Online Enrollment with Fidelity Investments

Put your workplace savings plan into action.

Follow this simple online enrollment guide to establish your Tax-Deferred Account (You will need the plan ID number, which is 52087 for the 403(b) and 73171 for the 457(b)).

✓ Provide your personal information.
✓ Choose your investment options.

Take this very important step now and begin contributing to your Tax-Deferred Account.

1. Log on and enroll
   - Log on to Fidelity Online Enrollment at http://enrollonline.fidelity.com (please note that there is a timeout after 10 minutes of inactivity).
   - Follow the prompts for each section at Fidelity’s online enrollment site.
   - You will be notified when you have completed your enrollment

2. Confirm your enrollment
   - Review a summary of the information you provided for accuracy.
   - Revise any information, if necessary.
   - Accept the data once it is all correct.
   - Print out a copy of the confirmation.

3. Access your account
   Once you receive confirmation of your enrollment from the system, you can access your retirement plan account on Fidelity NetBenefits at www.fidelity.com/atwork. Here you can take advantage of educational tools, make transactions in your account, and review investment information.

4. Select a PIN
   Before you can use NetBenefits, you must establish a personal identification number (PIN). In the future you must enter this number before you can access account-specific information through a Retirement Services Specialist, the Internet, or our automated phone system. Your PIN must be six to 12 characters in length; it cannot be your Social Security number, Customer ID, or date of birth; and it cannot be a sequential or repeating numbers or letter (e.g. 123456 or AAAAAA).
   You will need your date of birth and ZIP code in order to establish your PIN.
   You will also be asked to choose a security question. If you forget your PIN, this question will help confirm your identity for PIN reset.

   Be sure to choose a PIN that’s easy to remember, because you’ll need it each time you call or go online to access your account.
5. **Set up your PIN**

To set up your PIN for the first time, or to clear and establish a PIN you may have forgotten:

**Online PIN Setup**
1. Log on to Fidelity NetBenefits at **www.fidelity.com/atwork**
2. Select either the New User Registration, change your PIN, or Forgot or Reset Your PIN
3. Enter your Social Security number or Customer Identification number
4. Follow the instructions regarding entry of the above information
5. Enter your six to 12 character PIN
6. Confirm your entry as instructed

**Telephone PIN Setup**
1. Dial **1-800-343-0860** to access our automated phone system
2. Press “1” for touch-tone service or say “two” for voice recognition service
3. Key in or say your Social Security number or Customer Identification Number
4. Follow the instructions regarding entry of the above information
5. Enter your six- to 12-character PIN
6. Confirm your entry as instructed

**CONGRATULATIONS! You’re now enrolled**

**If you have any questions**
Call a Fidelity Retirement Services Specialist at 1-800-343-0860, Monday through Friday, from 8:00 A.M. to Midnight E.S.T. Our specialist can answer your questions and help you complete the steps necessary to begin directing your investments through your workplace savings plan.

Employees with a hearing or speech impairment can access our Retirement Services Specialists at 1-800-259-9743.