

# Advice Access

Take the guesswork out of your retirement planning decisions



Your 401(k) plan is a great way to prepare for your financial future. But many people need help making investment decisions. That's why your company offers Advice Access. It provides specific, personalized recommendations to help you develop a strategy that's right for you.

## Customized investment advice for you

If you're trying to prepare for a comfortable retirement, you've probably asked yourself the following questions:

- How much retirement income will I need?
- How much should I contribute to my 401(k) plan?
- How should I invest my money?
- Am I on track with my goals?

Advice Access has answers to these questions — specific answers — tailored to your personal financial situation.

With Advice Access, you don't have to spend the time — or need the investment knowledge — to decide how much to contribute to your plan, or to choose your investment options. Advice Access can do all of this for you.

 **See how it works**  
[go.ml.com/jujv](http://go.ml.com/jujv)

Watch a brief video and find out how Advice Access can help you develop your personalized retirement plan.

## Get started today in four simple steps

This guide will walk you through it.

- 1 Review your recommendations — which you can do online in one convenient location, all on a single web page.
- 2 Add more personal information for more precisely targeted recommendations.
- 3 Choose your level of service.
- 4 Visit Benefits OnLine® at [www.benefits.ml.com](http://www.benefits.ml.com) or call your plan's toll-free number to sign up.

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Investment products:

**Are Not FDIC Insured**

**Are Not Bank Guaranteed**

**May Lose Value**

The goal of Advice Access is *income replacement*: seeking to replace 90% of your annual pre-retirement after-tax income (adjusted for inflation) for every year after you retire.

### Step 1: Review your recommendations

Advice Access recommendations are provided by Morningstar Investment Management, LLC, an independent, third-party financial expert.

Advice Access will tell you how much income you may need in retirement, and recommend a new investment strategy to help put you on track. You can review your Advice Access recommendations on Benefits OnLine at [www.benefits.ml.com](http://www.benefits.ml.com). In fact, you'll see your projected retirement income on the My Accounts page as soon as you log in.

#### You'll find out:

- How much to contribute to your 401(k) plan
- How to divide your assets among stocks, bonds and cash equivalents
- Which investment options to select
- The age at which you could reasonably expect to retire
- Whether to make pre-tax or Roth 401(k) contributions (if your plan offers Roth)
- How to develop a strategy for withdrawing your retirement assets

If you need assistance, or if you don't have access to a computer, you can always call the Retirement & Benefits Contact Center at **800.228.4015**.



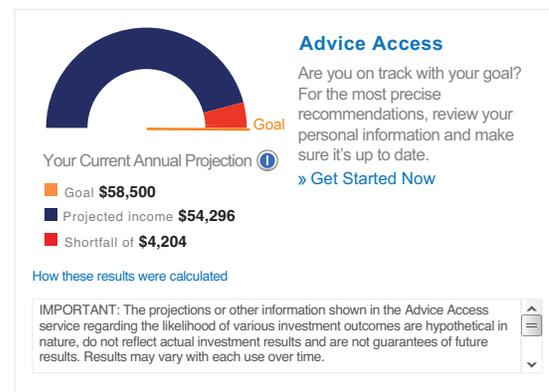
### Get your retirement income projection

See if you're on track with your goal — as soon as you log in! On the My Accounts page, you'll see:

- Your retirement income goal
- Your projected retirement income based on your current investment strategy

If there is a "shortfall," Advice Access can help you close the gap.

#### Your Retirement Income Projection



*The screen shots shown are intended to illustrate the functionality and services available to participants on Benefits OnLine. They are not meant as exact representations of the screens available through your plan.*

## Step 2: Add more information

The initial Advice Access recommendations are based on information that Merrill Lynch has on file for your 401(k) account, including your:

- Age and gender
- Current salary
- Current 401(k) account balance and contribution rate (if you're already in the plan)

They also reflect assumptions about your retirement age and the amount of income you may need in retirement to maintain your standard of living.

