Creating a Service Feature or Rider

Procedures to 'Add' a Feature to VTXml:
These procedures show how to add a feature to VTXml. If you are a WIN client, it is very important to always follow the WIN Best Practices Guide. Refer to that document if you have any questions.

In all instances, there are 2 steps to add a feature. Omitting the second step will result in PPfA upload errors. The 2 steps are:

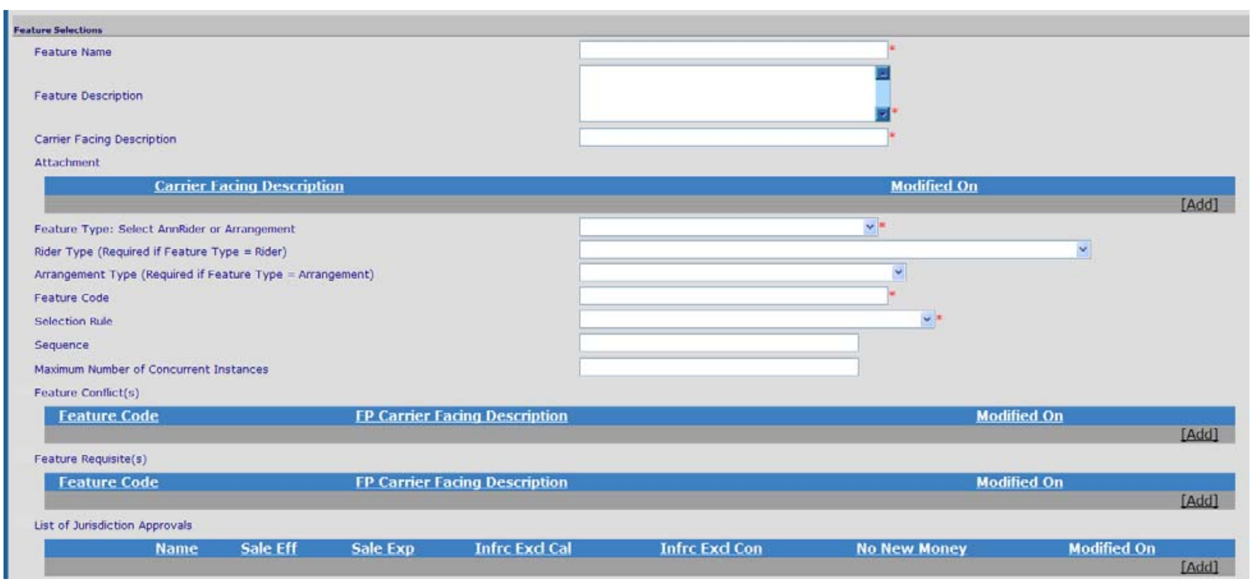
- Add the feature to Product Features
- Add the feature options to the Feature

Add a feature to Product Features:

1. From the Product Profiles, select Features from the Left Navigation.

2. Click on the Add button

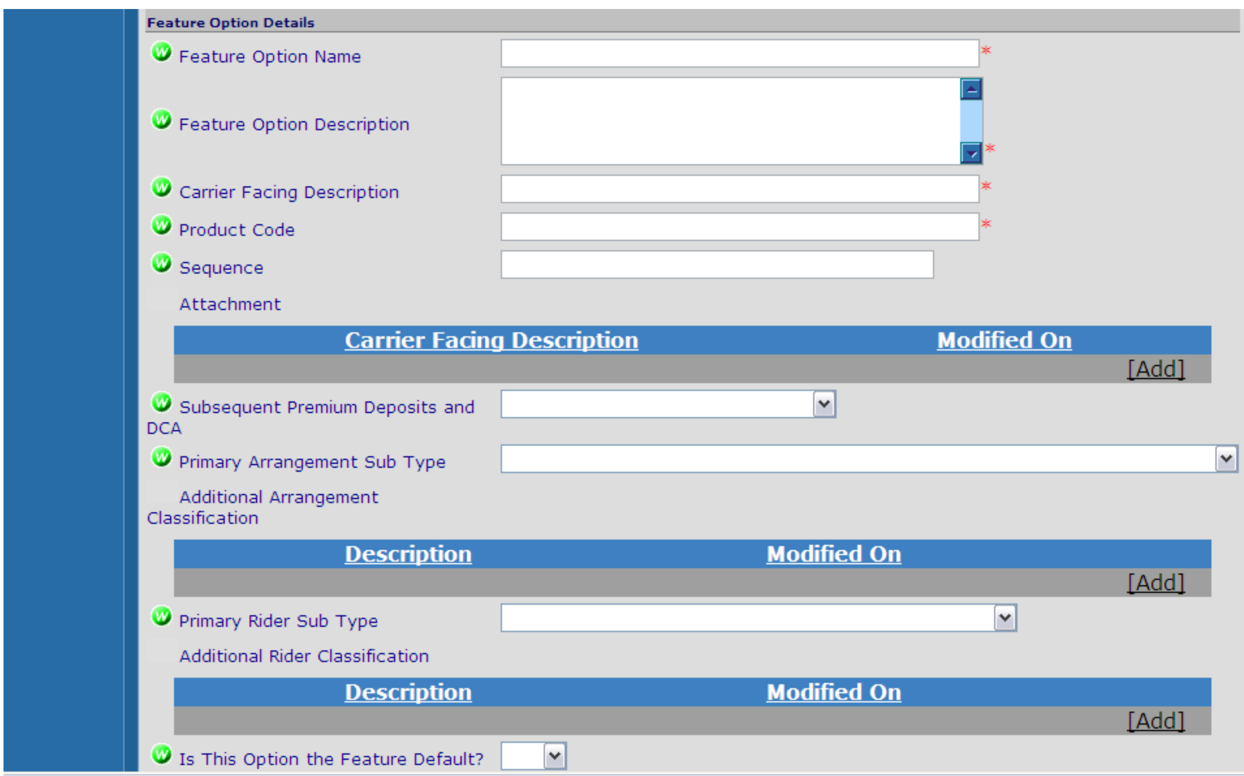
3. Input the required feature information
    a) Add Feature Name
    b) Add Feature Description
    c) Add Carrier Facing Description (CFD). This is information specific to the carrier and displays as a comment in the PPfA. It should include any information to make a feature easily identifiable from other flavors of the same feature type. For example, Morgan Stanley has its own 'flavor' of Initial Premium. Therefore, the CFD for the Morgan Stanley feature would include the initials 'MS'.
    d) If using WIN functionality, skip the Policy Products box for now. It is better to create the feature (without the policy products) and cleanup the WIN to add the feature to the feature inventory. Then create a *new* WIN to associate the policy products, test the feature and make any adjustments to the features in this *new* WIN.
    e) Select the Feature Type, either AnnRider (86) or Arrangement (89) from the drop down list
    f) Select either the Arrangement Type (if Feature Type is Arrangement) or Rider Type (if the Feature Type is AnnRider)
    g) Add Feature Code
    h) Select the Selection Rule from the dropdown list.
    i) Input the Sequence for the feature. One approach is to use the same sequence number for all 'flavors' of a feature. For example, a carrier has 7 'flavors' of the Initial Premium feature so they would use the same sequence number (i.e. '10') for all 7 flavors. Each feature on a product must have a different sequence.
    j) Input Max Number of Concurrent Instances
    k) Add Feature Requisites and Conflicts if desired between features. (i.e. Asset Rebalancing conflicts with DCA).
    l) Add Jurisdiction Approvals if different from the product (for example, feature not approved in TX but product is)



