



Your Participant Website

# Change Investments and Allocations

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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**.

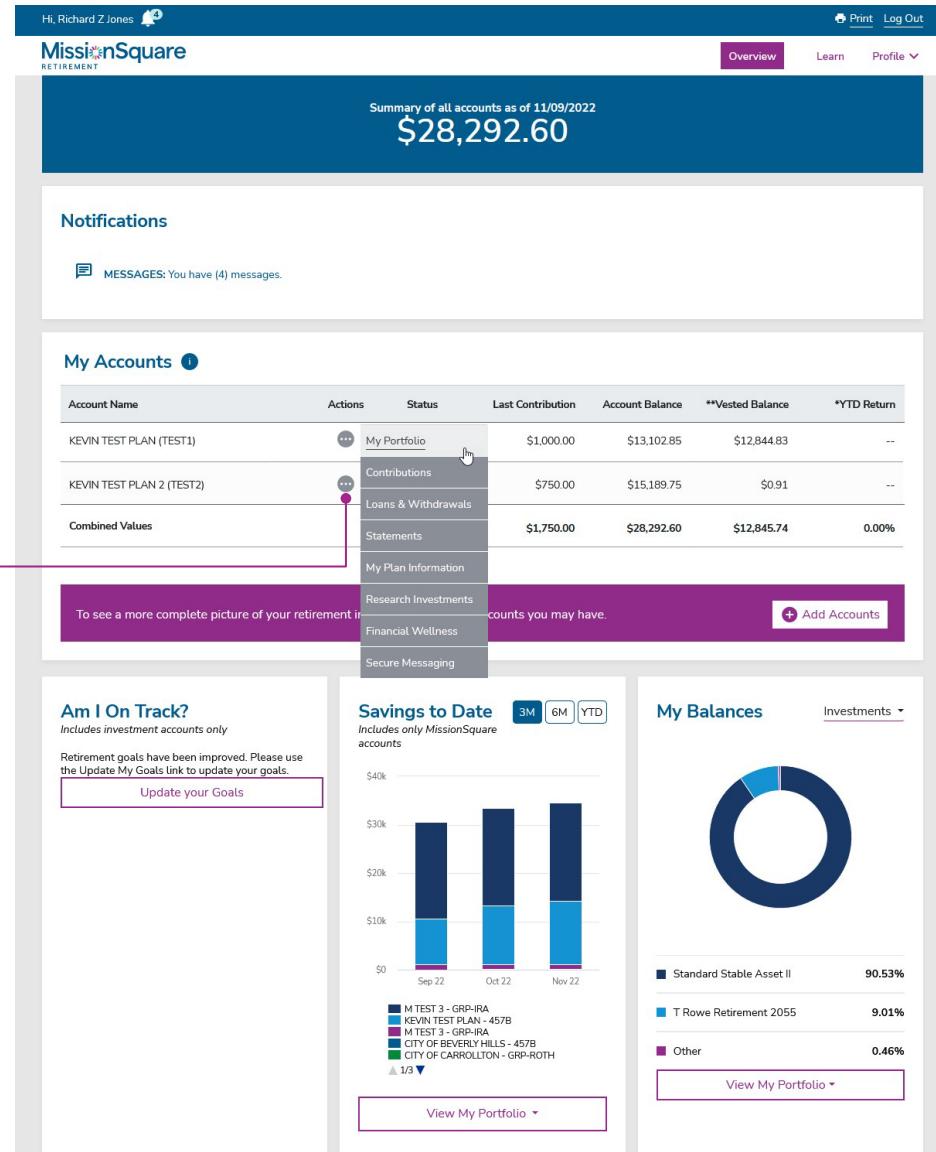
## Steps to use with Multiple MissionSquare Accounts

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 



Hi, Richard Z Jones 

**MissionSquare**  
RETIREMENT

Overview Learn Profile

Summary of all accounts as of 11/09/2022  
**\$28,292.60**

**Notifications**  
MESSAGES: You have (4) messages.

**My Accounts**

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	 Loans & Withdrawals		\$1,750.00	\$28,292.60	\$12,845.74	0.00%
	 Statements					
	 My Plan Information					
	 Research Investments					
	 Financial Wellness					
	 Secure Messaging					

To see a more complete picture of your retirement investments, click here to view all accounts you may have. 

