

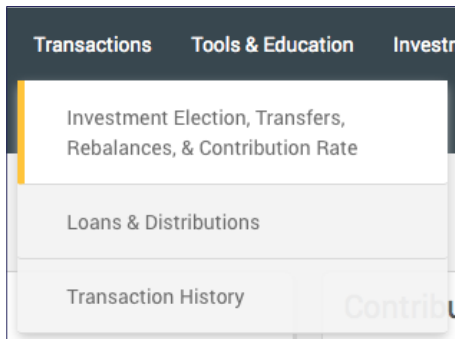
**Before beginning, be sure to have the following information on hand:**

- Participant Username and Password

You can reach Saturna's Employer Services Department directly by calling **833-STC-401K** (833-782-4015) or via email at **401k@saturna.com** if you have any questions.

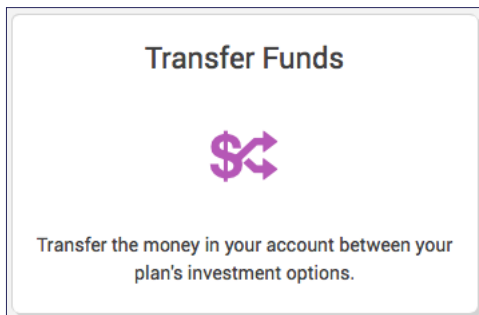
## Step 1

Once you have logged in to your account on [www.accountplanaccess.net/saturna/](http://www.accountplanaccess.net/saturna/) you can find all of the transaction options under the "Transactions" drop down menu. To start the exchange process select "Investment Election, Transfers, Rebalances, & Contribution Rate".



## Step 2

Select the button labeled "Transfer Funds".



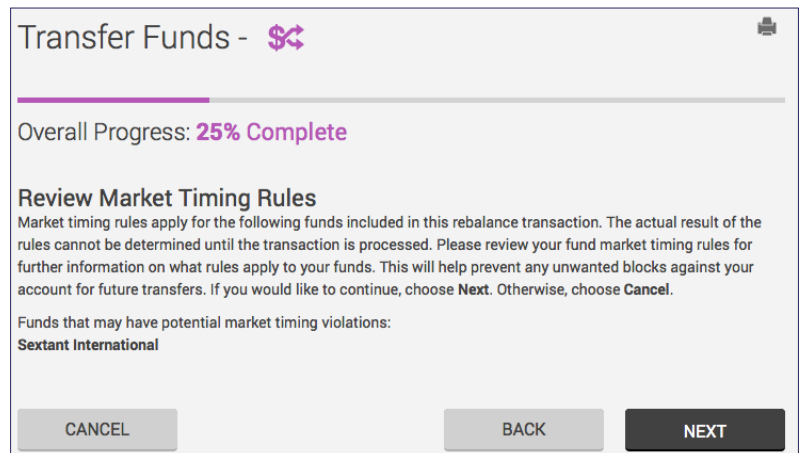
## Step 3

The next step is to select the amount you want to transfer and from which fund and where you want to move it to. Then click "Next".

Growth								
Amaran Growth Inst.	<a href="#">details</a>	AMIGX	0.00%	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	%	\$0.00
Sextant Growth	<a href="#">details</a>	SSGFX	0.00%	\$0.00	<input type="text" value="0"/>	<input type="text" value="50"/>	%	\$6,632.20
International								
Sextant International	<a href="#">details</a>	SSIFX	0.00%	\$0.00	<input type="text" value="0"/>	<input type="text" value="50"/>	%	\$6,632.20
Large Balanced								
Sextant Core	<a href="#">details</a>	SCORX	0.00%	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	%	\$0.00
Short-Term Bond								
Sextant Short-Term Bond	<a href="#">details</a>	STBFX	100.00%	\$53,057.56	<input type="text" value="25"/>	<input type="text" value="0"/>	%	\$39,793.17
<b>TRANSFERABLE FUNDS TOTAL</b>			<b>100.00%</b>	<b>\$53,057.56</b>	<b>100.00%</b>			<b>\$53,057.56</b>


## Step 4

Review any Market Timing rules and click "Next" again.



## Step 5

Verify you have read the appropriate Prospectus.

Transfer Funds - 

Overall Progress: **50% Complete**

**Read Prospectuses**  
Have you read the prospectus for each fund?

Funds		<input checked="" type="checkbox"/> Mark all as Read
Sextant International	<a href="#">View Prospectus</a>	<input checked="" type="checkbox"/> Mark as Read
Sextant Core	<a href="#">View Prospectus</a>	<input checked="" type="checkbox"/> Mark as Read

## Step 6

The final step is to review the investment selections, and if you are satisfied, click "Submit" to complete the transfer.

## Step 7

A confirmation page affirms the completion of the process.



### Further questions?

If you have any further questions, please contact us by calling **833-STC-401K** or via email at **401k@saturna.com**