



Your participant  
website

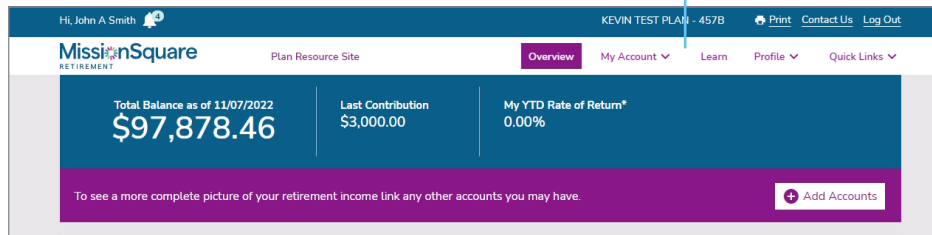
**Change Investments  
and Allocations**

# 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.

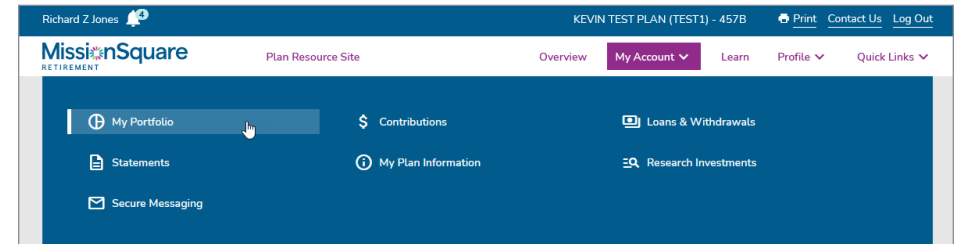
### Navigation panel



### Steps to use with single MissionSquare account

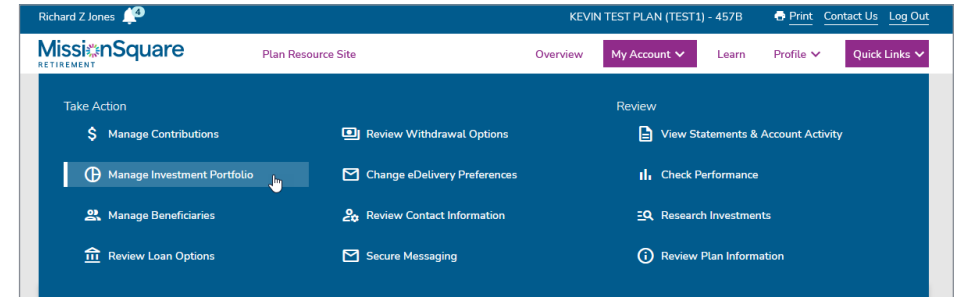
#### Path 1: My Account > My Portfolio link

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 displays the MissionSquare Retirement participant website. At the top, it shows the user's name (Hi, Richard Z Jones) and navigation links (Overview, Learn, Profile). A summary banner indicates the total value of all accounts as of 11/09/2022 is \$28,292.60. Below this is a Notifications section with a message icon and the text "MESSAGES: You have (4) messages." The main section is titled "My Accounts" and contains a table with columns for Account Name, Actions, Status, Last Contribution, Account Balance, \*\*Vested Balance, and \*YTD Return. The table lists two test accounts: KEVIN TEST PLAN (TEST1) and KEVIN TEST PLAN 2 (TEST2), along with their combined values. A pull-down menu is open for the first account, showing options like 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 for the first account. Below the table is a purple banner with the text "To see a more complete picture of your retirement information, view all accounts you may have." and an "Add Accounts" button. The bottom section is divided into three tiles: "Am I On Track?" with an "Update your Goals" button, "Savings to Date" with a bar chart showing contributions for Sep 22, Oct 22, and Nov 22, and "My Balances" with a donut chart showing the allocation of investments: Standard Stable Asset II (90.53%), T Rowe Retirement 2055 (9.01%), and Other (0.46%). A "View My Portfolio" button is located at the bottom of the My Balances tile.

