

Instructions for Changing Future Investment Elections

Members can change the investment they have already made (referred to as either the “current balance” or “existing account balance”) as well as future investment elections (referred to as either “future contributions” or “future investment elections”).

Changes to future contributions direct **future** premiums only. Changes to future contributions will **not** move a member’s existing account balance. There are two ways to redirect future contributions (premiums) (1) via mmbbaccounts.org, or (2) by calling the Conduent Service Center at 1-877-626-4032.

Please note that members must make a separate election for each plan in which the member participates. For each election made, a confirmation statement for each plan will be sent according to the communication preferences saved on mmbbaccounts.org. Confirmation statements will also be sent to those members who have never made an investment election and whose election is mapped. Confirmation statements will mail two to three business days after the June 30, 2021 valuation.

Via mmbbaccounts.org

1. Visit mmbbaccounts.org.
2. Enter your username and password and click *Login*.
 - a. Note: If you have not previously registered for mmbbaccounts.org (and, therefore, do not have a username and password), you will need to request a one-time registration key to register. Click on *Register (First-time user)*.
3. Click on *Your Plans*.
4. Click on *Investments*.
5. Click on *Change*.
6. Click the radio button *I want to change the funds in which my future contributions are invested*.
7. Fill in the *New Investments* column. Percentages must total 100 percent.
8. Click *Continue*.
9. Review the elections. If correct, click *Submit*.
10. Review the transaction summary. The transaction has now been saved.

Via Conduent Service Center

1. If you have a Personal Identification Number (PIN), have it ready before calling.
2. Call 1-877-626-4032. The agent will guide you through the process.