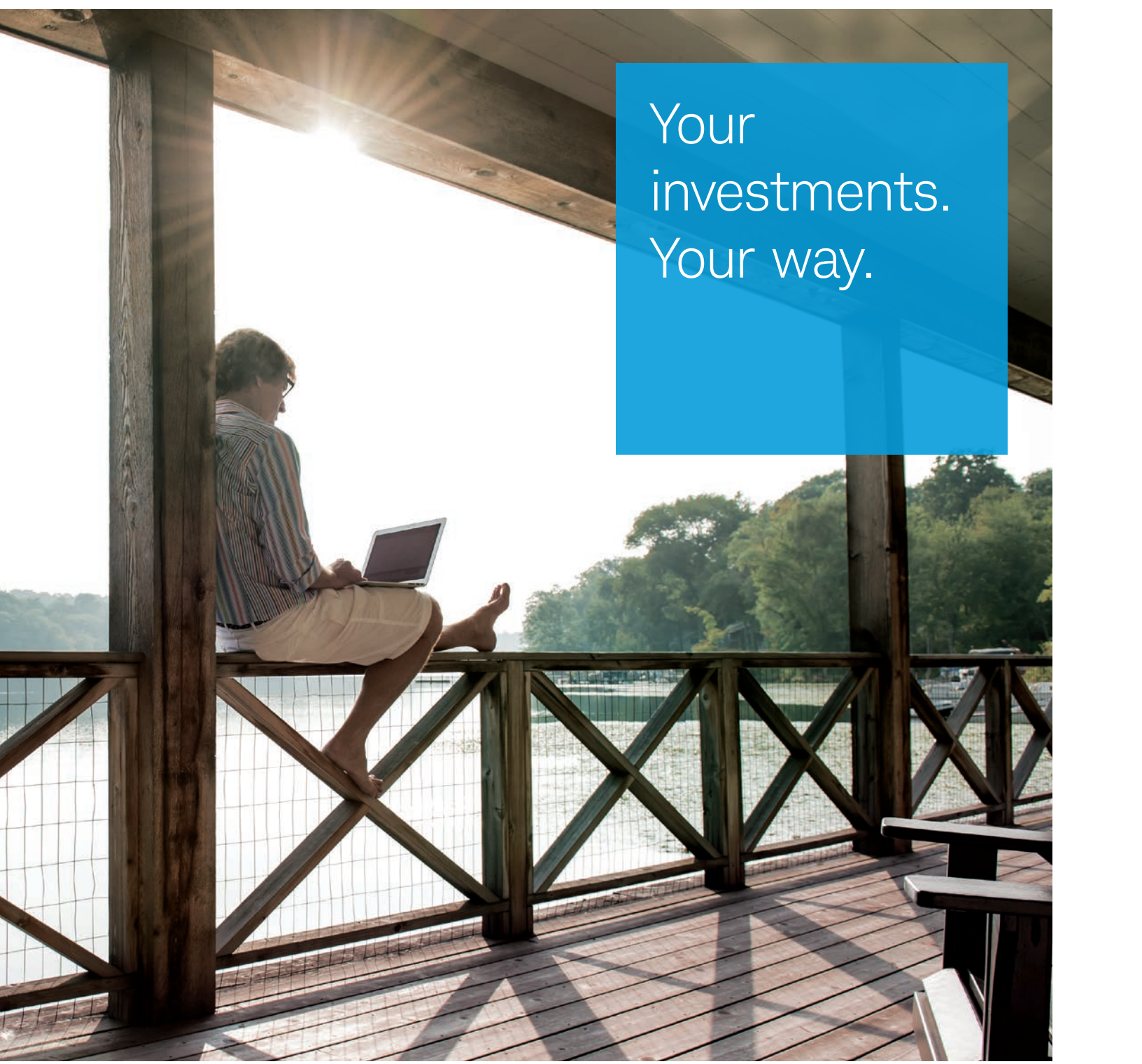


Welcome to the **Schwab Personal Choice Retirement Account® (PCRA)**. Your gateway to investment flexibility in your retirement plan.



