

# Manulife iFunds: A Quick Guide

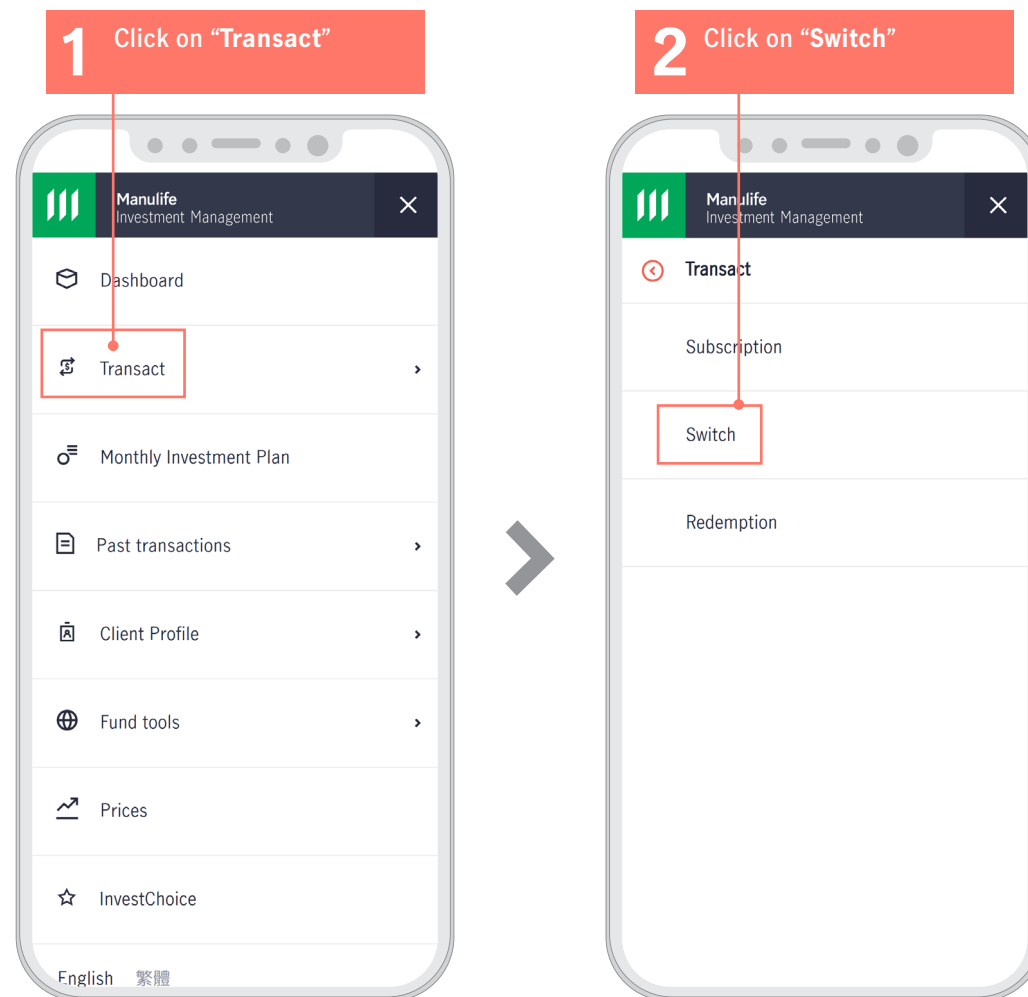
## How do I make a transaction?

You can manage your portfolio anytime, anywhere by logging into your Manulife InvestChoice account.

You can place your instructions by clicking on the menu button at the top right hand corner and select the transaction type you want.

