

Investment Change Guide

This guide is meant to provide you with information regarding submitting plan level investment changes to include fund adds, exchanges, model maintenance, and model adds.



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For your reference

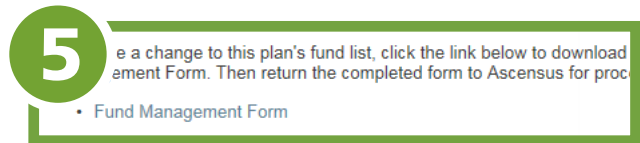
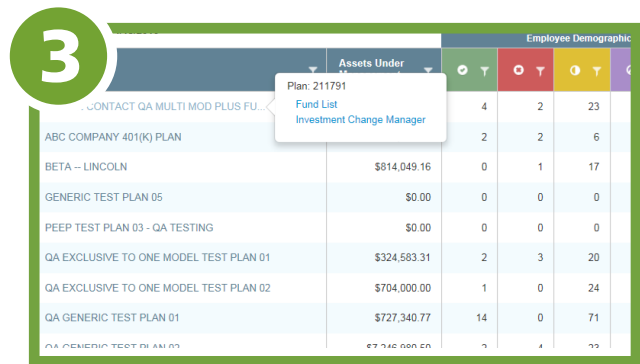
The financial professional (FP) website (<https://mybusiness.ascensus.com>) provides both commission-based and fee-based financial professionals with online access to your book of business and the fund lists for each plan. Investment Change Manager provides access to update a plan's fund list based on your arrangement with the plan:

- Commission-based financial professionals – Forms are available online to make changes to the plan fund list and obtain plan signatures
- Fee-based financial professionals – Online tools are available on the FP website to directly update the plan fund list

Create login: If you do not already have a login, click the below link to begin registration process: <https://mybusiness.ascensus.com/registration.aspx>

Forms – To access a fund add/change form:

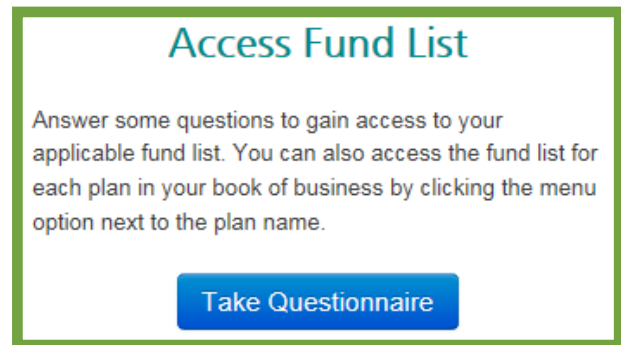
1. Log in to website
2. Place cursor on plan you want to access Fund List for
3. Hover menu will appear – Choose **Fund List** option
4. Disclaimer will appear for Fund List. Click **OK**.
5. Form will be located as a link in top right corner of the screen
6. Click the link to fill out the form online. The instructions will tell you where to send it.



Fund lists: To add funds to a plan, the funds must be on the fund list for that specific client relationship.

Fund lists can be accessed in two ways:

1. If related to a specific plan – follow steps 1-4 from “Forms” section above.
2. If not related to a specific plan – from the **Book of Business** page choose **Take Questionnaire**.



Investment Change Manager:

Permits fee-based financial professionals to submit investment changes online. The functionality permits fund adds, exchanges, model rebalance only, or model changes.

- You may only have one request pending at a time
- Once you click **Submit** the request cannot be cancelled or modified online

1. **Fund Add** – Provides two options:
 - a. Quick – If research already complete and you know what funds you want to add, you can enter requested fund adds by ticker.
 - b. Research and add – You will be redirected to the fund list where you can choose funds to bring back to the fund add screen.

2. **Fund Exchange** – Option moves financial balances, updates default funds, moves participant investment elections, and will update models if not also performing a model maintenance

Current Fund – Any active or frozen fund currently in the plan will appear in this box