Your
investments.
Your way.

charles
SCHWAB

Own your tomorrow.

Schwab has been in the personal investing business since 1972. Our legacy is built on our clients' trust, and we hope to continue that legacy with you by providing the products and information you need to take control of your financial future.

Your Schwab PCRA is part of your employer-sponsored retirement plan, and it works a little differently than most brokerage accounts. To help you understand the differences and get the most out of your account, please review this informative guide.

PCRA's expanded product offerings provide you with new options that can help you on your financial path. This guide will help you:

- Transfer money into your account so you're ready to start investing
- Research and choose your investments
- Pinpoint specific investments for your account using customizable online screener tools and select lists
- Monitor your progress at your own pace

Do it all at **Schwab.com** or on the go with our mobile app.

You have a vision for your retirement— start turning that vision into reality.

Account basics

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Success is no accident.

This hands-on guide is designed to help you take ownership of your financial future. Are you ready to get started?

ACCOUNT BASICS

Once you've activated your PCRA for online access, you can use the great tools and research available at **Schwab.com** and on our mobile app.



Getting started

Every success story begins somewhere. Here are a few easy steps to get you started on the path to your financial security.

Log in:

Go to **Schwab.com**, click “Log In,” and select the **Schwab.com** option. You’ll be brought to the Customer Center Login page.

- If you’re a new user, select the **First Time Users** link. You’ll be guided through the process of setting up online access.
- If you’re already a Schwab client, use your current user ID and password to log in.

Once you’ve logged in, select your PCRA number and you’re ready to take action.

Fund your account:

To fund your PCRA, transfer assets from your other retirement plan investments. For instructions, see the next page.

If your retirement plan doesn’t offer other investments, check with your Provider for funding instructions.

Trade:

After you’ve funded your PCRA, you can use the tools at **Schwab.com** to research and plan investments, select investments, and place your trade orders.

If you’re new to Schwab, you’ll need the following to set up your online access:

- PCRA number*
- Social Security number
- Date of birth
- Phone number

Get the Schwab app.

With the Schwab mobile app, you can access your accounts and place trades when you’re on the go.



To learn more or to download an app, visit **[schwab.com/mobile](https://www.schwab.com/mobile)**.

*If you open a PCRA with your Provider, your PCRA number will be mailed to you.

Funding your PCRA

Whether you're transferring money into your account for the first time or adding funds later, follow these steps:¹

1. Decide how much money you want to transfer and from which retirement plan investments (for example, \$5,000 from EFG fund and \$2,500 from XYZ fund).
2. Contact your Provider and follow their instructions for transferring money to your PCRA. Note any transfer limits they may impose.
3. Your funds will be automatically placed in the cash sweep feature in your PCRA and will be available for trading.²



? Need help?

Sign up to attend sessions covering topics from financial essentials to complex trading strategies at schwab.com/workshops.

Investing with your PCRA

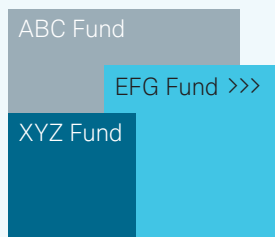
Hypothetical scenario: You've opened and funded your account and are ready to use the proceeds to buy an investment through PCRA that isn't offered by your retirement plan.



1. Sell

You need to sell an investment in your retirement plan to make cash available to fund your PCRA. For example, you sell shares of EFG Fund.

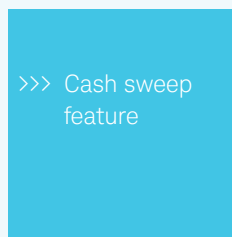
Your retirement plan investments



2. Transfer

Instruct your Provider to transfer the proceeds of that sale to your PCRA. The money will be automatically placed in the cash sweep feature in your PCRA.