### Get more precise recommendations

To get the most out of the service, consider putting more *into* it. If you provide more details about your personal situation and finances, you can get recommendations that are even more customized. For example:

- Do you have a spouse or partner?
- Do you have money in another retirement plan?
- Do you have other investments? Savings accounts? IRAs?
- What about potential expenses, such as college education or elder care?

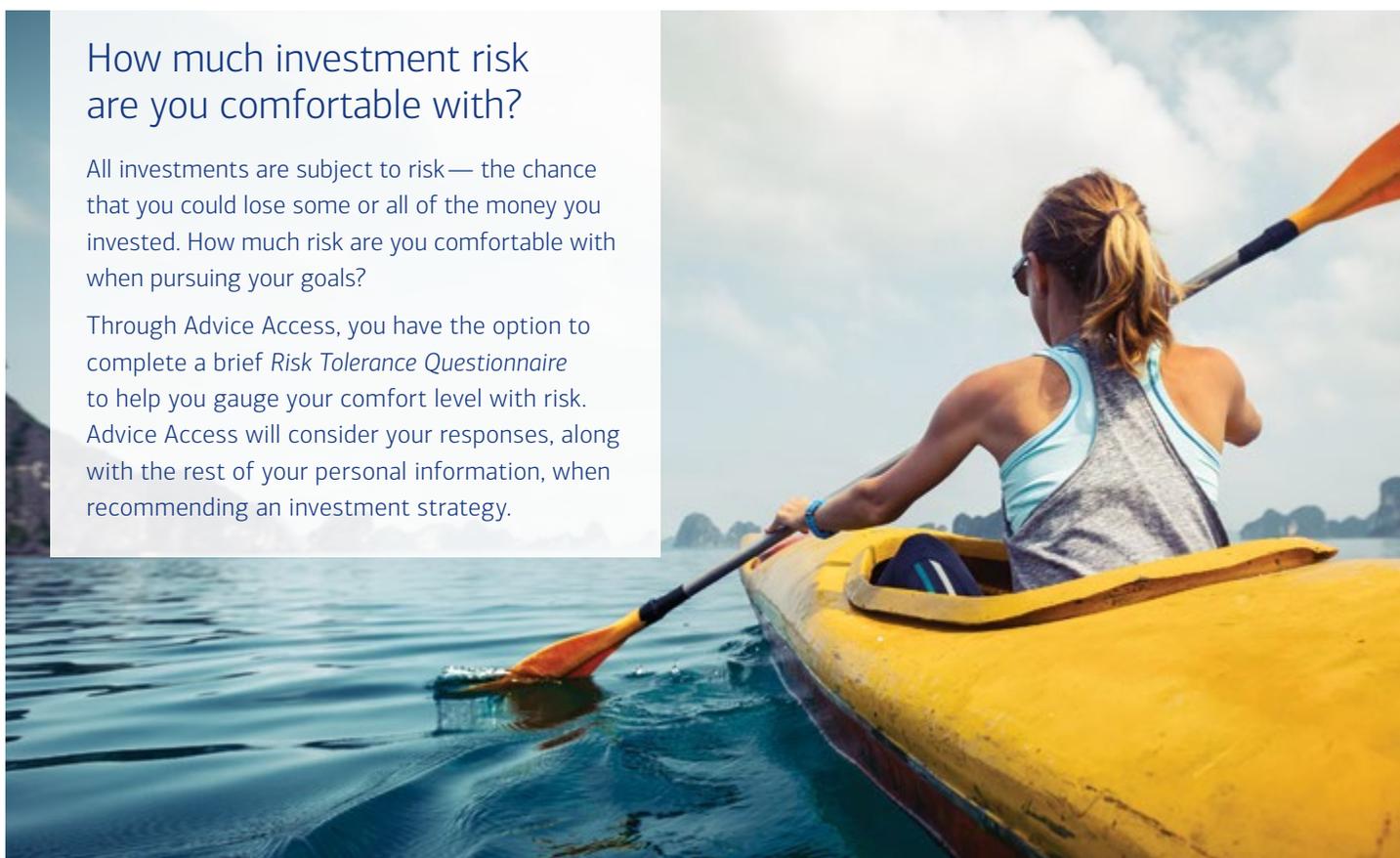
And if your circumstances change — if you have a child, get married or divorced, or experience a significant change in your finances — be sure to update your information to keep your advice current.

