HOW TO DO A SINGLE FUND TRANSFER



Follow these steps to move your money between investment options.

Log in to Account Access by visiting www.modeferredcomp.org or through the ESS Portal.

Select View Account from the drop down box in the middle of the page.



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

_	Welcome		N	AY PROFILE CONTACT US	logout 至 👂
modeferred comp	ACCOUNT ACCESS	overview 🐔	Access My Accounts	🛠 Learning & Tools	📮 Messages & Alerts
State Of Missouri 457 🔻	Summary	Contributions	Manage Funds Withd	irawals	
Account Aggregation Roll Over Your Money	My 🐠 Acc	ount State	Of Missouri 457		Plan # 306856

4 Click the **Move from a single find** link in the **Single Fund Transfer** box.



5 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 your would like to move money from. When the form is complete, select **Next**.

SOURCE		FROM FUND		TRANSFER TYPE	AMOUNT		
Select Source	٠	Select Fund		DollarPercent	0		Next

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

6 Choose which fund(s) you would like

to move your money into by entering the percentage you want transferred into the fund(s). The column total must equal 100%. Click Next when ready.



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.