**Am I On Track?**  
Includes investment accounts only

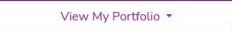
Retirement goals have been improved. Please use the [Update My Goals](#) link to update your goals.

[Update your Goals](#)

**Savings to Date**  Includes only MissionSquare accounts



Legend: KEVIN TEST PLAN - 457B, M TEST 3 - GRP-IRA, CITY OF BEVERLY HILLS - 457B, CITY OF CARROLLTON - GRP-ROTH

1/3 

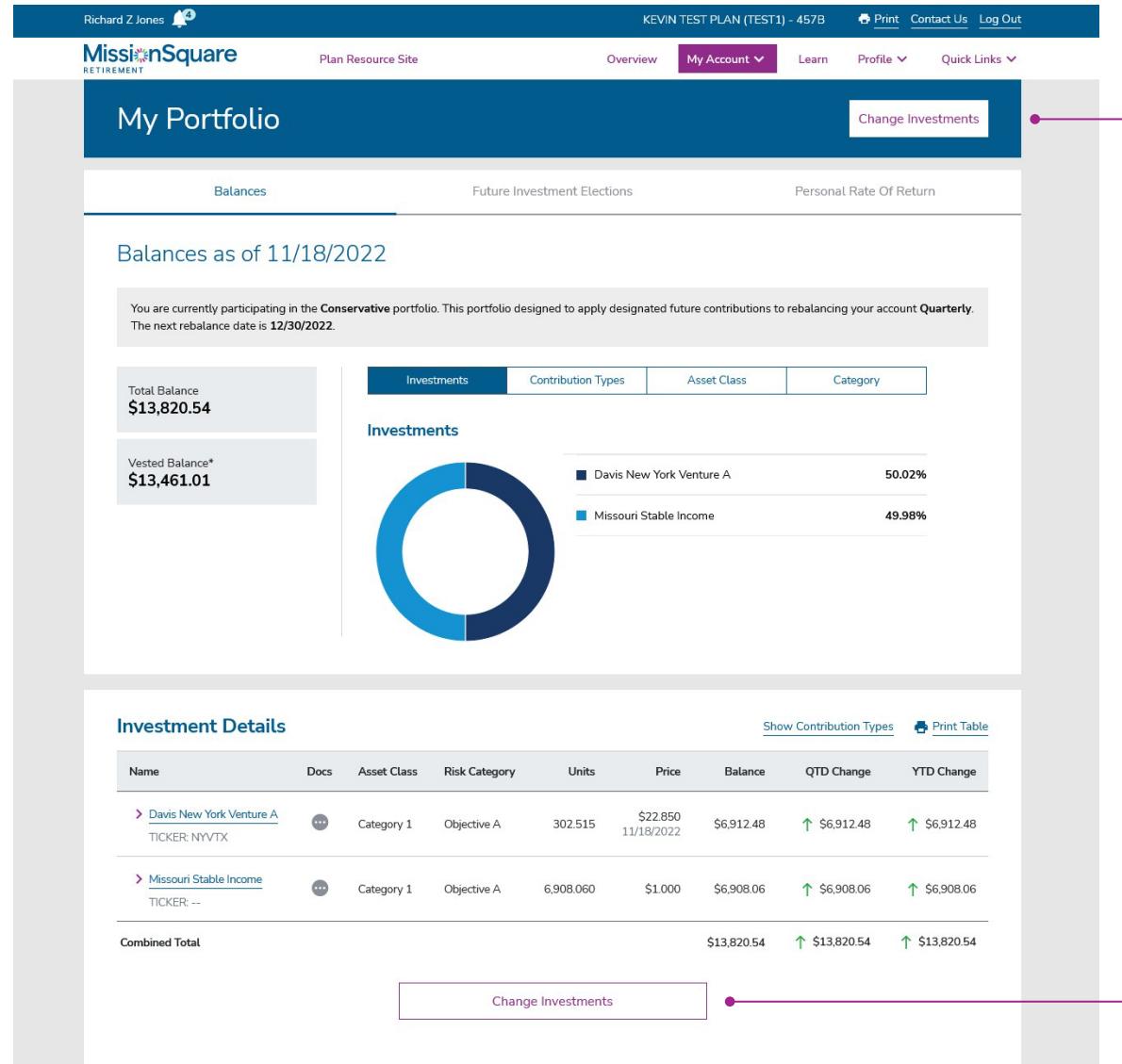
**My Balances** 



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



The screenshot shows the 'My Portfolio' page of the MissionSquare Retirement website. At the top, there is a banner with the user's name 'Richard Z Jones' and a bell icon. The page title is 'KEVIN TEST PLAN (TEST1) - 457B'. Navigation links include 'Print', 'Contact Us', and 'Log Out'. Below the banner, there are tabs for 'Overview', 'My Account', 'Learn', 'Profile', and 'Quick Links'. The main content area is titled 'My