Any information you share is *confidential*, and will not be shared with anyone, including Merrill Lynch affiliates or your employer.

## How much investment risk are you comfortable with?

All investments are subject to risk — the chance that you could lose some or all of the money you invested. How much risk are you comfortable with when pursuing your goals?

Through Advice Access, you have the option to complete a brief *Risk Tolerance Questionnaire* to help you gauge your comfort level with risk. Advice Access will consider your responses, along with the rest of your personal information, when recommending an investment strategy.



### Step 3: Choose your level of service

How involved do you want to be with your investment decisions? Do you want your account managed for you to help you stay on track over time? Or do you want to manage it yourself and make changes when you want? You have three options.

#### PersonalManager® — Full-service account management

With the PersonalManager® service, you can save time and effort. Your account is monitored and adjusted on a regular basis to help keep you on track with your retirement goals.

When you sign up for Advice Access, the service will adjust your contribution rate and investments (upon your approval) to match the proposed strategy. But PersonalManager also does more.

- PersonalManager reviews your account approximately every 90 days.
- Based on any updates you have made to your personal information, the service will review your account and make changes as needed.
- If no changes are needed, PersonalManager will rebalance your account to maintain the recommended investment mix.

#### Portfolio Rebalancing — Maintain your investment mix

As an alternative to PersonalManager, you can choose Portfolio Rebalancing. It implements the recommendations (or your own investment strategy, if you choose) and then maintains that investment mix until you change it.

However, unlike PersonalManager, this service does not make adjustments to your investment strategy on an ongoing basis to help you stay on track.

#### One-time Implementation — We'll get you started

This option implements the initial recommendations, but does not provide ongoing rebalancing or investment updates. You'd need to make any account changes yourself.

#### Which option may be right for you?

	PersonalManager	Portfolio Rebalancing	One-Time Implementation
Forecasts the likelihood of meeting your retirement needs	X	X	X
Recommends a contribution rate and individual funds	X	X	X
Offers defined asset allocation	X	X	X
Offers automatic rebalancing	X	X	
Adjusts asset allocation over time	X		
Offers ongoing account management and review	X		
Reflects your personal financial circumstances, including salary, outside investments, etc.	X	X	X

## Step 4: Get started today

You have two ways to enroll in Advice Access. Choose the one that works better for you. Whether you sign up online or over the phone, you will receive the same Advice Access recommendations.



Benefits OnLine®  
[www.benefits.ml.com](http://www.benefits.ml.com)

- Click “Get Started Now” under the Retirement Income Projection graph on the **My Accounts** page.
- Review your Advice Access recommendations.
- Add personal information to customize your recommendations further.

The website is easy to use, and takes you through the Advice Access process step by step.