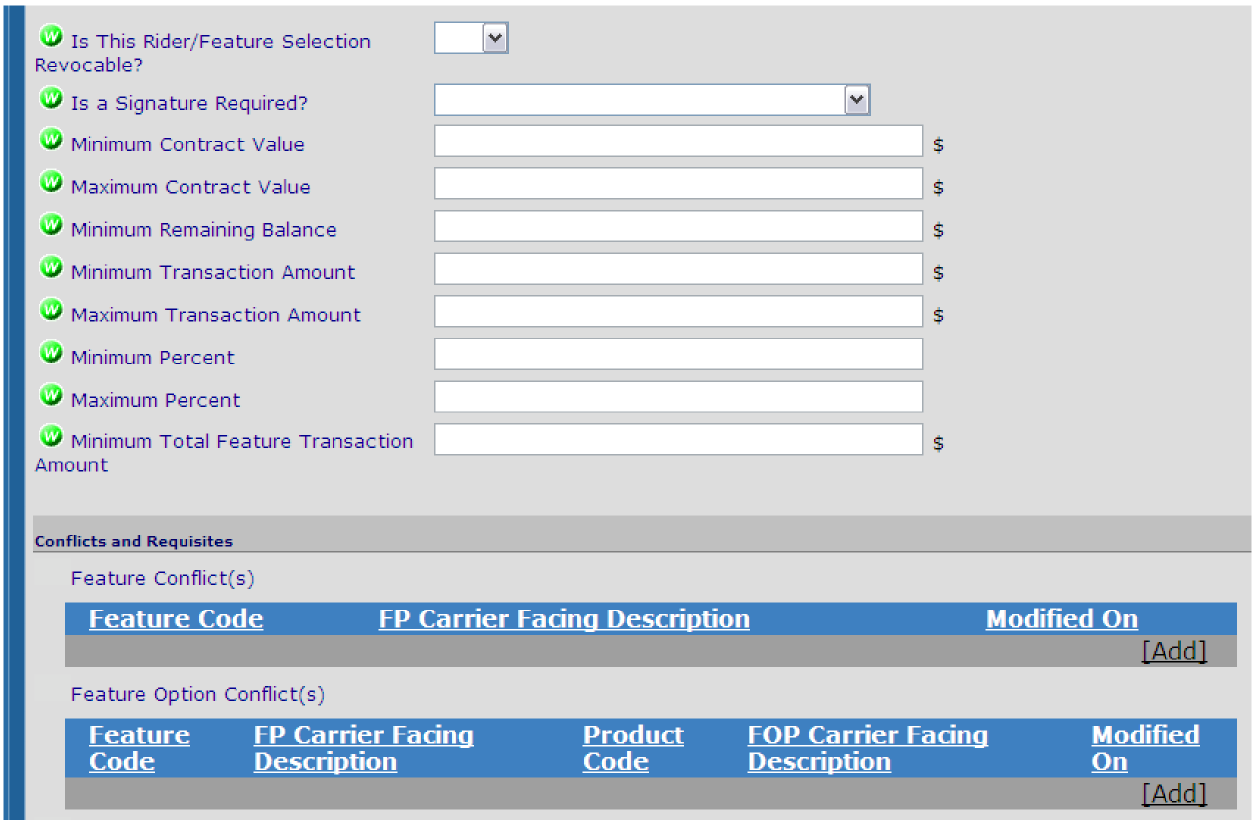
4. Add at least one Feature Option

Add a Feature Option to the feature:

5. Click [Add] on the Feature Option popup
6. Input the required Feature Option information:
    a) Add Feature Option Name
    b) Add Feature Option Description
    c) Add Carrier Facing Description (CFD) (this is information that displays as a comment in the PPfA). The CFD should be an *abbreviated* version of the Feature Option Name and include any information to make a feature option easily identifiable from similar feature options. For example, you would append the initials ‘MS’ to each feature option on a Morgan Stanley Initial Premium feature. This is helpful when you need to set feature option conflicts or requisites to the MS Initial Premium feature.
    d) Add Product Code
    e) Input the Sequence for the option. Each option within a feature must have a different sequence.
    f) If this is a SubPay feature (Arrangement type = 39), select the Subsequent Premium Deposits and DCA from the drop down list
    g) Select the Primary Arrangement Subtype (if Feature Type is Arrangement) or Rider (if the Feature Type is AnnRider) from the drop down list
    h) If applicable, add Additional Rider or Arrangement Classification. Click Add and input required information. Click Save & Return.
    i) If applicable, select if the option is the Feature default from the drop down list.



j) Select if the Rider/Feature selection is Revocable from the drop down list.
k) Select if a Signature is required from the drop down list.
l) If different from the product requirements, input the minimum and maximum contract values, amounts and percentages as appropriate
m) Add Feature Conflicts if desired between the Feature Option and features (i.e. AR1 to DCA). Click Add and input required information. Click Save & Return.
n) Add Feature Option Conflicts, if desired, between Feature Options (i.e. AR1 to DCA1). This is where appending the feature options with the distributor initials (see step 6c Adding CFD) is most helpful. Click Add and input required information. Click Save & Return.



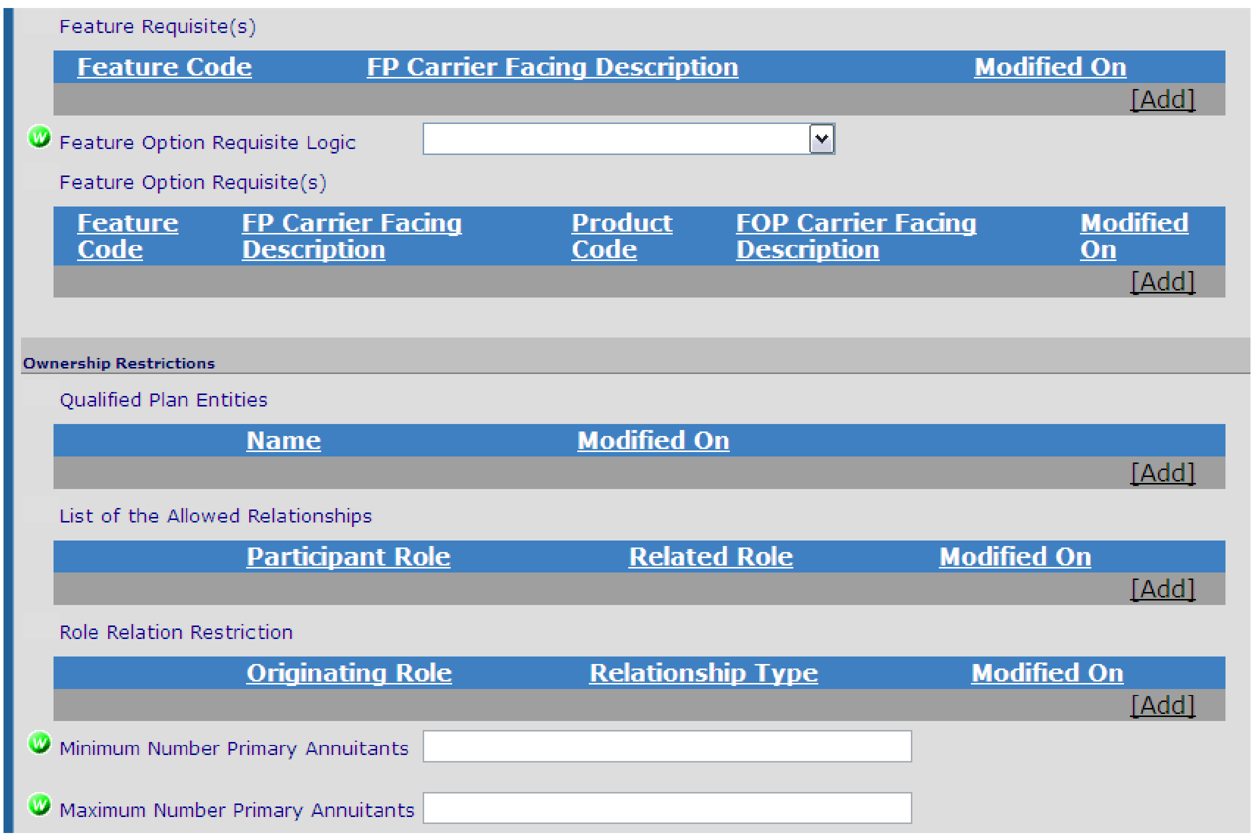
o) Add Feature Requisites, if desired, between the Feature Option and features (i.e. AR1 to IP). Click Add and input required information. Click Save & Return.

p) Add Feature Option Requisites if desired, between Feature Options (i.e. AR1 to DCA1). This is where appending the feature options with the distributor initials (see step 6c Adding CFD) is most helpful. Click Add and input required information. Click Save & Return.

q) If different from the associated product, add Qualified Plan Entities pop up information. Click Add and input required information. Click Save & Return.