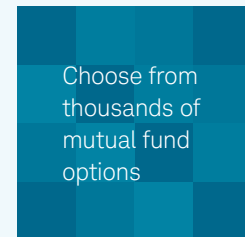
Your sale proceeds



3. Invest

From your cash sweep feature, you can now select investments from among thousands of funds offered by hundreds of fund companies.

Your PCRA investment choices



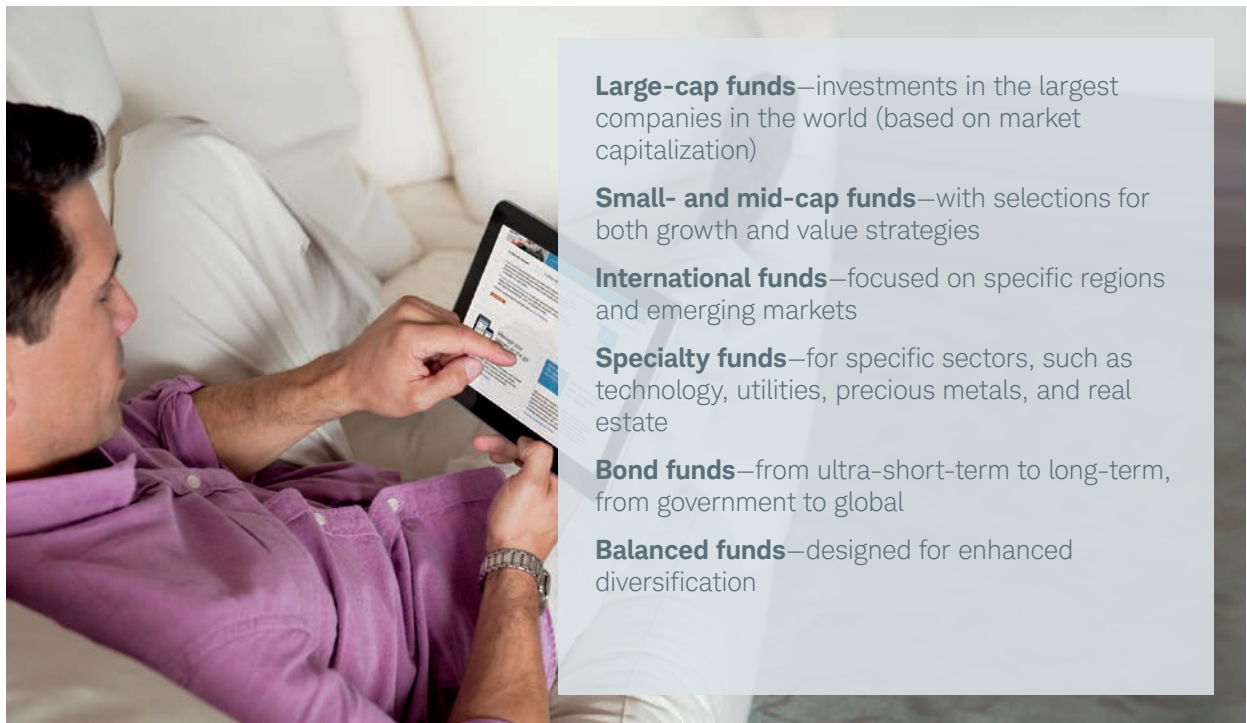
For illustrative purposes only. Contact your dedicated PCRA Service and Trade Team to discuss your plan's trading capabilities at Charles Schwab.

Researching your investment choices

With PCRA, you've expanded your choices far beyond your plan's menu of investments. Next, learn about your available investments so you can fine-tune your portfolio according to your needs and objectives.

Mutual fund choices in every category

Choose from thousands of funds from hundreds of well-known mutual fund companies in our Mutual Fund Marketplace®—and save money with no-load, no-transaction-fee funds using our premier Schwab Mutual Fund OneSource® program.³



Large-cap funds—investments in the largest companies in the world (based on market capitalization)

Small- and mid-cap funds—with selections for both growth and value strategies

International funds—focused on specific regions and emerging markets

Specialty funds—for specific sectors, such as technology, utilities, precious metals, and real estate

Bond funds—from ultra-short-term to long-term, from government to global

Balanced funds—designed for enhanced diversification

Investors should consider carefully information contained in the prospectus, including investment objectives, risks, trading policies, charges, and expenses. You can request a prospectus by calling Schwab's dedicated PCRA Call Center at 1-888-393-PCRA (7272). You may also request a prospectus online at www.schwab.com/prospectus. Please read the prospectus carefully before investing.