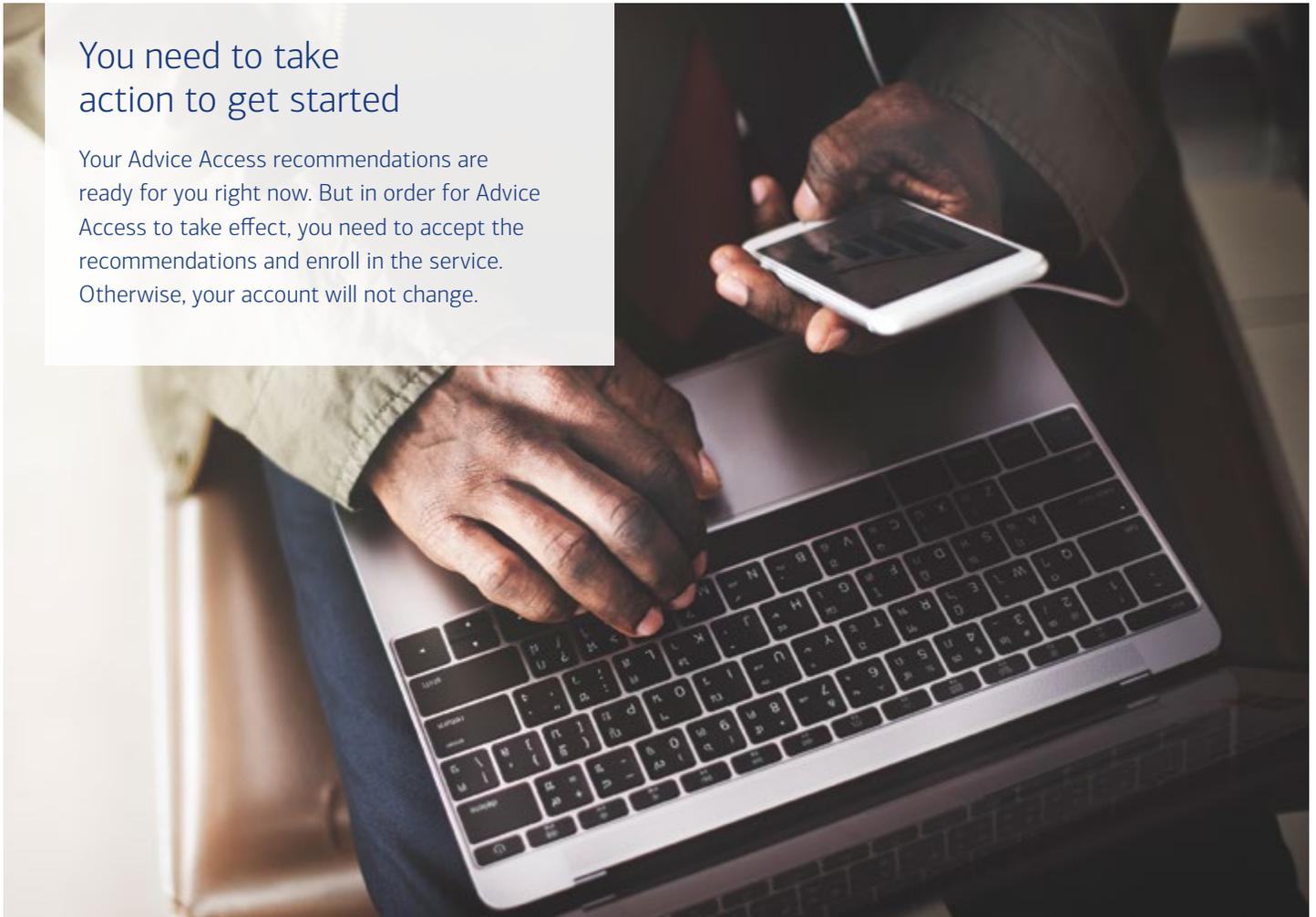


Retirement & Benefits Contact Center  
 800.228.4015

Participant service representatives are ready to help you implement your Advice Access recommendations, and will send you all the information generated by the service at the end of the call.

### You need to take action to get started

Your Advice Access recommendations are ready for you right now. But in order for Advice Access to take effect, you need to accept the recommendations and enroll in the service. Otherwise, your account will not change.



# Frequently asked questions

Advice Access can answer many of your questions about retirement planning. Here are answers to a few questions you may have about Advice Access itself.

## **How long does it take to sign up for Advice Access?**

That depends. If you don't provide any additional information, it may take only a few minutes. If you enter a lot of personal information, it would take longer. But a small investment in time now could equal a large investment in your financial future.

