

REALIGN PORTFOLIO

(if you wish to move your contributions in their entirety to different funds)

1. Open your browser to the site: www.abr-update.com.
2. The web page will request your Log In, which is your Social Security number. Please use only the 9 numbers of your SSN with no dashes or spaces.
3. Your pin number is your six-digit date of birth in this format: mmddyy
4. Once you have logged in, you should see a stock market summary and your current account balance.
5. On the left hand side of the page is a menu. Under the section titled "**Plan Services**," there is a **Realign Portfolio** option. Click on **Realign Portfolio** and a new page will open.
6. If you have an employer match or alternate contribution sources for your 401k (such as profit sharing, etc), you will see contributions under multiple categories. You can change elections for each individual source, or you can change elections for "All Sources." Click "**Realign**."
7. On the new page, you will see three columns. The first indicates your current balance in that fund. The second indicates the percentage of your current contributions that are currently in this fund. The third column contains drop down options. In this third column, you will indicate what percentage of your portfolio you wish to remain/be moved to the corresponding fund.
8. Once you have chosen your new percentages, please scroll to the bottom of the column and confirm that the total is 100%.
9. Your new elections must be submitted by clicking on the "**Submit Realignment**" button, which is a very light gray button on the bottom left side of the page. If you scroll your mouse cursor over the button, it should highlight and be easier to locate.
10. You will then be sent to a confirmation page. Please keep this confirmation number for your records. The confirmation will also be stored in your pending activity page. For a record of changes made to your account, please visit the "**Pending Activity**" page. You will find this option on the left hand menu under the section titled, "**Account Summary**."