Placing trade orders

You can place trade orders as often as you like, day or night,⁴ as long as you have sufficient funds or securities in your PCRA to complete the trade. Below, you can find the method that works best for you.

Schwab.com®

The easiest way to place trade orders is online at **Schwab.com** or through the Schwab mobile app.

Automated phone services

With Schwab's touch-tone and voice recognition services, you can place trade orders, get real-time stock quotes, and check your account balance whenever it's convenient for you. Schwab's new voice ID feature allows you to access your account just by speaking the phrase "At Schwab, my voice is my password."

Dedicated PCRA Call Center

Place your trade order with one of our knowledgeable Schwab PCRA Registered Representatives, who are specially trained to assist PCRA clients. Call **1-888-393-PCRA (7272)**.

Schwab Automatic Investment Plan (AIP)⁵

Arrange regular, ongoing investments of \$100 or more in any Schwab Mutual Fund OneSource^{®3} fund you purchase through your PCRA. Schwab makes it easy to take advantage of dollar-cost averaging. Log in to your PCRA, then enroll at **schwab.com/AIP** or find AIP under **Trade > Mutual Funds > Automatic Investing**.

Your personal investment advisor

If your plan allows, you can authorize your own investment advisor to trade on your behalf by completing a Schwab PCRA Limited Power of Attorney (LPOA) for an Investment Advisor or a PCRA LPOA for a third-party form. You can find these forms at **Schwab.com** in the **PCRA Resources** section after you log in.

Get more info

You can locate the PCRA Resources section on **Schwab.com** by logging in to your account or by viewing the PCRA instructions video at **schwab.com/pcrahowto**.

Commissions and fees

It's important to manage your investing costs. At Schwab, we want to make sure you always know which options are the most affordable and are aware of exactly where your money is going every time.

	Description	Where to find information
Mutual funds	Thousands of mutual funds offered through Schwab Mutual Fund OneSource ^{®3} are available to you with no loads or transaction fees.	Go to schwab.com/mutualfunds or find the list of available mutual funds in the PCRA Resources section.
Trading commissions	Some purchases and sales in your PCRA may be subject to commissions and fees.	Go to schwab.com/pcra to view details in the <i>Charles Schwab Pricing Guide for Retirement Plan and Health Savings Accounts</i> .
Plan fees	Schwab does not charge a fee to open or maintain a PCRA; however, your Provider may.	Check with your Provider for details.



Money-Saving Tip

Automated services reduce costs. Place trade orders on **Schwab.com** or via Schwab's mobile apps to help reduce your costs and avoid broker-assisted fees.

Withdrawing money

As your financial needs change, you may want to transfer money back into other investments in your retirement plan—or transfer money out of your PCRA to take a loan, withdrawal, or distribution.

Keep these points in mind when considering a transfer or distribution:

- Money in your PCRA cannot be accessed directly, because it's part of your retirement plan savings and is therefore subject to the same restrictions as your retirement plan.
- Investments in your PCRA generally must be sold to transfer money out of the account.
- The funds from investments you sell are swept into the cash sweep feature in your PCRA. The money you intend to transfer out must be settled prior to transferring it back to other investments in your retirement plan.

Keep these points in mind when considering a loan or hardship withdrawal:

- Your retirement plan may not allow you to take a loan or hardship withdrawal. If your plan does allow them, and you need to access your money, please contact your Provider for instructions.
- You may need to liquidate assets in your PCRA to make cash available for transfer back to other investments in your retirement plan before a loan or hardship request can be processed. When a loan is requested, the amount in your PCRA is generally taken into consideration as part of the entire retirement plan balance.