## **Will it tell me exactly what investments to choose?**

Yes. Advice Access will recommend specific investment options from your plan's investment menu, and what percentage of your account to invest in each one. And if you use PersonalManager, it will update these recommendations automatically every 90 days and make changes as needed.

## **Can I choose my own contribution rate?**

Yes. Advice Access will recommend a contribution rate to help you stay on track with your retirement goals. However, the service is designed to be flexible. If the recommended rate is more than you can afford right now, you can always choose a different rate. Then, if you feel you can afford to contribute more at a later time, you can always increase it.

If you contribute less than the recommended amount, Advice Access may alter its recommendations or propose a later retirement age.

## **Is my personal information secure?**

Yes. Advice Access uses your information only to provide you with investment recommendations tailored to your individual situation. This data is not made available to your employer. We believe that privacy is of the utmost importance and take all necessary measures to protect your personal information, including the use of leading security and encryption methods.

## **Will Advice Access recommend that I save outside of my 401(k) plan?**

Possibly. If your recommendations include "Taxable Savings Outside the Plan," this is the amount Advice Access recommends you save in a taxable account outside your 401(k) plan to have a better chance of meeting your goal. An example might be money that you can put into a savings account each month.

## **How do I know if I'm on track?**

Advice Access will tell you. On Benefits OnLine, you'll find out your estimated progress to your retirement goal. In fact, your retirement income projection is on the My Accounts page. You'll see it as soon as you log in.

Similar information is available on your quarterly account statements.

## **Will Advice Access recommend company stock?**

No. Because individual stocks are generally assumed to be more risky than more diversified investments, Advice Access will not recommend company stock for your account. If your plan offers company stock, you have several options. Please visit Benefits OnLine or call the Retirement & Benefits Contact Center at 800.228.4015 for more information.

## **Will Advice Access consider my risk tolerance?**

That depends. Generally, Advice Access is a goal-based service. However, if you answer the questions in the *Risk Tolerance Questionnaire*, which you can do when you provide Advice Access with more personal information, those answers will be taken into consideration when developing your recommendations.



## How should I withdraw my retirement assets?

You work for years trying to accumulate enough assets for retirement, but then what do you do when you get there? Advice Access can help with this, too.

If you are retired or within ten years of retirement, you will see a graph on Benefits OnLine showing the sources of income you can expect in retirement, such as your retirement plan account income or Social Security.

Advice Access recommends one possible strategy for these assets: how much after-tax income may be available from each source annually in retirement, based on your expected retirement date and projected life expectancy.

### Advice Access

[Click to Chat with a Live Agent](#)

#### Withdrawing your retirement assets

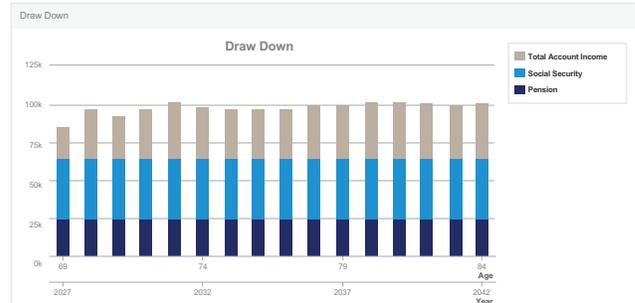
[My Profile](#) [Help](#)

The graph below projects how much income you may have available for retirement, provides details on the sources of that income, and offers a strategy for withdrawing your assets.