Portfolio' and includes sections for 'Balances', 'Future Investment Elections', and 'Personal Rate Of Return'. A 'Change Investments' button is located in the top right corner of the main content area. Below this, a section titled 'Balances as of 11/18/2022' shows 'Total Balance' of \$13,820.54 and 'Vested Balance\*' of \$13,461.01. A donut chart visualizes the asset allocation. A table titled 'Investment Details' lists two investments: 'Davis New York Venture A' and 'Missouri Stable Income' with their respective details. At the bottom of the page, another 'Change Investments' button is located within the 'Investment Details' table.

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

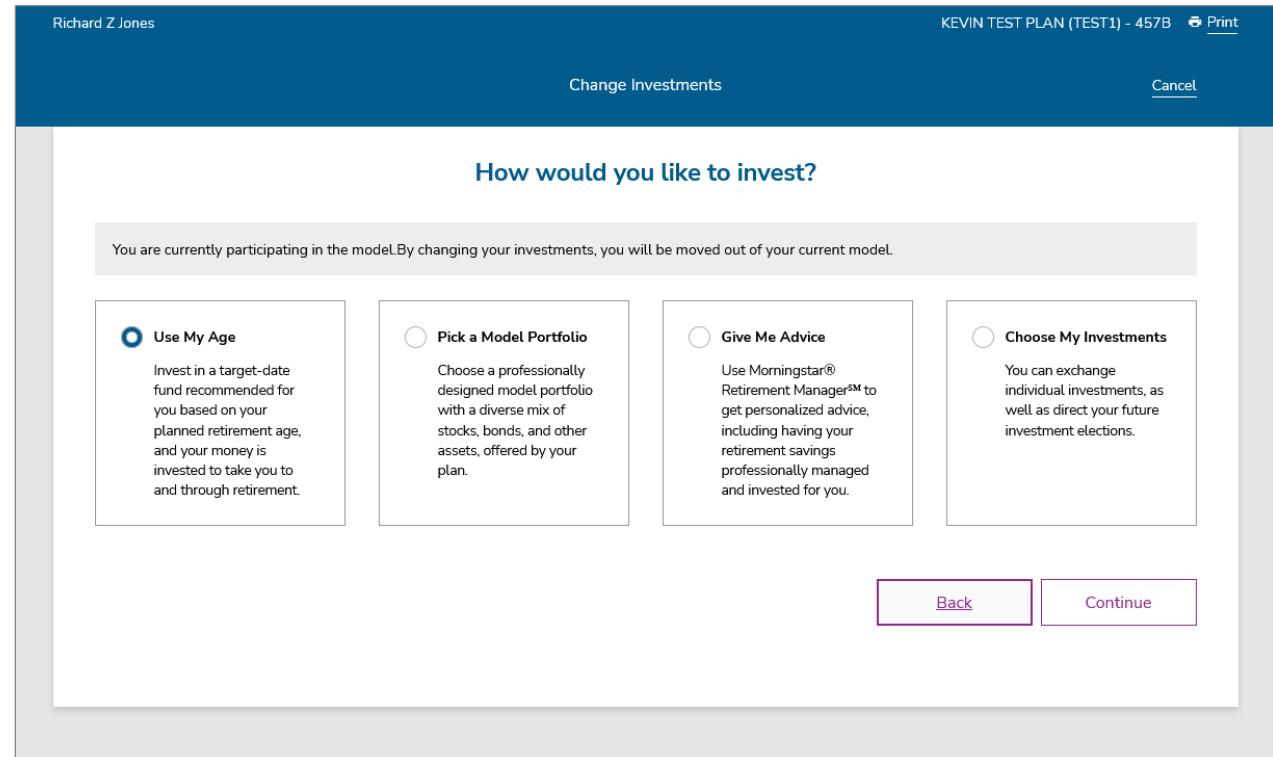
You'll find two **Change Investments** buttons on the My Portfolio screen. The first is at the top of the screen in the My Portfolio banner. The second is found at the bottom of the Investment Details tile.