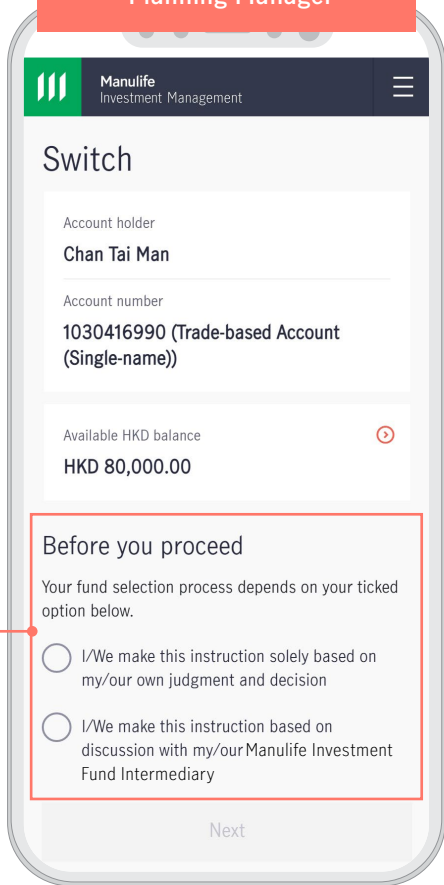
Your Manulife Investment Fund Intermediary can always guide you through all of the required steps.

## Switch

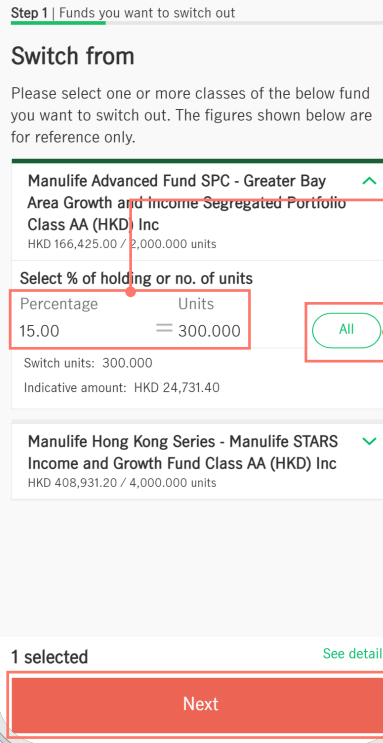
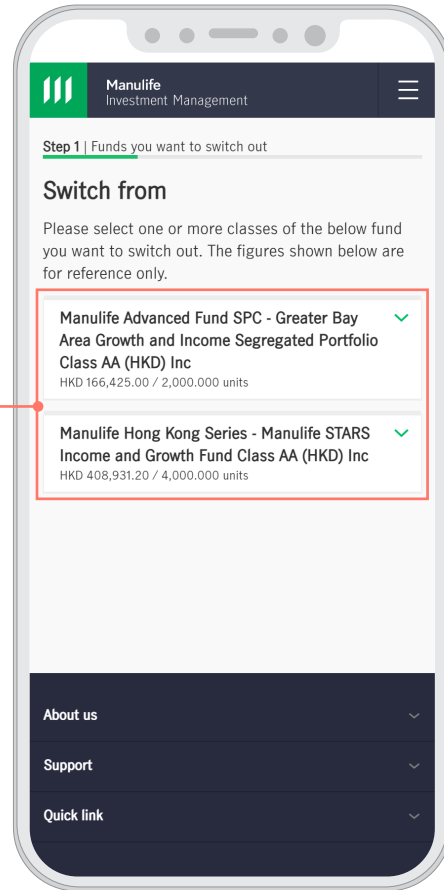


**3** Answer a question about your fund selection process, whether it is;

- based on your own judgement and decision, or
- in response to a discussion with your Manulife Financial Planning Manager