**Proposed Potential Retirement Income: \$85,637**

Accumulation

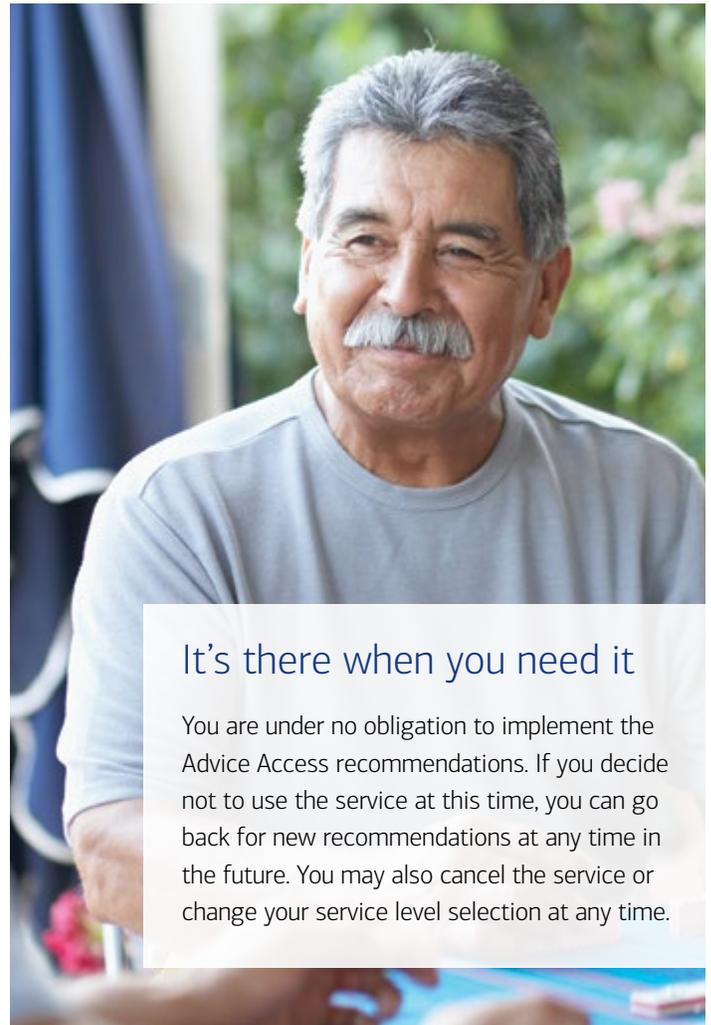
Spend Down



## Pre-tax or Roth 401(k)?

If your plan offers a Roth 401(k) contribution option, Advice Access can help you decide what type(s) of contributions to make.

Based on information that Advice Access has on file, as well as any additional personal information you provide, you'll find out how much to contribute—and whether to contribute pre-tax or Roth.



### It's there when you need it

You are under no obligation to implement the Advice Access recommendations. If you decide not to use the service at this time, you can go back for new recommendations at any time in the future. You may also cancel the service or change your service level selection at any time.

# Online resources for you

Take advantage of these online resources from Merrill Lynch to help with your retirement planning.

## Benefits OnLine® Education Center

Make smart, informed financial decisions with the help of articles, videos, calculators and planning tools.

[www.education.ml.com](http://www.education.ml.com)