INVESTING TOOLS AND GUIDANCE

You're in charge, but you're not alone. Schwab offers a variety of investment tools and services to help you make the right decisions.



Planning your investment strategy

Through PCRA, you can access a variety of resources that can help you take steps to reach your financial goals.

Start with a portfolio checkup

Use the Schwab Portfolio Checkup® tool to take stock of where you stand now and what you need to do next with your investments. Go to **schwab.com/portfoliohealth** to get started.

Attend free workshops and webcasts

Hone your investing skills by attending online and in-branch events on topics such as building a diversified portfolio and making the most of **Schwab.com**. Check schedules at **schwab.com/workshops** or call your local Schwab branch.

Get help with your portfolio

Provided that you meet certain requirements, you may be able to use an independent investment advisor to help plan and manage your PCRA. Ask your Provider if your retirement plan allows you to use an advisor.



Use the Schwab Portfolio Checkup tool to assess all your investments—including those you hold at other firms.

Selecting your investments

At **Schwab.com**, you'll find a range of tools and resources—downloadable mobile apps, high-quality research, timely advisories, and much more—designed to help you choose the investments that are right for you.

Once logged in to your PCRA, you'll find the following tools at **[schwab.com/research](https://www.schwab.com/research)**:

Lists of prescreened funds

Experts from Charles Schwab Investment Advisory, Inc. have carefully prescreened lists of funds for you to choose from. The Schwab *Mutual Fund OneSource Select List*^{®3} can be found at **[schwab.com/selectlist](https://www.schwab.com/selectlist)**.

Customizable screener tools

Our customizable screeners perform searches based on specific criteria such as expenses, performance, market sector, and more. You can compare up to five funds side by side at **[schwab.com/mutualfunds](https://www.schwab.com/mutualfunds)**.

Market insight from experts

Get fresh updates on the market and investing trends that matter from Schwab experts and industry-leading independent firms. Access market insight, *On Investing*[®] magazine, and other helpful tools at **[schwab.com/marketinsight](https://www.schwab.com/marketinsight)**.



To learn more about mutual funds, go to
www.schwab.com/mutualfunds.

Monitoring your progress

Schwab makes it easy for you to check your investment portfolio regularly with helpful, customized views of your holdings, proactive alerts, and portfolio monitoring tools.

Consolidated Performance Report

This report provides you with consolidated investment performance information on your Schwab account(s). Reviewing this valuable information allows you to evaluate how your portfolio is doing and compare its returns to market benchmarks. You can find the **Consolidated Performance Report** tab under **Portfolio Performance**.

Email alerts

Sign up to receive emails when ratings change or when there's news about an investment you own or watch. Go to the **Alert Preferences** section under the **Service** tab to set your preferences.

Account updates at **Schwab.com**

See a summary of all the vital information that's important to you—including balances, positions, account history, and statements—under the **Accounts** tab. For more detailed account information, including cost basis and gain/loss, visit the **Positions** and **History & Statements** subsections.

Online statements and confirmations

Get all your statements and other materials online by updating your preferences at **schwab.com/paperless**. Your paper statements will arrive quarterly unless there is any account activity, in which case your statements will be sent out more frequently.



Chart your future

At **Schwab.com**, you can monitor your progress, find investment resources, and align your portfolio with your long-term goals.



SUPPORT WHEN YOU NEED IT

Sometimes it's nice to have a little backup. After all, this is your financial security we're talking about. For that reason, we're committed to providing you with knowledgeable and experienced support.



Getting account assistance

In addition to the helpful tools at **Schwab.com**, your new PCRA comes with the professional support you need to start investing on your terms. Use the information below to connect with the right people—right from the start.

