

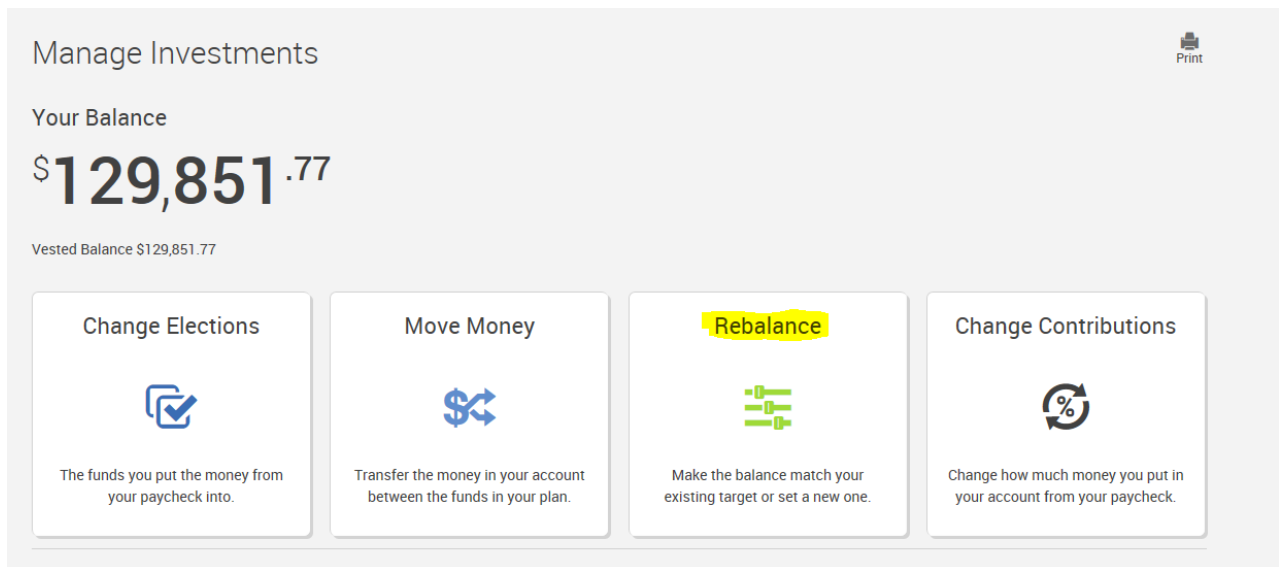
Rebalance - Conform to Target

 [Show Me How to Rebalance My Current Contributions](#)

To manage your investments or contributions, choose Manage Investments from the Manage My Account menu. From here you can update your future investment elections by selecting [Change Elections](#), you can [Move Money](#) which allows you to move specific funds or a portion of a fund into another fund(s), or you can **Rebalance** your entire account by realigning your fund percentages.

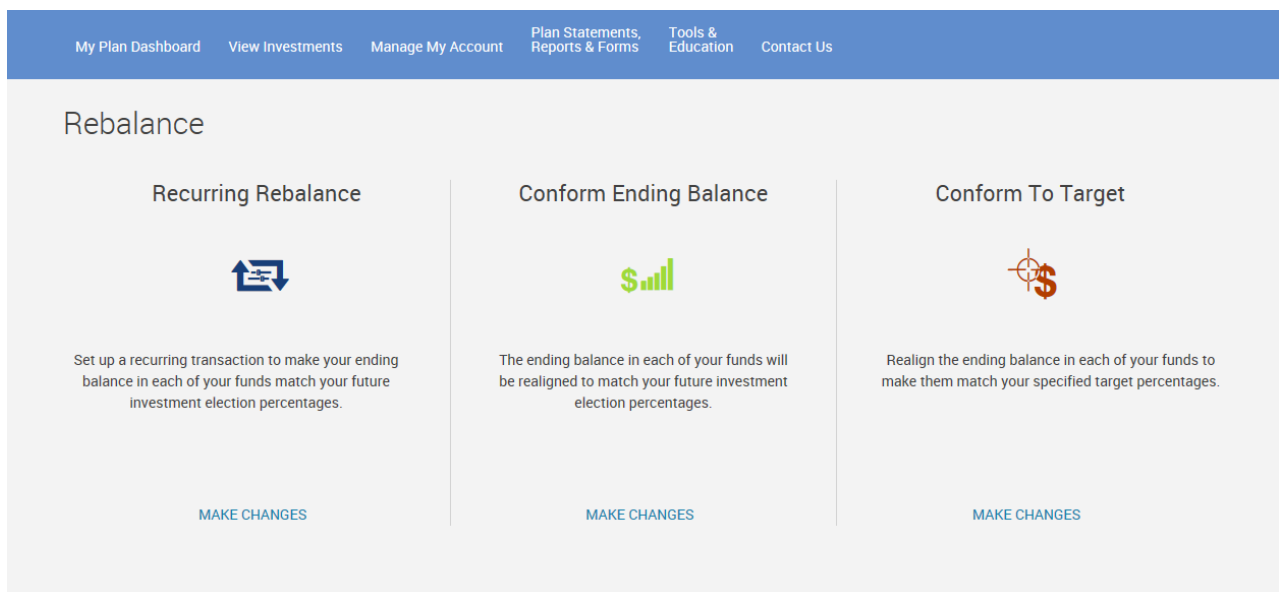
REBALANCE

1. Select Rebalance from Manage Investments menu.



The screenshot shows the 'Manage Investments' page. At the top right is a 'Print' icon. Below the title, it displays 'Your Balance' as '\$129,851.77' and 'Vested Balance \$129,851.77'. There are four main action buttons: 'Change Elections' (with a checkmark icon), 'Move Money' (with a dollar sign and arrows icon), 'Rebalance' (with a target icon and highlighted in yellow), and 'Change Contributions' (with a percentage icon). Each button has a brief description below it.

2. Select the type of rebalance you would like to process on your account: Click **Make Changes**



The screenshot shows the 'Rebalance' options page. At the top is a navigation bar with links: 'My Plan Dashboard', 'View Investments', 'Manage My Account', 'Plan Statements, Reports & Forms', 'Tools & Education', and 'Contact Us'. Below the title 'Rebalance', there are three options: 'Recurring Rebalance' (with a refresh icon), 'Conform Ending Balance' (with a bar chart icon), and 'Conform To Target' (with a target icon). Each option has a description and a 'MAKE CHANGES' button at the bottom.

If you have new target percentages you would like to set your funds to **Conform To Target** is the option you

will need to select. You can also [Conform Ending Balance](#) to reset your fund percentages to match your existing elections, or set up a [Recurring Rebalance](#) to have your rebalance occur automatically.

Conform to Target

3. Scroll down the page to see the available funds in your plan. Enter percentages next to the funds you would like assets allocated to.

**Total must equal 100%. This option will rebalance your entire account to the new target percentages.

4. Click **Next**.

5. You can update your election percentages (future money allocation) while processing the new target election. If you want to update your elections to match the new target, select **Yes**. If you do not want to make changes, select **No**, then click **Next**.

My Plan Dashboard View Investments Manage My Account Plan Statements, Reports & Forms Tools & Education Contact Us

Rebalance - \$ Conform To Target

Overall Progress: **20% Complete**

Update Election Percentages

Update my election percentages to match my transfer target percentages:

Yes No

6. Proceed through the steps to complete your transaction. Click **Submit**. You will receive a 6-digit confirmation number to confirm you transaction is complete.

In most cases, transactions submitted before 4PM will be processed for that business days. Transactions submitted after 4PM will be processed the following business day.