

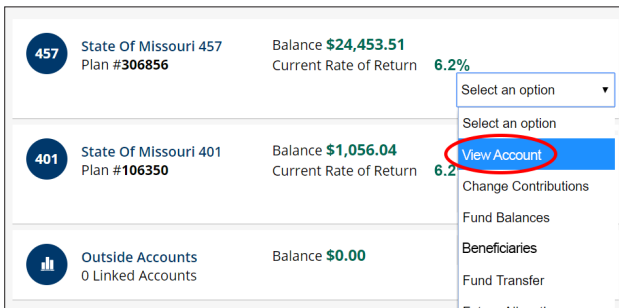
HOW TO DO A SINGLE FUND TRANSFER



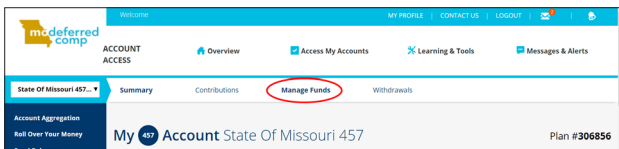
Follow these steps to move your money between investment options.

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

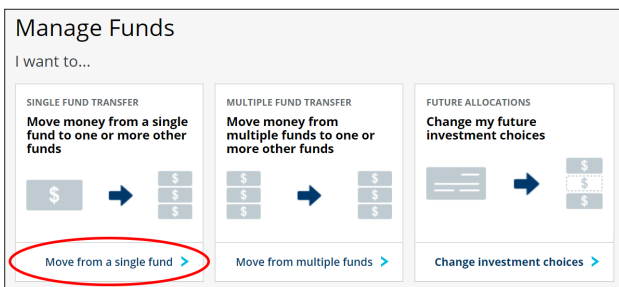
2 Select **View Account** from the drop down box in the middle of the page.



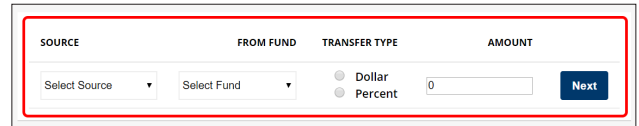
3 Click **Manage Funds** from the secondary menu just below the main menu.



4 Click the **Move from a single fund** 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 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.

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.