Contact the PCRA Call Center to:

- Place trades in your PCRA
- Get your PCRA balance
- Obtain investment information
- Ask about additional Schwab services
- Change your address

Contact your Provider to:

- Direct money into your PCRA through payroll contributions
- Make transfers between your PCRA and core investment choices
- Make transfers within your retirement plan investment choices
- Obtain the balance of your entire employer-sponsored retirement account (retirement plan investments)
- Ask questions about your retirement plan investment choices
- Inquire about loans or withdrawals



1-888-393-PCRA (7272)

PCRA Registered Representatives are available to help you Monday–Friday, 9:00 a.m.–7:30 p.m. ET. And Schwab investment professionals are also ready to help, 24/7. While Schwab PCRA Registered Representatives cannot make specific investment recommendations, they can guide you on how to use the tools that will help you make your own investment choices.



¹ Please refer to each fund's prospectus for more information before investing or transferring money.

² Settled cash balances are swept to one or more banks after the close of business and begin earning interest on the following Business Day. A "Business Day" is any Monday through Friday that is not a Federal Reserve Bank or New York Stock Exchange holiday. Bank Sweep for Benefit Plans deposits are held at one or more FDIC-insured banks ("Affiliated Banks") that are affiliated with Charles Schwab & Co., Inc. ("Schwab"), Member **SIPC**. Investment products and services (including unswept or intra-day cash, net credit or debit balances, money market funds, and assets held in a Schwab Personal Choice Retirement Account[®]) are not deposits or obligations of the Affiliated Banks, are subject to investment risk, are not FDIC-insured, may lose value, and are not Affiliated Bank-guaranteed. The Affiliated Banks, Schwab Retirement Plan Services, Inc., and Schwab are separate but affiliated companies and subsidiaries of The Charles Schwab Corporation.

³ Schwab's short-term redemption fee of \$49.95 will be charged on redemption of funds purchased through Schwab's Mutual Fund OneSource[®] service (and certain other funds with no transaction fee) and held for 90 days or less. Schwab reserves the right to exempt certain funds from this fee, including Schwab Funds[®], which may charge a separate redemption fee, and funds that accommodate short-term trading. Funds are also subject to management fees and expenses. Trades in no-load mutual funds available through the Mutual Fund OneSource service (including Schwab Funds), as well as certain other funds, are available without transaction fees when placed through **Schwab.com** or our automated phone channels. Charles Schwab & Co., Inc., Member **SIPC**, receives remuneration from fund companies participating in the Mutual Fund OneSource service for recordkeeping and shareholder services and other administrative services. Schwab also may receive remuneration from transaction fee fund companies for certain administrative services.

⁴ Access to electronic services may be limited or unavailable during periods of peak demand, market volatility, systems upgrades or maintenance, or for other reasons.

⁵ Periodic investment plans (dollar-cost averaging, dividend reinvestment, or Schwab's AIP) do not ensure a profit and do not protect against loss in declining markets. Since AIP involves continuous investment in securities regardless of fluctuating price levels, you should consider your financial ability to continue your purchases through periods of low price levels before deciding to invest this way.

Schwab Personal Choice Retirement Account[®] (PCRA) is offered through Charles Schwab & Co., Inc., a registered broker-dealer, which also provides other brokerage and custody services to its customers.

The Charles Schwab Corporation provides services to retirement and other benefit plans and participants through its separate but affiliated companies and subsidiaries: Charles Schwab Bank; Charles Schwab Trust Bank; Charles Schwab & Co., Inc. ("Schwab"), Member **SIPC**; Charles Schwab Investment Management, Inc.; Schwab Retirement Plan Services, Inc.; and Schwab Retirement Technologies, Inc.[®] ("Schwab RT"). Trust, custody, deposit and lending products and services are offered by Charles Schwab Bank and Charles Schwab Trust Bank, Members of FDIC. Brokerage products and services are offered by Charles Schwab & Co., Inc. Charles Schwab Investment Management, Inc. (CSIM) is the investment advisor for Schwab's proprietary mutual funds and ETFs. Schwab Retirement Plan Services, Inc. provides recordkeeping and related services with respect to retirement plans. Schwab RT is engaged in developing and licensing proprietary retirement plan recordkeeping systems to independent third-party administrators.



Get your PCRA Guide at schwab.com/pcraguide.

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Own your tomorrow.