [Log Out](#)

MissionSquare RETIREMENT [Plan Resource Site](#) [Overview](#) [My Account](#) [Learn](#) [Profile](#) [Quick Links](#)

My Portfolio

[Balances](#) [Future Investment Elections](#) [Personal Rate Of Return](#)

[Change Investments](#)

Balances as of 11/18/2022

You are currently participating in the **Conservative** portfolio. This portfolio designed to apply designated future contributions to rebalancing your account **Quarterly**. The next rebalance date is 12/30/2022.

Total Balance
\$13,820.54

Vested Balance*
\$13,461.01

Investments Contribution Types Asset Class Category

Investments

Davis New York Venture A	50.02%
Missouri Stable Income	49.98%

Investment Details [Show Contribution Types](#) [Print Table](#)

Name	Docs	Asset Class	Risk Category	Units	Price	Balance	QTD Change	YTD Change
Davis New York Venture A TICKER: NYVTX	...	Category 1	Objective A	302.515	\$22.850 11/18/2022	\$6,912.48	↑ \$6,912.48	↑ \$6,912.48
Missouri Stable Income TICKER: --	...	Category 1	Objective A	6,908.060	\$1.000	\$6,908.06	↑ \$6,908.06	↑ \$6,908.06
Combined Total						\$13,820.54	↑ \$13,820.54	↑ \$13,820.54

[Change Investments](#)

All paths outlined on pages 2 and 3 will load the My Portfolio screen shown to the left.

You'll find two **Change Investments** buttons on the my portfolio screen. The first is at the top of the screen in the My Portfolio banner. The second is found at the bottom of the Investment Details tile.

Click one of these buttons to begin the change process.

Change Investments buttons

Change investments and allocations – Use My Age

The first process screen will present options on how you can invest. The first option, **Use My Age** will invest your contributions in a target date fund which is based on your planned retirement age.

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KEVIN TEST PLAN (TEST1) - 457B [Print](#)

Change Investments

[Cancel](#)

How would you like to invest?

You are currently participating in the model. By changing your investments, you will be moved out of your current model.

☒ **Use My Age**
Invest in a target-date fund recommended for you based on your planned retirement age, and your money is invested to take you to and through retirement.

☐ **Pick a Model Portfolio**
Choose a professionally designed model portfolio with a diverse mix of stocks, bonds, and other assets, offered by your plan.

☐ **Give Me Advice**
Use Morningstar® Retirement ManagerSM to get personalized advice, including having your retirement savings professionally managed and invested for you.

☐ **Choose My Investments**
You can exchange individual investments, as well as direct your future investment elections.

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Change investments and allocations

When electing into an automatic investing option, your future allocations into the investment type will listed under the Investment field shown to the right.

Step 2 of this process will ask you to verify your changes.

Change Investments

Cancel

Step 1 of 2

View Your Investments

If you elect Automatic Investing, your portfolio will be reallocated on **12/30/2022** and all future contributions will be invested as follows:

Investment	Amount
T Rowe Retirement 2005	100.00 %

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Change Investments

Cancel

Step 2 of 2

Verify Your Changes

Verify your changes below, then review the Terms and Conditions before clicking Submit below to participate in automatic investing.

My Request

Make Changes

Action

Change Investments

Affects

Current Balances and Future Contributions

Reallocation date

12/30/2022

Investment	Amount
Automatic Investing	100.00%

☐ I accept the Terms and Conditions.

You should carefully consider your own investment goals, risk tolerance, and liquidity needs before making an investment decision. Investing involves risk, including possible loss of the amount invested. The funds' fact sheets and other offering and disclosure documents include a complete summary of all fees, expenses, financial highlights, investment objectives and strategies, performance information, transfer restrictions, and risks, and should be carefully reviewed before investing.

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Submit

Change investments and allocations – Pick a Model Portfolio

If you select the Model Portfolio option, your current and future allocations will be invested in a portfolio containing a mix of stocks, bonds, and other assets offered by your plan.

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Change Investments [Cancel](#)

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Pick a Model Portfolio

Change investments and allocations – Pick a Model Portfolio

Step 1 will require you to choose one of the pre-selected asset allocation portfolios.

Choose one by selecting one of the radio buttons and then select when you would like to reallocate to this model.

Click **Continue** when finished.

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KEVIN TEST PLAN (TEST1) - 457B

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Change Investments

Cancel

Step 1 of 2

Select one of the pre-selected asset allocation portfolios for simple investing

☐ Aggressive
Rebalanced Quarterly




Virtus Ceredex Mid-Val EQ
TICKER: SMVTX

50.00%

William Blair Sm-Mid Gr I
TICKER: WSMDX

50.00%

☒ Conservative
Rebalanced Quarterly




Davis New York Venture A
TICKER: NYVTX

50.00%

Missouri Stable Income
TICKER: --

50.00%

☐ Moderate
Rebalanced Quarterly



Missouri Stable Income
TICKER: --

50.00%

Parnassus Core EQ Instl
TICKER: PRILX

50.00%

When would you like to reallocate to this model?

☒ Reallocate to model now☐ Reallocate when the model rebalances

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Continue

Change Investments and Allocations

Change investments and allocations – Pick a Model Portfolio

Step 2 includes the verification of your selection and an option to make changes to your request.

Be sure to review the Terms and Conditions before submitting your request.

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KEVIN TEST PLAN (TEST1) - 457B

Print

Change Investments

Cancel

Step 2 of 2

Verify Your Changes

Verify your changes below, then review the Terms and Conditions before clicking Submit below to participate in automatic investing.

My Request

Make Changes

Action

Change Investments

Affects

Current Balances and Future Contributions

Reallocation date

12/30/2022

Investment	Amount
Automatic Investing	100.00%

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Change investments and allocations – Give Me Advice

This option will use the Morningstar® Retirement ManagerSM to get personalized advice, including having your retirement savings professionally managed and invested for you.

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Change Investments [Cancel](#)

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Give Me Advice

Change investments and allocations – Give Me Advice

Please note that continuing on with this option you will leave the MissionSquare Retirement website and will enter the Morningstar® Retirement ManagerSM which is hosted by Morningstar Investment Management LLC.

Click **Next** to proceed.

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Change Investments [Cancel](#)

Third-Party Site Disclaimer

You are leaving the MissionSquare Retirement website and are entering the Morningstar® Retirement ManagerSM website, hosted by Morningstar Investment Management LLC.

Morningstar Retirement Manager includes Managed Accounts, an ongoing discretionary investment management service, and Fund Advice, which provides point-in-time non-discretionary, fund specific investment recommendations.

These services are offered by MissionSquare Retirement a federally registered investment advisor.

To proceed to the website for Morningstar Retirement Manager, please click "Next".

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Change investments and allocations – Choose My Investments

This option allows you to exchange your individual investments, as well as direct your future election options.

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☒ **Choose My Investments**
You can exchange individual investments, as well as direct your future investment elections.

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Choose My Investments

Change investments and allocations – Choose My Investments

This screen provides options to either:

- Switch your current investments
- Re-balance your portfolio
- Switch where your future contributions are invested

Select one option by clicking on it's corresponding radio button and click **Continue** to continue the process.

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Change Investments


[Cancel](#)

What type of change would you like to make?

You are currently participating in the model. By changing your investments, you will be moved out of your current model.

☐ **Switch your current investments**
Move assets from one investment to one or more different investments.


☐ **Rebalance my portfolio**
Change how your investments are divided across different asset categories.


☐ **Switch where your future contributions are invested**
Change where your future contributions will be invested.


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