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.



The screenshot shows a web-based application interface for managing retirement investments. At the top, the user is identified as "Richard Z Jones" and the plan is "KEVIN TEST PLAN (TEST1) - 457B". There are "Print" and "Cancel" buttons. The main title is "Change Investments". Below this, the sub-section title is "How would you like to invest?". A note states: "You are currently participating in the model. By changing your investments, you will be moved out of your current model." Four options are presented in boxes:

- Use My Age** (radio button selected): "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** (radio button): "Choose a professionally designed model portfolio with a diverse mix of stocks, bonds, and other assets, offered by your plan."
- Give Me Advice** (radio button): "Use Morningstar® Retirement Manager™ to get personalized advice, including having your retirement savings professionally managed and invested for you."
- Choose My Investments** (radio button): "You can exchange individual investments, as well as direct your future investment elections."

At the bottom right are "Back" and "Continue" buttons.

## Change investments and allocations

When electing 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 %

Back Continue

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					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Investment</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Automatic Investing</td> <td style="text-align: right;">100.00%</td> </tr> </tbody> </table>			Investment	Amount	Automatic Investing	100.00%
Investment	Amount					
Automatic Investing	100.00%					

I accept the Terms and Conditions.

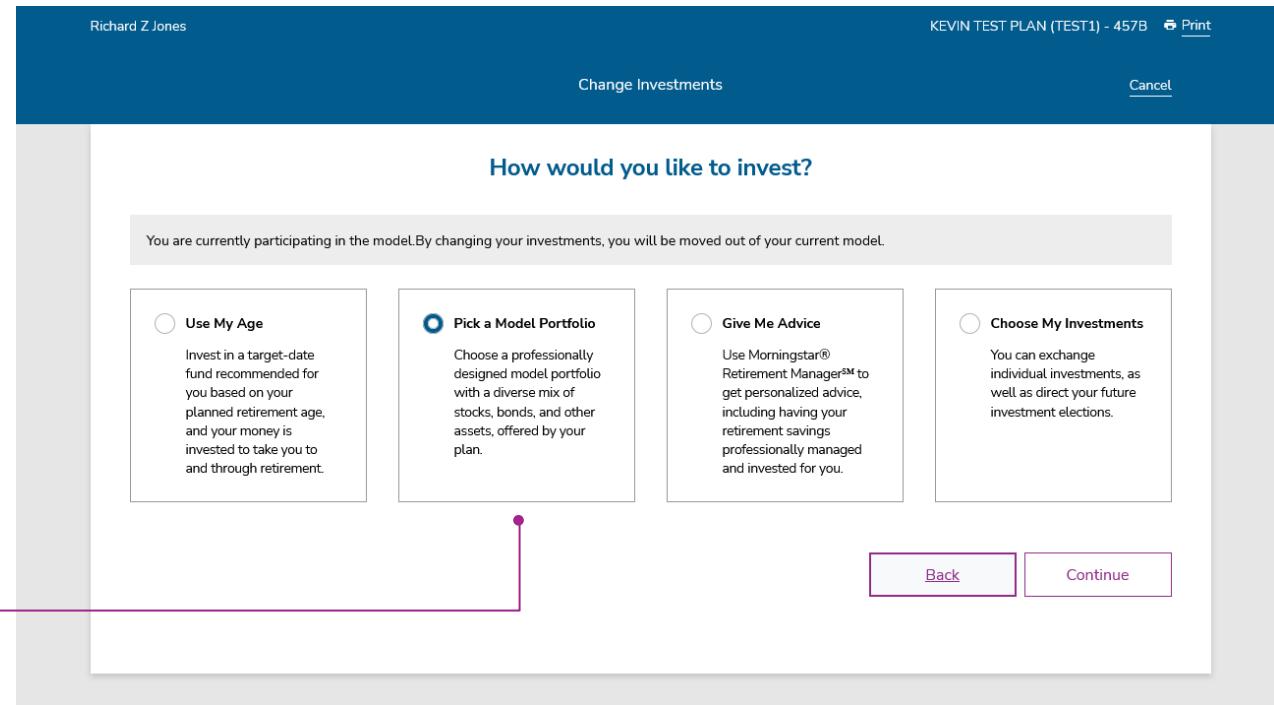
You should carefully consider your own investment goals, risk tolerance, and liquidity needs before making an investment decision. Investing involves risk, including possible loss of the amount invested. The funds' fact sheets and other offering and disclosure documents include a complete summary of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

