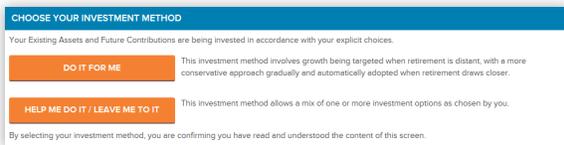


# HOW TO REQUEST AN INVESTMENT SWITCH ON MERCER ONEVIEW

1. On the [My Plan Summary](#) page, click [Manage My Investments](#) under [Take Action](#).
2. Select the type of investment switch you want to make:
  - a. Choose [Do It For Me](#) (or [Choose a Lifestyle Strategy](#), depending on the terminology used in your plan), if you want to move to an automated investment strategy (see step 3).
  - b. Choose [Help Me Do It / Leave Me To It](#) (or [Choose My Own Investment Mix](#), depending on the terminology used in your plan) if you want to select your own investment mix from the range of options available through your plan (see step 4).



3. Choose [Do It For Me](#) (or [Choose a Lifestyle Strategy](#), depending on the terminology used in your plan) if you want to move to an automated investment strategy:
  - a. This decision applies to both your current assets and future contributions. Click [Next](#).



- b. A screen appears outlining the change you have requested. The charts show how your accumulated assets and future contributions are currently invested and how this will change going forward.



- c. If you are happy with the changes, enter your PAC in the box at the bottom of the page and click Submit.

## Your online experience may vary

Please note that the specific functionality available to you on Mercer OneView will depend on the rules and administrative arrangements for your Plan. Not all of the functions described above may be available to you.

Please contact the JustASK member helpline if you have any queries.

## Need help?

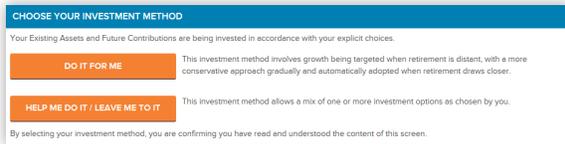
Mercer's JustASK member helpline are on hand to answer your questions and provide technical support.

**Phone:** +353 1 411 8505  
(Press 3 for Pension Plans)

**Web:** [JustASKmercer.com](https://www.justaskmercer.com)

The JustASK phonenumber is available weekdays, 09.00 – 17.00, excluding public holidays.

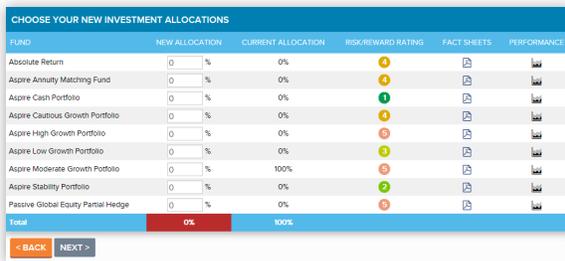
4. Choose **Help Me Do It / Leave Me To It** (or **Choose My Own Investment Mix**, depending on the terminology used in your plan) if you want to select your own investment mix from the range of options provided.



- a. Select whether to apply to your current assets, your future contributions, or both.



- b. You'll see a screen setting out all the Investment Options available to you under the Plan. Type in your **New Allocation**, making sure that the figures add up to 100%. Once you are happy with your selection, click **Next**.



FUND	NEW ALLOCATION	CURRENT ALLOCATION	RISK/REWARD RATING	FACT SHEETS	PERFORMANCE
Absolute Return	0 %	0%	4	📄	📊
Aspire Annuity Matching Fund	0 %	0%	4	📄	📊
Aspire Cash Portfolio	0 %	0%	1	📄	📊
Aspire Cautious Growth Portfolio	0 %	0%	4	📄	📊
Aspire High Growth Portfolio	0 %	0%	5	📄	📊
Aspire Low Growth Portfolio	0 %	0%	3	📄	📊
Aspire Moderate Growth Portfolio	0 %	100%	3	📄	📊
Aspire Stability Portfolio	0 %	0%	2	📄	📊
Passive Global Equity Partial Hedge	0 %	0%	3	📄	📊
<b>Total</b>	<b>0%</b>	<b>100%</b>			

- c. A screen appears outlining the change you have requested. The charts show how your accumulated assets and future contributions are currently invested and how this will change going forward.



- d. If you are happy with the changes, **enter your PAC** in the box at the bottom of the page and click **Submit**.

### How do I know whether my switch request has been received?

Once a switch has been submitted, a pop-up will confirm that the switch has been successfully stored.

Details of your switch will be confirmed in the notification section of Mercer OneView. If we hold an email address on file for you, we will also send you a confirmation email.

The “My Plan Summary” page shows a ‘switch pending’ notification, which will change to ‘switch in progress’ once the switch processing begins.

Once the switch is complete you will be able to see your updated investment arrangements on the “My Investments” tab.

### What if I change my mind?

You will have the option of deleting your switch instruction under the “Manage My Investments” section up to the time that processing commences. You can change your mind by requesting a new switch. If a switch request is outstanding, an extra caution will appear in your Investment Checklist stating that “Any new investment requests will result in your existing Investment Requests not yet processed) being cancelled.”

### When will my switch request be processed?

Requests to change the way your future contributions are invested are implemented when your next contribution is received to the Plan.

Requests to change the allocation of your accumulated assets are processed in accordance with the turn-around times of the Investment Managers involved.