

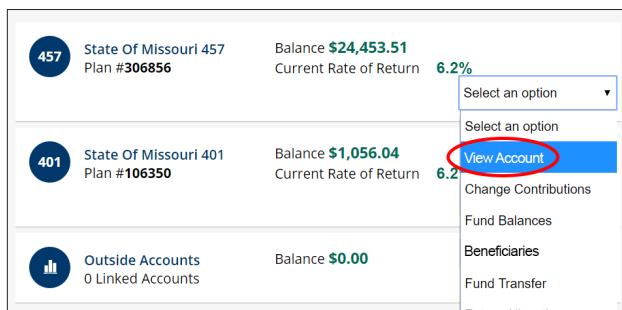
# How to Do a Single Fund Transfer in Account Access



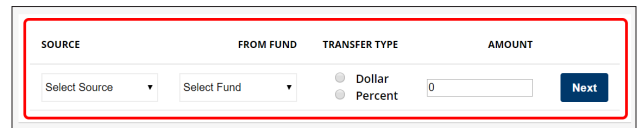
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There may come a time in your retirement savings journey that you would like to move money between investment options. Doing so within Account Access is quick and easy. Simply, follow the directions below to do a single fund transfer.

- 1.) **Log in to Account Access** by visiting [www.modeferredcomp.org](http://www.modeferredcomp.org) or through the **ESS Portal**.
- 2.) **Select View Account** from the drop down box in the middle of the page.

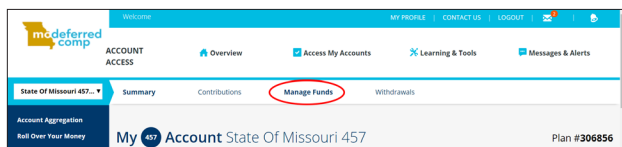


- 5.) **Next, select the Source, From Fund and Transfer Type and enter the Amount to transfer.** For reference, **Source** refers to your pre-tax and/or Roth funds, while **From Fund** is asking which fund you would like to move money from. When the form is complete, select **Next**.

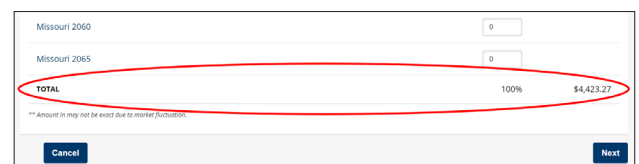


**IMPORTANT:** To ensure your transfer is processed, use the percentage transfer option. High market volatility can cause dollar-based transfers to reject.

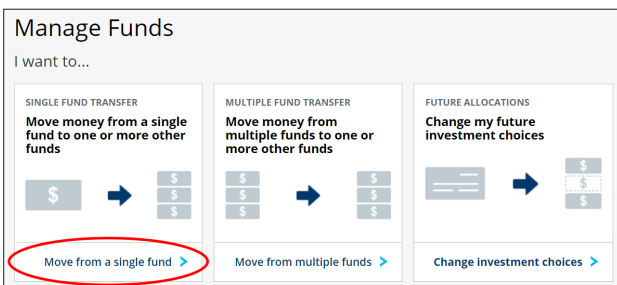
- 3.) **Click Manage Funds** from the secondary menu just below the main menu.



- 6.) **Choose which fund(s) you would like to move your money into** by entering the percentage you want transferred into the fund(s). Click **Next** when ready. **NOTE: The column total must equal 100%.**



- 4.) **Click the Move from a single fund** link in the **Single Fund Transfer** box.



- 7.) **Review your changes and click Submit** if the information on the confirmation page is correct. If additional changes are needed, click the **Previous** button.