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%

# Change investments and allocations – My Portfolio Page

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

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## My Portfolio

[Change Investments](#)

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

### 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
<a href="#">Davis New York Venture A</a> TICKER: NYVTX	⋮	Category 1	Objective A	302.515	\$22.850 11/18/2022	\$6,912.48	↑ \$6,912.48	↑ \$6,912.48
<a href="#">Missouri Stable Income</a> TICKER: --	⋮	Category 1	Objective A	6,908.060	\$1,000	\$6,908.06	↑ \$6,908.06	↑ \$6,908.06
<b>Combined Total</b>						\$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.

The screenshot displays a web interface for changing investments. At the top, a dark blue header contains the name 'Richard Z Jones' on the left, 'KEVIN TEST PLAN (TEST1) - 457B' and a 'Print' icon on the right. Below the header, the page title 'Change Investments' is centered, with a 'Cancel' link on the right. The main content area is titled 'How would you like to invest?' and includes a grey informational box stating: 'You are currently participating in the model. By changing your investments, you will be moved out of your current model.' Below this, four investment options are presented in white boxes with rounded corners, each with a radio button and a description:

- Use My Age** (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**: 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.

At the bottom right of the main content area, there are two buttons: 'Back' and 'Continue'.

# Change investments and allocations

When electing into an automatic investing option, your future allocations into the investment type will be 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**

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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## 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.

Richard Z Jones

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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.

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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.

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




<input checked="" type="checkbox"/> <a href="#">Virtus Ceredex Mid-Val EQ</a>	50.00%
TICKER: SMVTX	
<input checked="" type="checkbox"/> <a href="#">William Blair Sm-Mid Gr I</a>	50.00%
TICKER: WSMDX	

**Conservative**  
Rebalanced Quarterly



<input checked="" type="checkbox"/> <a href="#">Davis New York Venture A</a>	50.00%
TICKER: NYVTX	
<input checked="" type="checkbox"/> <a href="#">Missouri Stable Income</a>	50.00%
TICKER: --	

**Moderate**  
Rebalanced Quarterly



<input checked="" type="checkbox"/> <a href="#">Missouri Stable Income</a>	50.00%
TICKER: --	
<input checked="" type="checkbox"/> <a href="#">Parnassus Core EQ Instl</a>	50.00%
TICKER: PRILX	

When would you like to reallocate to this model?

Reallocate to model now

Reallocate when the model rebalances

BackContinue



# 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.

The screenshot shows a web interface for 'Change Investments'. At the top, the user is identified as 'Richard Z Jones' and the plan as 'KEVIN TEST PLAN (TEST1) - 457B'. The page title is 'Change Investments' with a 'Cancel' link. The main heading is 'Step 2 of 2 Verify Your Changes'. A grey box contains the instruction: 'Verify your changes below, then review the Terms and Conditions before clicking Submit below to participate in automatic investing.' Below this is a 'My Request' section with a 'Make Changes' button. The request details are: Action: Change Investments; Affects: Current Balances and Future Contributions; Reallocation date: 12/30/2022. A table shows the investment allocation: Automatic Investing at 100.00%. At the bottom, there is an unchecked checkbox for 'I accept the Terms and Conditions.' followed by a disclaimer paragraph and 'Back' and 'Submit' buttons.

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.

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## 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.

Richard Z Jones

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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.

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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 Manager<sup>SM</sup> which is hosted by Morningstar Investment Management LLC.

Click **Next** to proceed.

Richard Z Jones

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Change Investments [Cancel](#)

### Third-Party Site Disclaimer

You are leaving the MissionSquare Retirement website and are entering the Morningstar® Retirement Manager<sup>SM</sup> 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.

Richard Z Jones

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Change Investments [Cancel](#)

### How would you like to invest?

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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.

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.



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