



Fund Availability Tool

User Manual

Delaware Life Fund Availability Tool

User Manual

Table of Contents

Accessing the Fund Availability Tool	<u>3</u>
Accessing Available Funds for Your Contract	<u>4</u>
Designated Funds Option	<u>4</u>
Build Your Own Portfolio Option	<u>5</u>
Printing Reallocation Instructions	<u>6</u>
Choosing Funds Outside Required Ranges	<u>7</u>
If the Account Has an Active Living Benefit Rider	<u>7</u>
Choosing Funds on Contracts with No Living Benefit Rider	<u>8</u>
If the Account Never Had a Living Benefit Rider	<u>8</u>

Delaware Life Fund Availability Tool

User Manual

This online tool enables advisors and clients to identify subaccounts currently available for reallocation of certain Delaware Life annuity (VA) contracts.

It allows the user to print a form where personal client information may be filled in, to sign the form, and submit an account reallocation request via mail or fax.

A key benefit is that the tool takes into consideration any living benefits that were elected when the contract was issued. If the living benefit rider is still active, it will identify those subaccounts that may be elected, by asset class, without jeopardizing the integrity of the rider.

This manual is intended to demonstrate how to use the tool.

Please Note: This Fund Availability Tool is designed to provide an accurate list of subaccounts currently available for the contract that is entered into the tool.

Accessing the Fund Availability Tool

To access the Fund Availability Tool, point your web browser at: <https://fundavailability.delawarelife.com/>

- Enter the variable annuity **Account Number**.
- Enter the **Contract Issue Date**.

NOTE: If the account number and contract issue date do not match a contract supported by this tool, you will receive a message to contact the Delaware Life Service Center for assistance.

- Press **Start**.



[Return to Table of Contents](#)

Delaware Life

Fund Availability

Enter Account Number:

Enter Contract Issue Date:

Product:
Contract Living Benefit Rider

Delaware Life Fund Availability Tool

User Manual

Accessing Available Funds for Your Contract

The screen will display:

- The **Product Name** and **Living Benefit Rider** (if elected at contract issue), or
- **None** (if the Living Benefit Rider was not elected at contract issue).
- If a Living Benefit Rider is displayed that is no longer active, manually change the drop-down to **“None”**.
- If the Living Benefit Rider displayed is still active, select either **Designated Funds** or **Build Your Own Portfolio**, to maintain the integrity of the rider.

[Return to Table of Contents](#)

Designated Funds Option

In the **Designated Funds** option screen type in any percentage (up to 100%) for one fund, or multiple funds, available.

- The **Total** will automatically update with each entry, and will turn green when the percentages add up to 100%.
 - For any percentage total under or over 100%, the **Total** will be shaded red.

Upon completion, click **REVIEW AND PRINT REALLOCATION INSTRUCTIONS**.

[Return to Table of Contents](#)

MFS VIT III Growth Allocation Portfolio Service Class	<input type="text"/>
MFS VIT III Moderate Allocation Portfolio Service Class	<input type="text" value="50"/>
PIMCO All Asset Portfolio (Admin)	<input type="text" value="25"/>
PIMCO Global Managed Asset Alloc-Adv	<input type="text" value="10"/>
Putnam VT Multi-Asset Absolute Return Fund Class IB	<input type="text" value="15"/>
Total:	<input type="text" value="100"/>

[REVIEW AND PRINT REALLOCATION INSTRUCTIONS](#)

MFS VIT III Moderate Allocation Portfolio Service Class	<input type="text" value="50"/>
PIMCO All Asset Portfolio (Admin)	<input type="text" value="25"/>
PIMCO Global Managed Asset Alloc-Adv	<input type="text" value="10"/>
Putnam VT Multi-Asset Absolute Return Fund Class IB	<input type="text" value="25"/>
Total:	<input type="text" value="110"/>

must equal 100

Delaware Life Fund Availability Tool

User Manual

Build Your Own Portfolio Option

In the **Build Your Own Portfolio** option screen follow the percentage requirements in each category. For example, Fixed Income (25% - 80%).

- The **sub totals** will automatically update with each entry, and will turn green when the percentages are within the allowable range.
 - For any percentage sub total under or over the allowable range, the **sub total** will be shaded red.
- The **Total** will automatically update with each entry, and will turn green when the percentages from all sub totals add up to 100%.
 - For any percentage total under or over 100%, the **Total** will be shaded red.

Upon completion, click **REVIEW AND PRINT REALLOCATION INSTRUCTIONS**.

 [Return to Table of Contents](#)

Enter Account Number:

Enter Contract Issue Date:

Product: **Masters Flex**

Contract Living Benefit Rider:

The above Living Benefit Rider was elected at issue of the contract and may or may not currently be Active. If not currently Active, switch to None.

Fund Name	Percentage
Fixed Income (30% - 80%)	
JPMorgan Insurance Trust Core Bond Portfolio, Class 2 Shares	<input type="text" value="20"/>
MFS VIT I Total Return Bond Series Service Class	<input type="text" value="10"/>
MFS Corporate Bond Portfolio SC	<input type="text"/>
MFS US Government Money Market Portfolio Service Class	<input type="text"/>
MFS Government Securities Portfolio S Class	<input type="text"/>
MFS VIT III Inflation Adjusted Bond Portfolio Service Class	<input type="text"/>
MFS VIT III Limited Maturity Portfolio Service Class	<input type="text"/>
Fixed Income (30% - 80%) sub totals:	<input type="text" value="30"/>

Total:

Delaware Life Fund Availability Tool

User Manual

Printing Reallocation Instructions

Clicking “**REVIEW AND PRINT REALLOCATION INSTRUCTIONS**” will produce the form, as indicated in the graphic.

