



Morningstar[®] Retirement ManagerSM

Frequently Asked Questions

Morningstar[®] Retirement ManagerSM is a managed accounts service offered by Morningstar Investment Management LLC through your employer-sponsored retirement plan. Read below to learn more about how the service works with answers to these frequently asked questions.



① **How do I access Morningstar Retirement Manager?**

The service can be accessed through your plan provider's website. Your plan provider is the company that offers your employer-sponsored retirement plan. Once you navigate to your plan provider's website, you can log in to your account and will see a link that directs you to Morningstar Retirement Manager.

② **How much does the service cost?**

There is an annual account management fee—less than one percent of your account balance annually—to have Morningstar Investment Management manage your account for you. For example, the fee will be less than \$350 per year for a \$35,000 account. This fee is deducted from your account balance and you will not receive an additional invoice.

You can confirm your exact fee by calling your plan provider or in Morningstar Retirement Manager by selecting the "Fee Calculator" link in the footer of the service.

③ **Can I change my contribution amount? How do I do this?**

Yes, you may. Within our site, we will recommend what we think is the right contribution rate for your situation. But you can always override that amount.

If you wish to edit that amount you can do so by logging into your plan provider's website and clicking on the link that directs you to Morningstar Retirement Manager. Once you've accessed the service, click the Edit button under the Our Advice page and Overall Annual Savings. Add your desired contribution amount and select OK. In the top right corner, select Save.

④ **How do I initiate changes to my investments?**

Because Morningstar Retirement Manager's managed account service is designed to be a hands-off service for retirement savers, you cannot make specific changes to the investment strategy that's been created for you. As a Morningstar Retirement Manager user, you're allowing Morningstar Investment Management to make the decisions on your account. With this choice, you've decided to sit back, relax, and allow us to help you.

If, however, there are particular funds you know you do not want to invest in, Morningstar Retirement Manager allows you to select up to four funds to exclude entirely from your strategy.

You can do this by visiting the accounts page and selecting the pencil icon. There, you'll see basic information about your account and can select up to four funds to exclude from your investment strategy. To note, once we review your selections, we might not be able to honor every one if doing so means we can't properly diversify your investment portfolio.

⑤ **How does Morningstar Retirement Manager determine my risk-level?**

Rather than asking for your risk preference, Morningstar Retirement Manager estimates your risk capacity for you. Your risk capacity is a measurement of how much risk you are financially able to take, which we determine using the information you've provided, like your income, your existing retirement investments both in and outside your retirement plan, as well as the age you plan to retire. As retirement approaches, your risk capacity will evolve to help ensure you continue to invest in the best way for you. While your risk capacity depends on your specific situation, generally speaking, your retirement portfolio will gradually become more conservative as you get older.

⑥ **How can I change my risk preference for my investment portfolio?**

Just like everything else you get with Morningstar Retirement Manager; your risk level is personalized to you. As a Morningstar Retirement Manager user, you're allowing Morningstar Investment Management to make the investment decisions for your account to help you achieve your retirement goals. We determine your personalized risk-level using a measure called risk capacity, rather than risk tolerance or preference. As retirement approaches, your risk capacity will evolve to help ensure you continue to invest in a way appropriate for your goals.

7 I'm retiring soon. What should I do next when it comes to my savings? Who can I contact?

There are a couple of features in Morningstar Retirement Manager that can help as you transition to retirement.

On the advice dashboard, we provide guidance to help you make an informed decision on when to take Social Security. In the Social Security section of the advice dashboard, select "Edit" or "Compare All Start Ages" to open a pop-up. Here, you can view an estimation of how much you can collect in Social Security at each eligible age (62-70); understand the penalties of collecting Social Security while working; or choose not to rely on Social Security benefits for your retirement strategy, if preferred.

Depending on your employer, when you reach age 50, your advice may also include a tailored spend-down strategy providing guidance on exactly which account (if you have multiple) you should withdraw from and when, in retirement. This advice is designed to help you make your savings last as long as you need it to and to avoid paying more taxes than necessary.

This feature analyzes your retirement account(s), Social Security benefits, bequest amounts, tax exposure, pensions, and other income sources that help fund your retirement account (including those of a partner, if applicable). The feature then presents you with a plan that includes recommendations for an annual spending amount and a withdrawal strategy if you have multiple accounts. To find out if you have access to this capability, reach out to your HR or benefits representative and ask them about the Income Secure feature.

8 How do I cancel your service?

You may cancel the service at any time, with no cancellation fee or penalty of any kind. You can cancel by launching the service through your plan provider's website and selecting Cancel Service in the bottom right corner. You will be prompted to fill out an exit survey and your enrollment will be canceled. You are free to sign up again at any time, through your plan provider's website.

9 Who can I reach out to if I have questions?

To speak to someone about your account-specific questions, please contact your plan provider.

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