Back 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.

Pick a Model Portfolio



The screenshot shows a web-based application for managing retirement investments. At the top, a dark blue header bar displays the user's name, "Richard Z Jones", and the plan name, "KEVIN TEST PLAN (TEST1) - 457B". To the right of the plan name are "Print" and "Cancel" buttons. The main content area has a light gray background. A central heading, "How would you like to invest?", is displayed above four options, each in its own box. The "Pick a Model Portfolio" option is highlighted with a blue circle and is selected. A purple line and arrow point from the "Pick a Model Portfolio" text in the "Pick a Model Portfolio" section of the question to the "Pick a Model Portfolio" text in the "How would you like to invest?" section of the screenshot. Below the options are "Back" and "Continue" buttons. A note at the top of the content area states: "You are currently participating in the model. By changing your investments, you will be moved out of your current model."

Richard Z Jones

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 Manager™ 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.

[Back](#) [Continue](#)

## Pick a Model Portfolio Step 1

**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.

Pre-selected asset allocation portfolio options

Richard Z Jones KEVIN TEST PLAN (TEST1) - 457B Print

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 50.00%  
TICKER: SMVTX

William Blair Sm-Mid Gr I 50.00%  
TICKER: WSMDX

Conservative Rebalanced Quarterly

Davis New York Venture A 50.00%  
TICKER: NYVTX

Missouri Stable Income 50.00%  
TICKER: --

Moderate Rebalanced Quarterly

Missouri Stable Income 50.00%  
TICKER: --

Parnassus Core EQ Instl 50.00%  
TICKER: PRILX

When would you like to reallocate to this model?