Verify that your choices are correct, then print the form.

NOTE: Depending on your browser, you may need to “print to a PDF” to save the document first.

You have three submission options:

- Call Delaware Life Customer Service and conduct the fund transfer over the phone.

NOTE: You must be authorized to make fund transfers on the account via phone.

- **Mail** the completed and signed form to the address provided on the reallocation instructor form.
- **Fax** the completed and signed form to the fax number on the reallocation instruction form.

 [Return to Table of Contents](#)

FUND TRANSFER REALLOCATION REQUEST OF ENTIRE ACCOUNT

CONTRACT NUMBER: #####

OWNER: SSN/ITIN:

CO-OWNER (IF APPLICABLE): SSN/ITIN:

In case we need to contact you about this request
DAYTIME PHONE:

TRANSFER AND REALLOCATE ALL FUNDS WITHIN THIS CONTRACT

At least 6 calendar days must elapse between fund transfers, up to a maximum of 12 fund transfers per contract year

I understand that this request will reallocate ALL the funds within my contract to the subaccounts and percentages listed below.

BUILD YOUR OWN PORTFOLIO

SUBACCOUNT TRANSFERRING INTO	PERCENTAGE
Fixed Income (30% - 80%)	
JPMorgan Insurance Trust Core Bond Portfolio, Class 2 Shares	80%
Growth Equity (0% - 30%)	
Invesco V.I. American Value Fund (Series II)	20%

We will update your future allocations and special features to reflect the subaccounts and proportions that result from this request.

SIGNATURE(S)

All owners or the financial advisor must sign this form.

If you are signing this form as a fiduciary (power of attorney, trustee, guardian, custodian, etc.) for the contract owner, please sign in your fiduciary capacity. We will need your authorizing documents to process this request. If we do not have them on file, please attach them to this form.

OWNER'S SIGNATURE: DATE (MM/DD/YYYY):

PLEASE PRINT NAME BELOW:

CO-OWNER'S SIGNATURE (IF APPLICABLE): DATE (MM/DD/YYYY):

PLEASE PRINT NAME BELOW:

FINANCIAL ADVISOR'S NAME: DATE (MM/DD/YYYY):

For Telephone Exchange Call: or Mail to: Delaware Life or You may Fax Completed and Signed forms to:
Customer Service P.O. Box 768681 Topeka, KS 66675 **785-286-6118**
1-877-253-2323

Delaware Life Fund Availability Tool

User Manual

Choosing Funds Outside Required Ranges

If the Account Has an Active Living Benefit Rider

Subaccounts are available outside of the **Designated Funds** and **Build Your Own Portfolio** options.

NOTE: Choosing funds outside of these two options on a contract with a Living Benefit Rider will **CANCEL** the living benefit. You will be **required** to call Delaware Life Customer Service to verify and confirm this selection.

- The drop-down Living Benefit Rider field may be changed to “**None**”, and should only be changed if the Living Benefit Rider elected at contract issue is no longer active.
- All available funds are listed, and any percentages may be chosen for any fund, as long as the **Total** equals 100%.
 - For any percentage total under or over 100%, the **Total** will be shaded red.

Upon completion, click **REVIEW AND PRINT REALLOCATION INSTRUCTIONS** (see [page 6](#) for printing instructions).

- The INSTRUCTIONS FOR A TELEPHONE “ONLY” FUND TRANSFER REQUEST will be displayed, indicating that the fund choices will result in cancellation of the living benefit rider.

To execute a fund transfer, you will be **required** to call Delaware Life Customer Service to verify and confirm this selection, or verify that the living benefit rider is no longer active.

INSTRUCTIONS FOR A TELEPHONE “ONLY” FUND TRANSFER REQUEST

SUBACCOUNT TRANSFERRING INTO	PERCENTAGE
AB Small/Mid Cap Value Portfolio, Class B	100%

The reallocation of assets to the subaccounts shown above will result in the Living Benefit Rider being CANCELLED or indicate the Living Benefit Rider was previously Cancelled or Revoked.

This form will not be accepted by FAX. However you may call our Customer Service department at 1-877-253-2323 for assistance in performing a Telephone Exchange (fund transfer).

 [Return to Table of Contents](#)

Delaware Life Fund Availability Tool

User Manual

Choosing Funds on Contracts with No Living Benefit Rider

If the Account Never Had a Living Benefit Rider

- The Living Benefit Rider field will default to “None” and may not be modified.
- All available funds are listed, and any percentages may be chosen for any fund, as long as the **Total** equals 100%.
 - For any percentage total under or over 100%, the **Total** will be shaded red.

Upon completion, click **REVIEW AND PRINT REALLOCATION INSTRUCTIONS** (see [page 6](#) for printing instructions).

 [Return to Table of Contents](#)

MFS VIT III Moderate Allocation Portfolio Service Class	50
PIMCO All Asset Portfolio (Admin)	25
PIMCO Global Managed Asset Alloc-Adv	10
Putnam VT Multi-Asset Absolute Return Fund Class IB	25
Total:	110



Delaware Life Insurance Company (Waltham, MA) is authorized to transact business in all states (except New York), the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Delaware Life Insurance Company of New York is authorized to transact business in New York and Rhode Island. Both companies are members of Group One Thousand One, LLC ("Group1001"). Each company is responsible for its own financial condition and contractual obligations.