**4** Select the fund you want to switch out

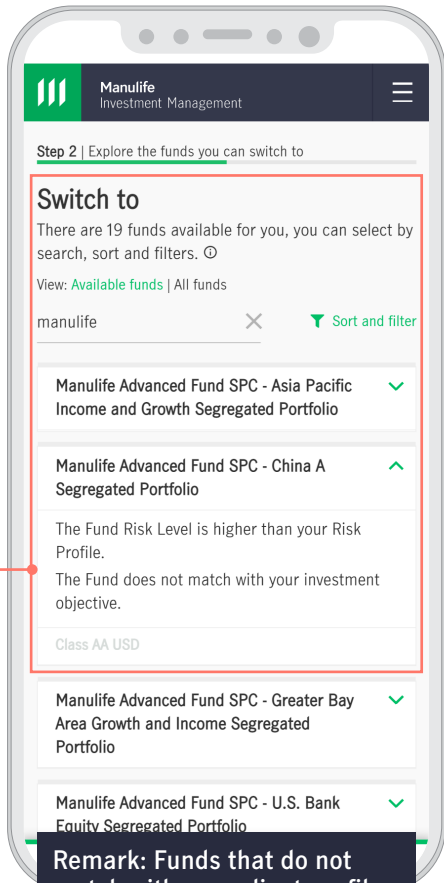


**5** Enter the percentage or number of units to be switched out

or  
**6** Click on "All" to switch out all units

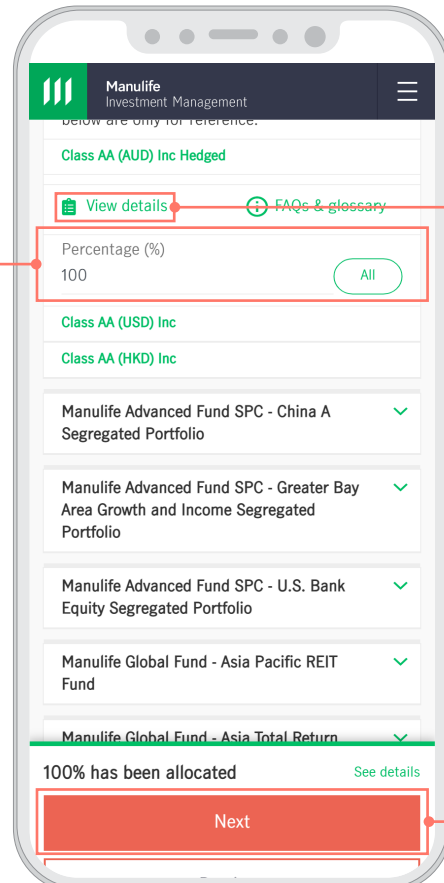
**7** Click on "Next"

**8** A list of funds will be shown. Select the fund and its share class you want to switch



**Remark:** Funds that do not match with your client profile or risk appetite will be greyed out and not clickable.

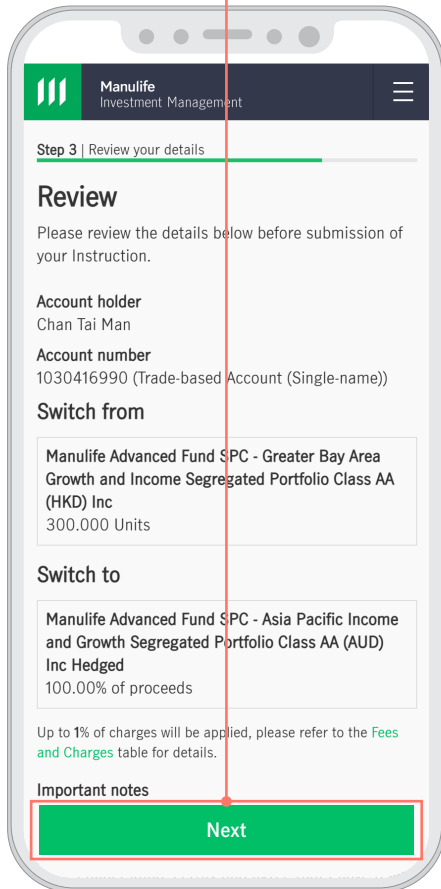
**9** Enter the percentage or number of units you want to allocate



**10** Click on "View details" to review the details or edit your instructions

**11** Click "Next"

**12** Click on “Next” after reviewing all of the details and providing the necessary consent



**13** Receive a thank you page with a reference number

