Change your EIP fund allocation at www.Vanguard.com



STEP 1: Log on to <u>www.Vanguard.com</u> and click the link Go to the Personal Investors site

STEP 2: On the **Personal Investors site** page, enter your user name and click **Log On.** On the following page, you will verify your security image, enter your password, and click **Submit.**



STEP 3: On your **Home** page, choose the **Overview** option under the **Plan Summary** tab.

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STEP 4: From the drop-down menu, choose the plan you wish to change: either the **Defined Contribution Retirement Plan – 097337 (401(a)) or** the **Employee Investment Plan – 097336 (403(b)).**

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STEP 5: On the right-hand side of the screen, under the heading **Manage my money**, click the **Change investments** link.

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STEP 6: You can either:

- Choose the link you want from beneath the heading Select a transaction, or
- Answer the questions found under the heading **Help me select the right transaction.**

Then, follow the prompts to make your change.

Note: If you have questions or need further assistance, contact Vanguard at **800.523.1188.**

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