Reallocate to model now

Reallocate when the model rebalances

Back Continue

## Pick a Model Portfolio Step 2

**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.

Richard Z.Jones

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%

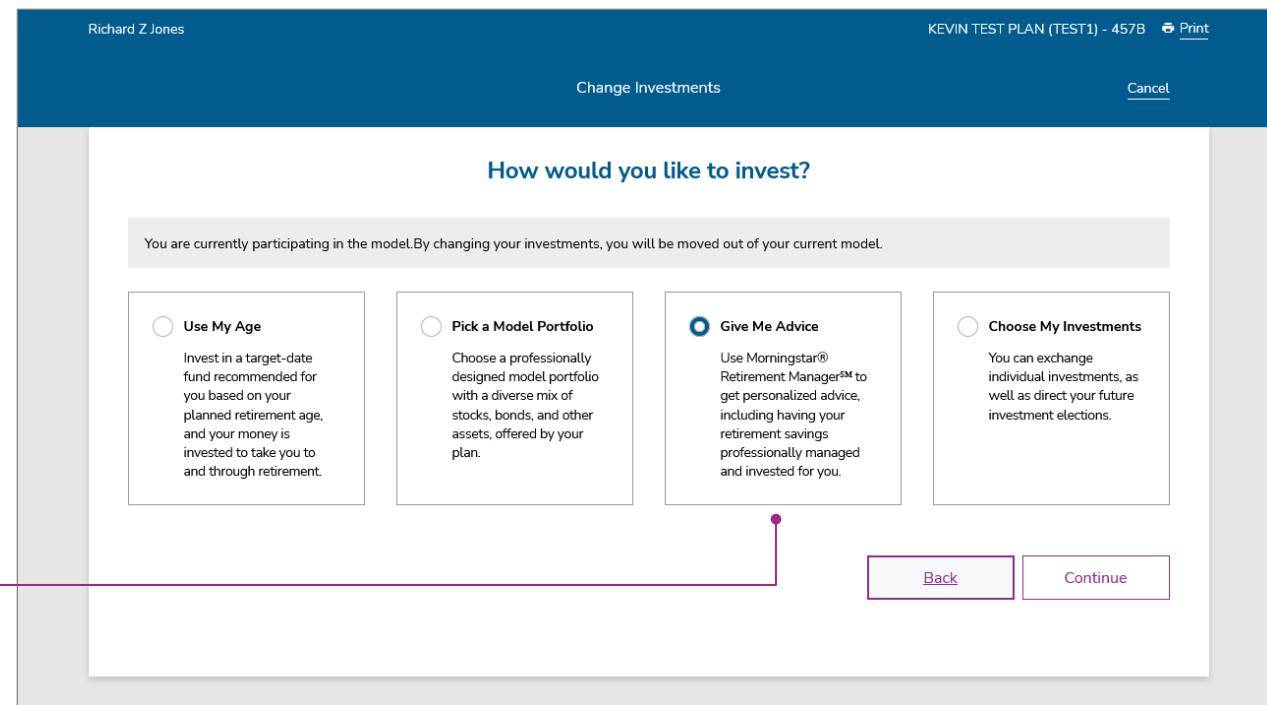
I accept the Terms and Conditions.

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.

[Back](#) [Submit](#)

## Change investments and allocations – Give Me Advice

This option will use the Morningstar® Retirement Manager<sup>SM</sup> to get personalized advice, including having your retirement savings professionally managed and invested for you.



The screenshot shows a web-based application interface for managing retirement investments. At the top, the user is identified as "Richard Z Jones" and the plan is "KEVIN TEST PLAN (TEST1) - 457B". There are "Print" and "Cancel" buttons. The main title is "Change Investments". Below this, the sub-section title is "How would you like to invest?". A note states: "You are currently participating in the model. By changing your investments, you will be moved out of your current model." Four options are listed in boxes:

- 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 Manager<sup>SM</sup> 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.

At the bottom right are "Back" and "Continue" buttons. A pink line and arrow on the left point to the "Give Me Advice" option.

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

Click **Continue** to proceed.

The screenshot shows a web page with a dark blue header. On the left, it displays the name 'Richard Z. Jones'. On the right, it shows the identifier 'KEVIN TEST PLAN (TEST1) - 457B' and a 'Print' link. Below the header, there are two buttons: 'Change Investments' on the left and 'Cancel' on the right. The main content area is titled 'Third-Party Site Disclaimer' in blue text. It contains the following text in black:

You are leaving the MissionSquare Retirement website and are entering the Morningstar® Retirement Manager™ 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".

At the bottom right, there are two buttons: 'Back' and 'Continue', both enclosed in a light gray box.

## Change investments and allocations – Choose My Investments

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

Choose My Investments

Richard Z Jones

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  
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Give Me Advice  
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Choose My Investments  
You can exchange individual investments, as well as direct your future investment elections.

Back Continue

This screen provides options to either:

- Switch your current investments
- Rebalance 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.

Type of change options

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

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. 

[Back](#) [Continue](#)