

# Rebalance Variable Annuity Subaccounts

- 1 Go to [www.PrudentialAnnuities.com](http://www.PrudentialAnnuities.com).
- 2 Under **My Account** on the navigation bar, select **My Annuity** then **Service Online**.
- 3 Follow the on-screen instructions to login to **Service Online**.
- 4 Select **Investments**, then **Reallocations**, from the main (orange) navigation bar.
- 5 Select **Rebalance Holdings** from the list of transaction options and click **Go**.
- 6 If you have one contract, you will go directly to the **Rebalance To** page. If you have multiple contracts, place a check in the box(es) that you would like to include in your transaction and click **Continue**.
- 7 You can search for a variable subaccount by simply entering the name or by scrolling down the list. Enter the percentage amount you would like to allocate next to each variable subaccount (excludes fixed allocations.) The amounts must total 100%. The remainder option will automatically apply whatever portion not yet allocated to the subaccount. Once you have made your selection(s), click **Continue**.
- 8 For contracts participating in Optional Administrative programs you must indicate whether or not the programs should be updated. In the event a program cannot be updated online you must contact us at 1-800-752-6342 for assistance.
- 9 Verify that all the information is correct on the **Transaction Summary** page and click **Submit** to the process the request. Please wait for the **Transaction Confirmation** page to be displayed with the *Transaction Confirmation Number and Effective Date*.

## HOW TO CREATE A USERNAME AND PASSWORD

- A. Click Register on the Login page
- B. Enter your:
  1. Social Security number (no dashes or spaces)
  2. Date of birth (mmddyyyy)
  3. Contract Number
  4. A security challenge question
  5. Your answer
  6. Username\* (6-15 alphanumeric characters)
  7. Password\* (6-10 alphanumeric characters)
  8. Retype your Password to confirm
- C. Click Submit
- D. Below the confirmation message, click Continue to go to the Login page
- E. Enter your Username and Password, click Login

\* Usernames and Passwords may only contain letters and numbers, which cannot be repeated consecutively and are case-sensitive.

**For your protection**, always remember to click "**Log Out**" (located at the top right of every page) before exiting Service Online.

**For more information on our Internet site, please contact our E-Service Team at 1-800-293-4076**

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