## Need to enroll in the plan?

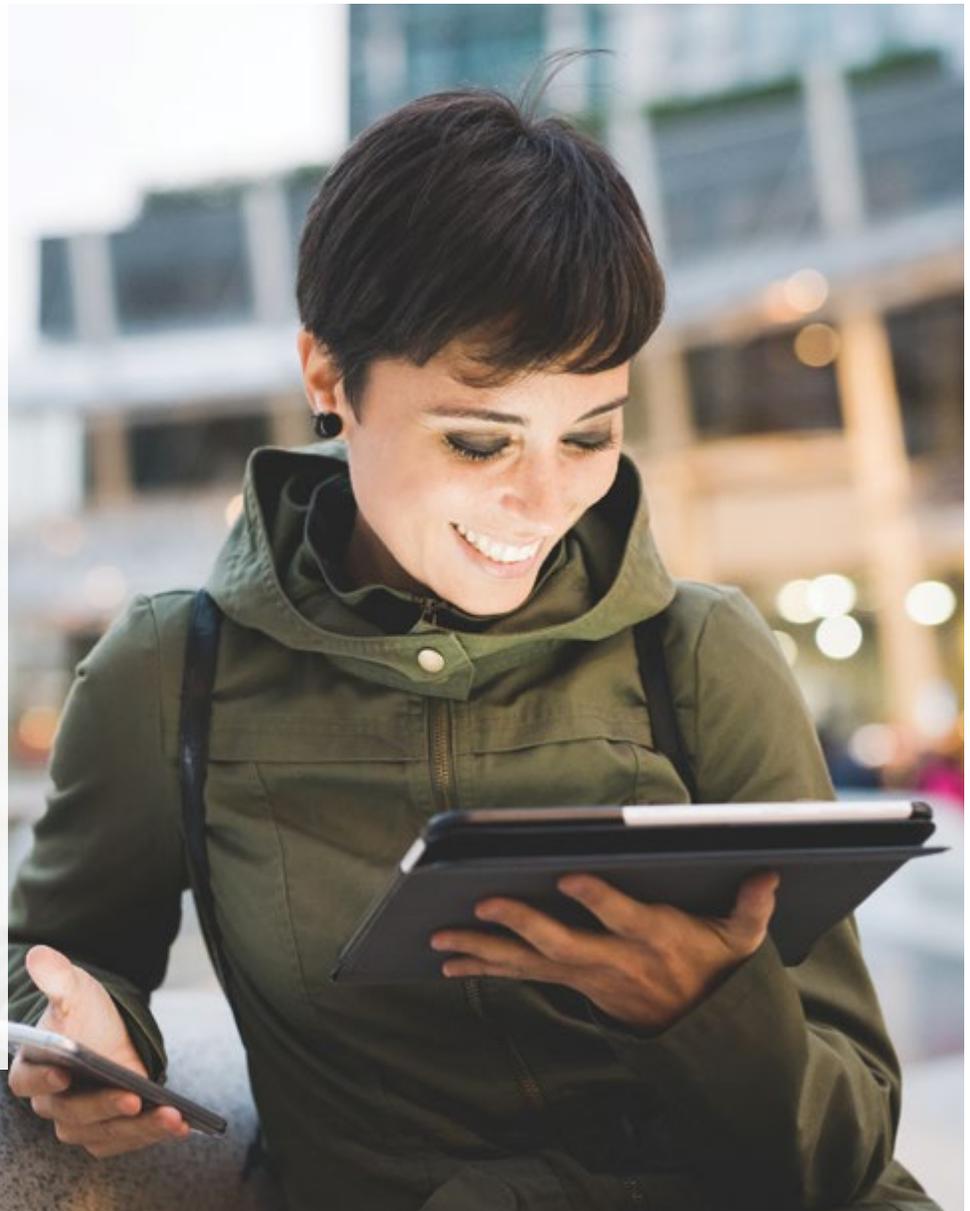
If you haven't enrolled in your plan, visit Benefits OnLine or call the plan's toll-free number.

[www.benefits.ml.com](http://www.benefits.ml.com)

## Financial wellness

The Quarterly Spotlight can help you build a firmer financial foundation.

[go.ml.com/advqs](http://go.ml.com/advqs)



*The Advice Access service uses a probabilistic approach to determine the likelihood that you may be able to achieve your stated goal and/or to identify a potential wealth outcome that could be realized. Additionally, the recommendations provided by Advice Access may include a higher level of investment risk than you may be personally comfortable with. You are strongly advised to consider your personal goals, overall risk tolerance, and retirement horizon before accepting any recommendations made by Advice Access. You should carefully review the explanation of the methodology used, including key assumptions and limitations, which is provided in the Advice Access disclosure statement. It can be obtained through Benefits OnLine or through a participant service representative.*

**IMPORTANT:** *The projections or other information shown in the Advice Access service regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results and are not guarantees of future results. Results may vary with each use and over time.*

*Investing in the plan involves risk, including the possible loss of the principal value invested.*

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