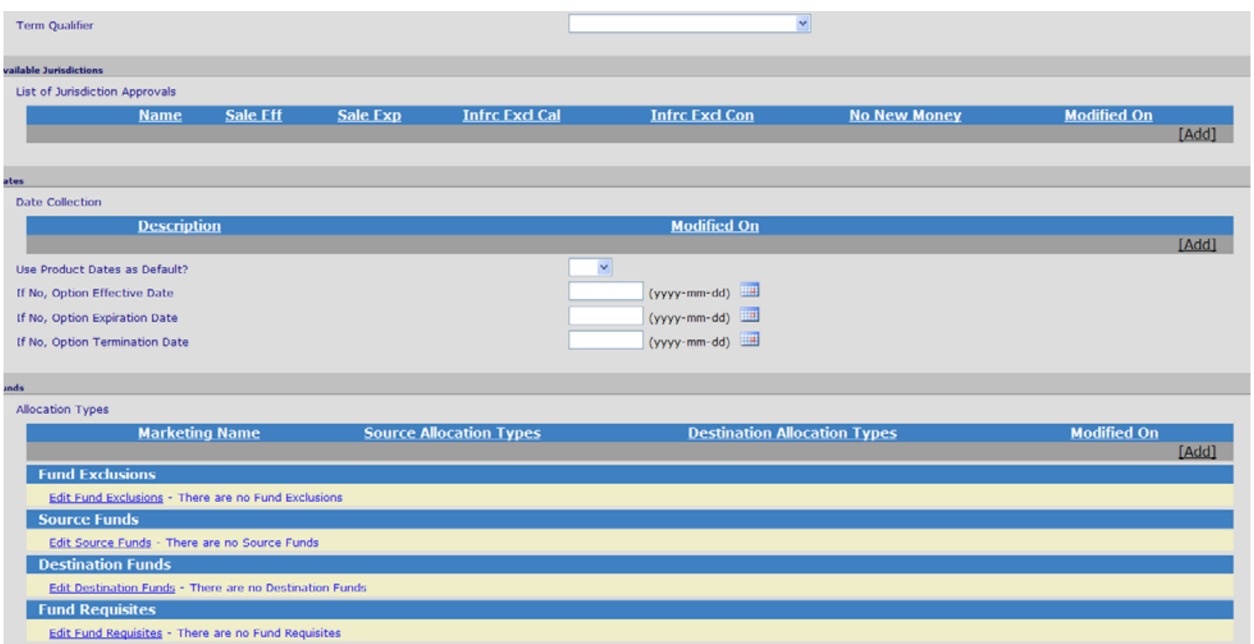
r) If different from the associated product, add Allowed Relationship Restriction pop up information. Click Add and input required information. For 2.20 PPfAs, make sure to include all minimum and maximum age and number requirements. Click Save & Return.

s) If the feature will be generated in version 2.16, and if different from the associated product, input the minimum and maximum number of Primary Annuitants and Owners.



t) If the feature will be generated in version 2.16, and if different from the associated product, input the minimum and maximum Age requirements.
u) Add Fees pop up information for Fees specific to the Feature. If there is no fee, nothing should be input in this field. Click Add and input required information. Click Save & Return.
v) Add Rewards pop up information for Rewards specific to the Feature. If there is no reward, nothing should be input in this field. Click Add and input required information. Click Save & Return.
w) If the feature will be generated in version 2.16, input the minimum and maximum term and select the Term Qualifier from the list.
x) Add Jurisdiction Approvals only if the option is different from the Feature or the product (for example, the Product is available in TX, GA, LA, the Feature is available in TX, GA, and the option is only available in GA). Click Add and input required information. Click Save & Return.
y) Add Date Collection pop up information where needed. Click Add and input required information. Click Save & Return.
z) Select whether to use Product Dates as Default from the drop down list.
  - If the answer is no for the Product Date default question, enter the Option Effective, the Option Expiration, and the Option Termination dates

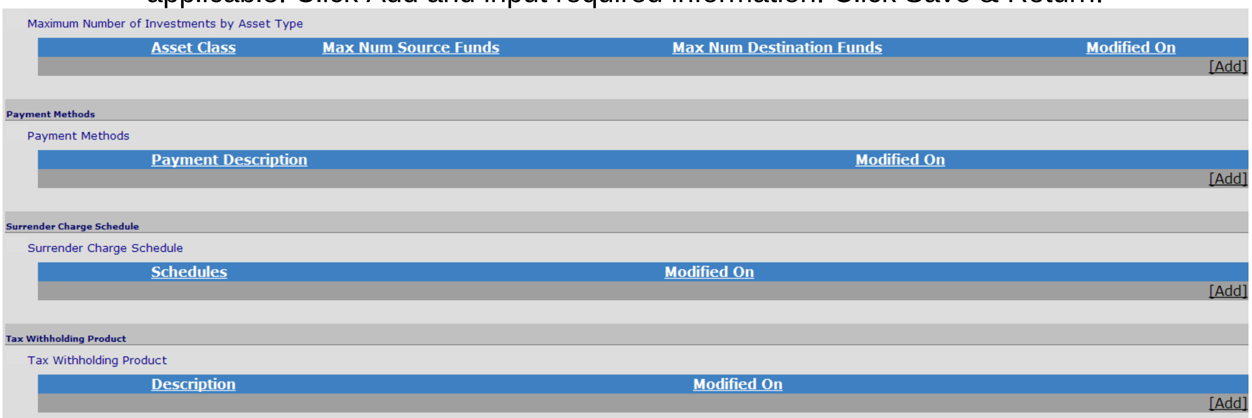
aa) Add Source, Destination, Fund Requisites and Fund Exclusions, Max Number of Investments by Asset Type pop up information where funds are impacted by the feature. Click Add and input required information. Click Save & Return.



bb) Add Payment Method information as needed. For 2.20 PPfAs, make sure to include Min and Max Term information when creating these options. Click Add and input required information. Click Save & Return.

cc) If this is a Surrender Charge feature, add Surrender Charge Schedule pop up information. Click Add and input required information. Click Save & Return.

dd) If this is a feature with disbursement (i.e., SWD), add Tax Withholding information if applicable. Click Add and input required information. Click Save & Return.