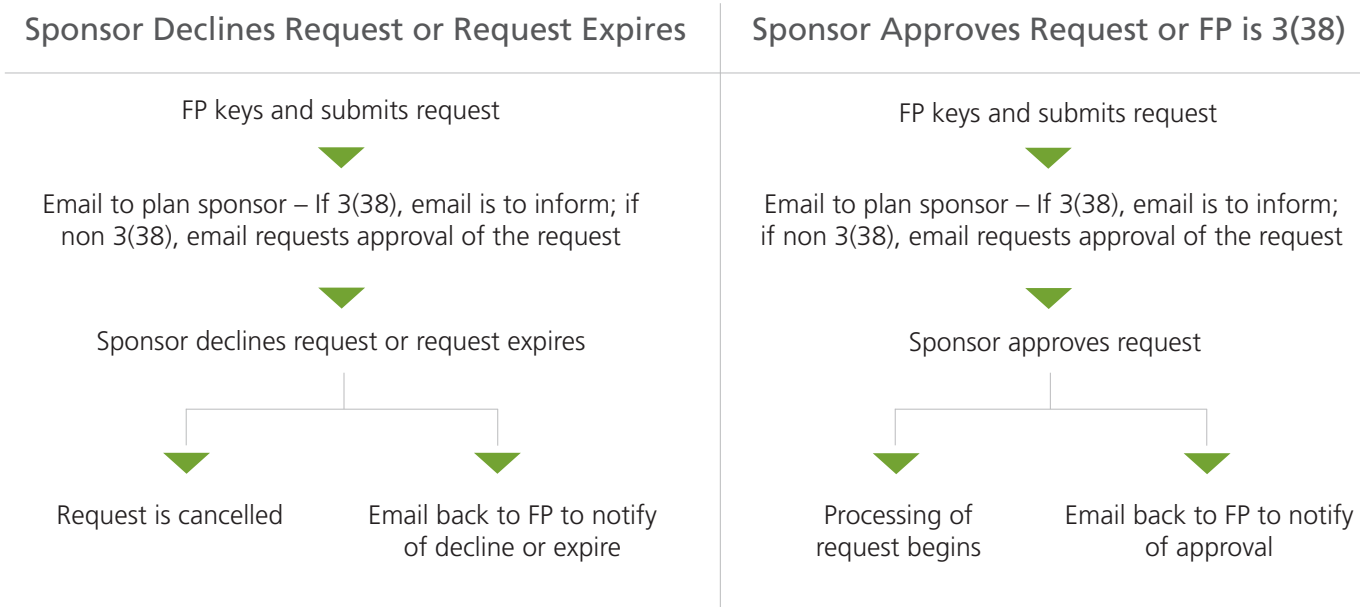
Replacement Fund – Any active fund or fund that you added in the fund add section will appear in this box

NOTE: If you want to exchange into funds that do not exist in the plan currently you must first add them in the fund add menu.

3. **Model Maintenance** – Permits you to update funds and/or percentages in the models. This menu option is not available if the plan does not have models. The system will automatically rebalance the models after the maintenance is performed. This option also permits changes to the model rebalance frequency.

4. **Model Rebalance** – Rebalances models to align with underlying funds and percentages that have been skewed over time from fund dividends and market value fluctuations

How Investment Change Manager Works:



Processing guidelines:

1. Fee Disclosure:

Request type	Fee disclosure required
Fund Add	Yes
Fund Exchange	Yes
Model Maintenance	No
Model Rebalance	No

Documents necessary to provide to participants for fee disclosure are available on the employer site once a request is submitted and approved (if applicable). Links and print screen of the request can be found under **Plan**>Investment Changes.

The disclosure documentation and sample template are links located in the top right side of the screen:

Scheduled Investment Changes [Change Disclosure](#)
[Sample Investment Memo](#)

This request has been submitted for processing. To change or cancel this request, contact your Client Service Trade Representative at 877-258-8496. Additional investment changes to your plan cannot be made until this request is complete. If your plan utilizes our templates to help provide regulatory fee disclosure notifications to your plan, **Change Disclosure** and **Sample Investment Memo** links will be available on this page no sooner than 90 days prior to effective date.

2. Processing Times Guide:

The earliest date that can be requested is dependent upon several factors:

- Sponsor Approval Needed | 5 days
- Fee Disclosure Required | 30 days
- Processing Time | 10 days

3. Communications:

Email communications will be sent at various points throughout the process:

- Submitted online - Upon submit, an email will be sent to sponsor and financial professional. Content of email will vary, dependent upon whether approval is needed.

- Submitted online – When sponsor approves or declines request or request expires
- Paper form or online – Within 3 days of approved request, email will be sent to financial professional with processing timeline
- Paper form or online – When request is complete, financial professional will be notified

4. Timelines:

If a request is to exchange 85% or more of the fund investment plan offerings, the transaction will have a truncation timeline. If the request is less than 85% of the investment choices being exchanged, the transactions will have an exchange timeline.

Date	Exchange	Truncation
2 business days prior to effective date at market close	New funds activated, closing funds set to frozen and allowing transfer out only; investment elections, default fund, and model mapping occurs; reallocation transfers shut off on web and IVR	New funds activated, closing funds set to frozen and allowing transfer out only; investment elections, default fund, and model mapping occurs; web and IVR set to allow balance only inquiry; Processing holds set on for financial transaction types
1 business day prior to effective date at market close	Processing holds set on new loans and payouts	No activity
Effective date of request	Fund exchange trades	Fund truncation trades
1 business day after effective date	Posting to recordkeeping and reconciliation; closing funds set to closed and no transfers; reallocation transfer settings restored; processing holds removed	Posting to recordkeeping and reconciliation; closing funds set to closed and no transfers; web and IVR turned back on; processing holds removed
2 business days after effective date (only applicable if model maintenance requested)	Model rebalance occurs	Model rebalance occurs

If additional information is needed, please contact a Client Service Trade Representative at [877-258-8496](tel:877-258-8496).