7. Click ‘Save & Return’.
8. Repeat as necessary.

Procedures to ‘Clone’ a Feature to VTXml:
These procedures show how to clone an existing feature in VTXml. This method of creating a new feature is recommended because of the reduction in potential errors due to many of the fields are already completed.

In all instances, there are 3 steps to add a feature. Omitting the third step will result in PPfA upload errors. The 3 steps are:

- Clone the feature in Product Features
- Update all applicable fields
- Add or update the feature options on the new Feature

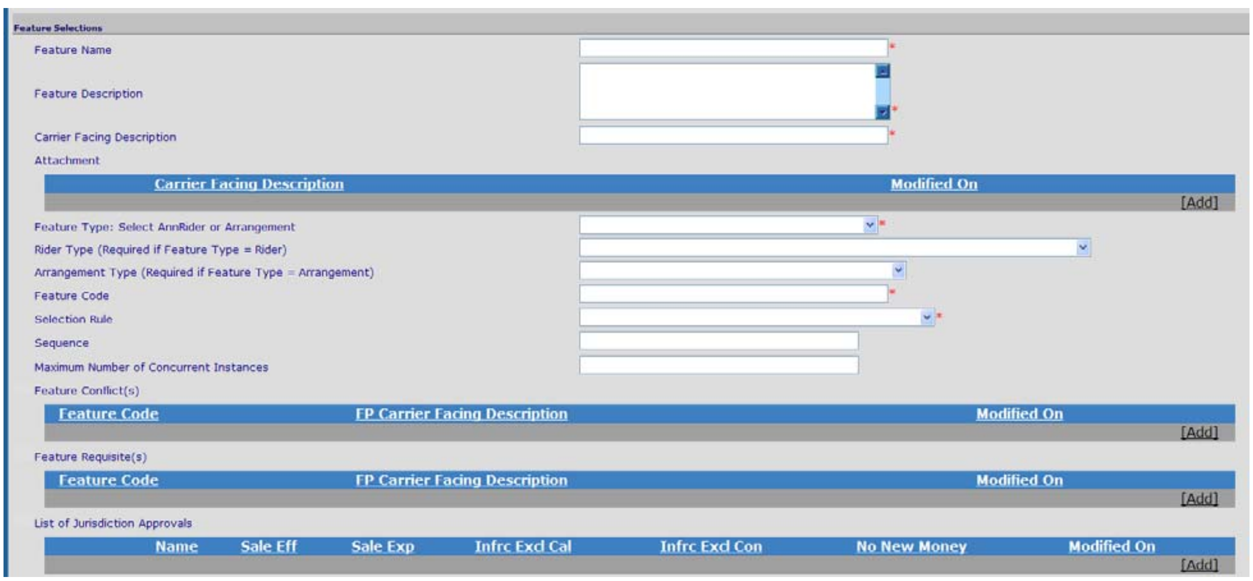
Clone a feature:

1. From the Product Profiles, select Features from the Left Navigation.

2. Find the feature that is most like the new feature to be created. Select [Clone].

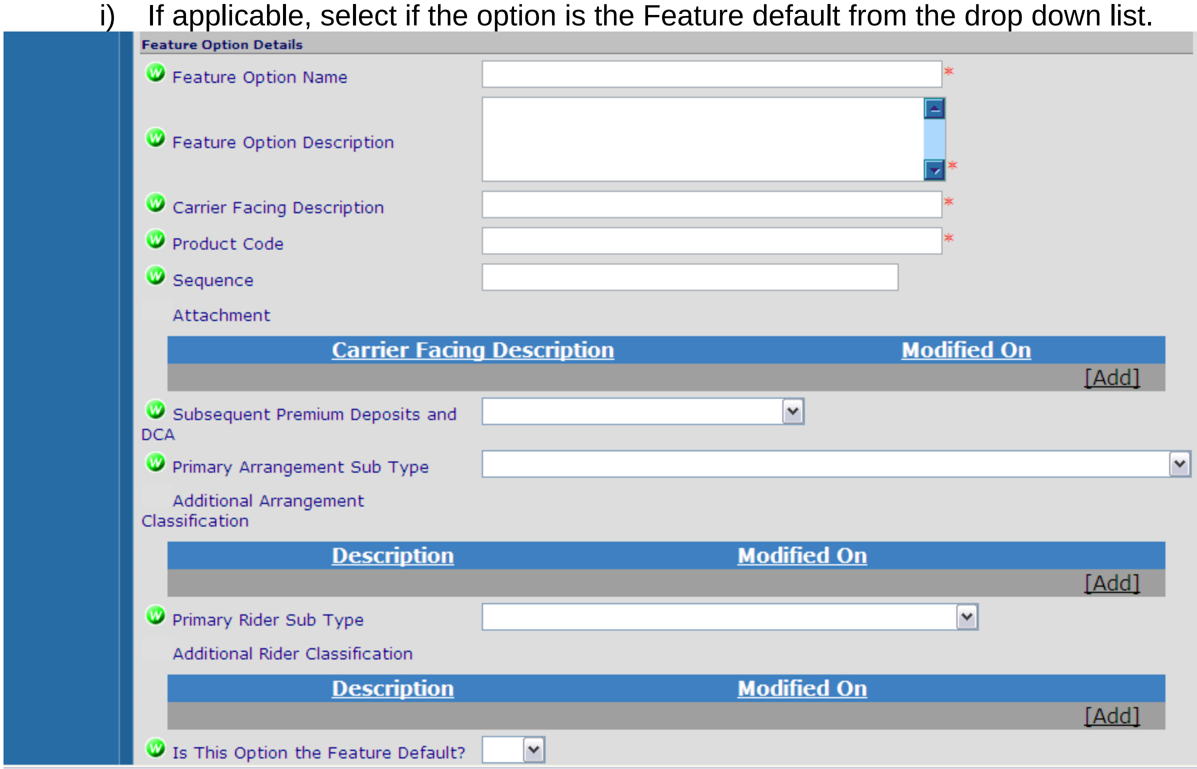
Update Required fields:

3. Update the required feature information
   a) Feature Name
   b) Feature Description
   c) Carrier Facing Description (this is information that is specific to the carrier and displays as a comment in the PPfA)
   d) If using WIN functionality, skip the Policy Products box for now. This should be used to make the associations in the additional WIN.
   e) Feature Code
   f) Select the Selection Rule from the dropdown list.
   g) Input the Sequence for the feature remembering that it can not be the same as other features on the same product.
   h) Input Max Number of Concurrent Instances
   i) Update Feature Requisites and Conflicts between features (AR to DCA) as needed
   j) Add Jurisdiction Approvals if different from the product and the cloned version (for example, feature not approved in TX but product is)

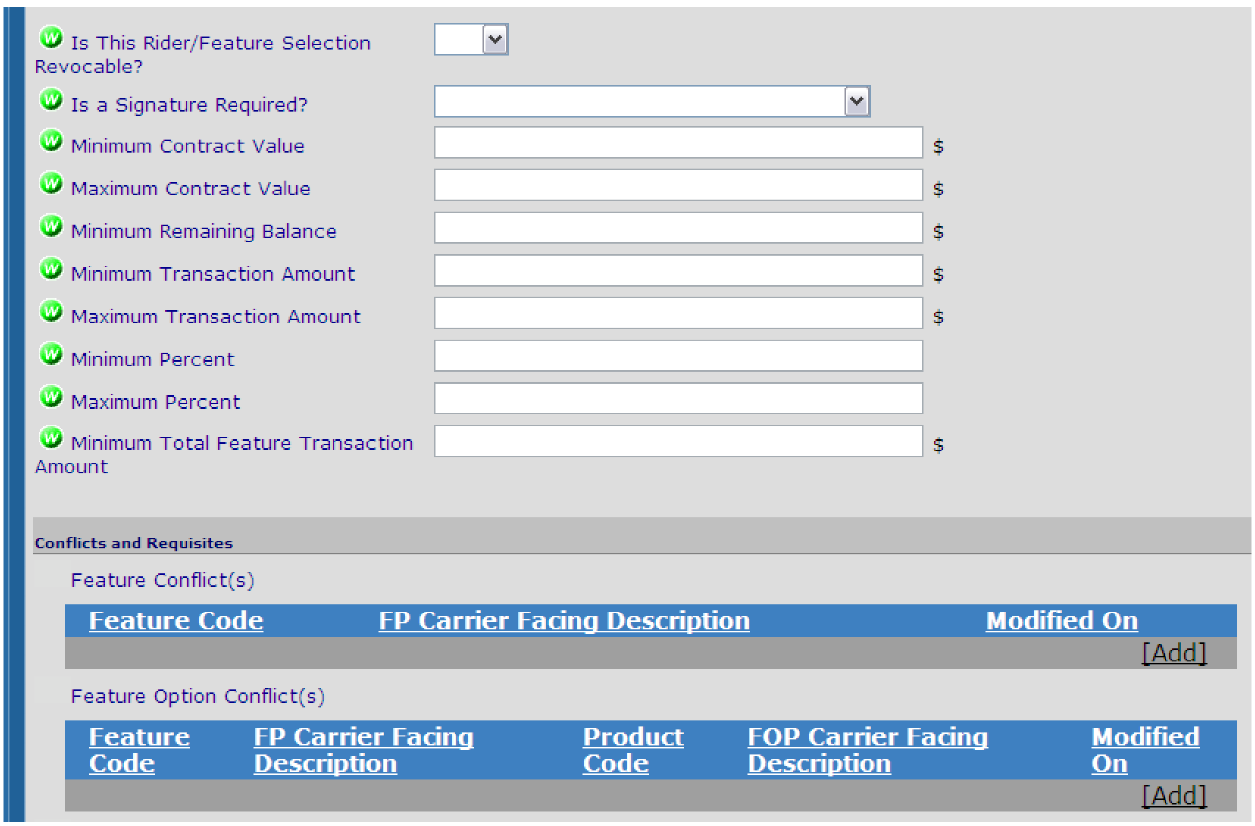


Edit or add a Feature Option to the feature:

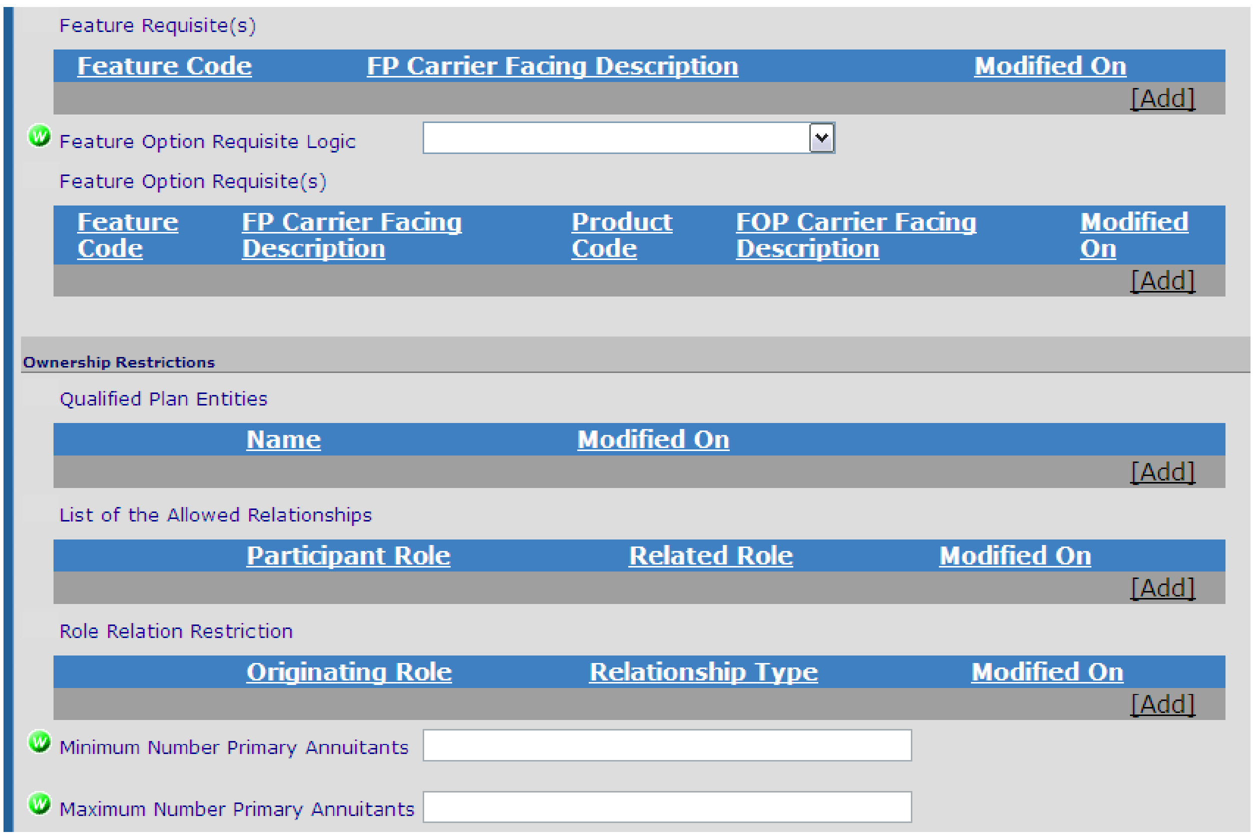
4. There are several options that you can choice from to update the feature options. You can:
    a) 'Edit' a feature option so that it represents the new feature option. To edit a feature option, click on the Product Code (to open the option) and continue with step 5,
    b) 'Clone' a feature option. Cloning a feature option is one way to add a new option that shares many of the same attributes of an existing option. To clone a feature option, click on the 'Clone' link for the Product Code to be cloned. Press 'OK'. Then click on the Product Code (to open the option) and continue with step 5,
    c) 'Add' a new feature option. In some cases, it may be easier to start with a blank feature option. To add a feature option, click on the 'Add' link, continue with step 5,
    d) 'Delete' a feature option that is not required on the new feature. To delete a feature option, click on the 'Del' link, then click 'OK'.
5. Update the required Feature Option information:
    a) Feature Option Name
    b) Feature Option Description
    c) Carrier Facing Description (this is information that is specific to the carrier and displays as a comment in the PPfA)
    d) Product Code
    e) Input the Sequence for the option
    f) If this is a SubPay feature (Arrangement type = 39), select the Subsequent Premium Deposits and DCA from the drop down list
    g) Select the Primary Arrangement Subtype (if Feature Type is Arrangement) or Rider (if the Feature Type is AnnRider) from the drop down list
    h) If applicable, add Additional Rider or Arrangement Classification. Click Add and input required information. Click Save & Return.
    i) If applicable, select if the option is the Feature default from the drop down list.



j) Select if the Rider/Feature selection is Revocable from the drop down list.
k) Select if a Signature is required from the drop down list.
l) If different from the cloned version, input the minimum and maximum contract values, amounts and percentages as appropriate
m) Update Feature Conflicts between the Feature Option and features (AR1 to DCA) as needed.
n) Update Feature Option Conflicts between Feature Options (AR1 to DCA1) as needed.



o) Update Feature Requisites between the Feature Option and features (i.e. AR1 to IP) as needed.
p) Update Feature Option Requisites if desired between Feature Options (i.e. AR1 to IP1) as needed.
q) Update Qualified Plan Entities pop up information as needed
r) Update Allowed Relationship Restriction pop up information as needed.
s) If the feature will be generated in version 2.16, and if different from the copied version, input the minimum and maximum number of Primary Annuitants and Owners.



t) If the feature will be generated in version 2.16, and if different from the copied version, input the minimum and maximum Age requirements.

u) Update Fees pop up information for Fees specific to the Feature. If there is no fee, nothing should be input in this field. Click Add and input required information. Click Save & Return.

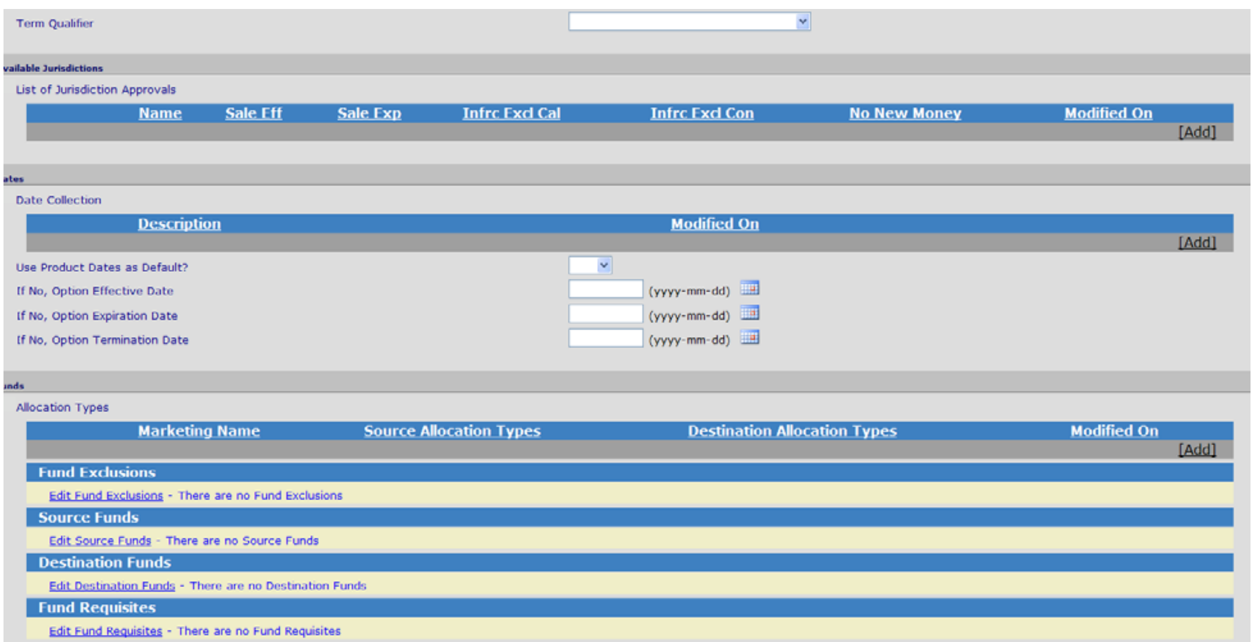
v) Update Rewards pop up information for Rewards specific to the Feature. If there is no reward, nothing should be input in this field. Click Add and input required information. Click Save & Return.

w) If the feature will be generated in version 2.16, update the minimum and maximum term and select the Term Qualifier from the list.

x) Update Jurisdiction Approvals only if the option is different from the Feature or the product (for example, the Product is available in TX, GA, LA, the Feature is available in TX, GA, and the option is only available in GA). Click Add and input required information. Click Save & Return.

y) Select whether to use Product Dates as Default from the drop down list.
   - If the answer is no for the Product Date default question, update the Option Effective, the Option Expiration, and the Option Termination dates

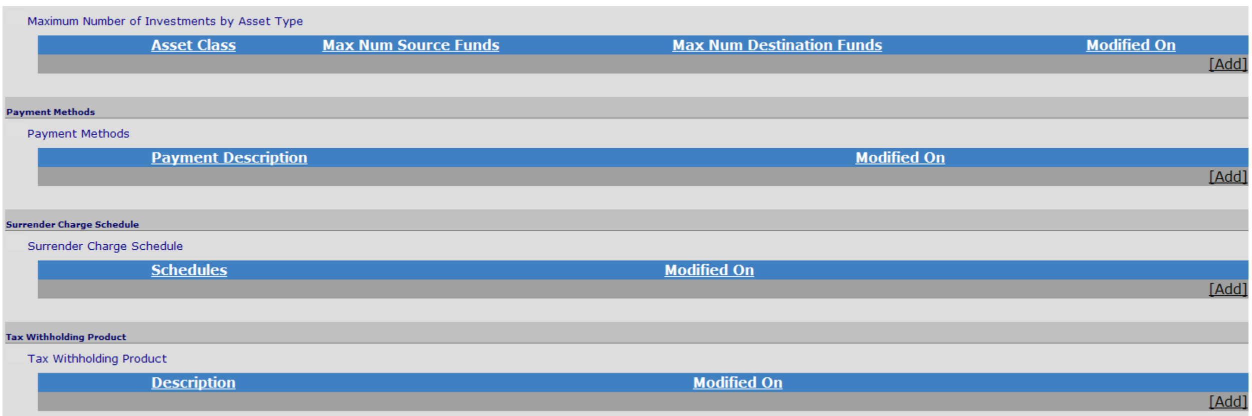
z) Update Source, Destination, Fund Requisites and Fund Exclusions, Max Number of Investments by Asset Type pop up information where funds are impacted by the feature.



aa) Update Payment Method information as needed. For 2.20 PPfAs, make sure to include Min and Max Term information when creating these options. Click Add and input required information. Click Save & Return.

bb) If this is a Surrender Charge feature, update Surrender Charge Schedule pop up information. Click Add and input required information. Click Save & Return.

cc) If this is a feature with disbursement (i.e., SWD), update Tax Withholding information if applicable. Click Add and input required information. Click Save & Return.



6. Click ‘Save & Return’.
7. Repeat as necessary.

Once these steps are complete, you are ready to add the feature to the Products.