# How to set up your account on Fidelity NetBenefits®



Use these instructions to help you set up your account. Simply log on to Fidelity NetBenefits® at If you need help setting up your account call the Fidelity Retirement Benefits Line at

# **New User Registration**

Verify your identity:

- 1 Enter the last 4 digits of your Social Security number
- 2 Enter your first name, last name, and date of birth
- 3 Click the Next button

#### **New User Registration**

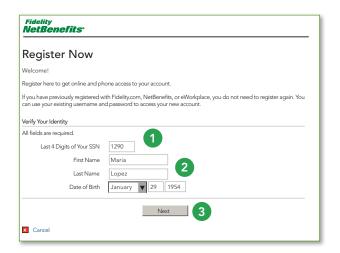
Your username can be your Social Security number, but to better protect your account, we strongly recommend that you create a unique username.

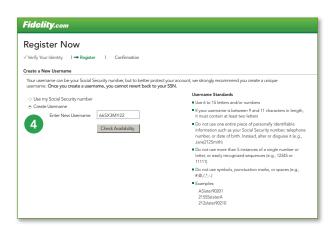
- 4 Username Standards
- Use 6 to 15 letters and/or numbers
- If your username is between 9 and 11 characters in length, it must contain at least two letters
- Do not use one entire piece of personally identifiable information such as your Social Security number, telephone number, or date of birth. Instead, alter or disquise it (e.g., Jane212Smith)
- Do not use 5 or more instances of a single number or letter, or easily recognized sequences (e.g., 12345 or 11111)
- Do not use symbols, punctuation marks, or spaces (e.g., #, @, /, \*, -)

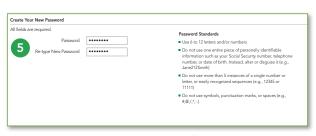
#### **Password**

Your password protects your account from unauthorized users.

- 5 Password Standards
- Use 6 to 12 letters and/or numbers
- Do not use one entire piece of personally identifiable information such as your Social Security number, telephone number, or date of birth. Instead, alter or disguise it (e.g., Jane212Smith)
- Do not use 5 or more instances of a single number or letter, or easily recognized sequences (e.g., 12345 or 11111)
- Do not use symbols, punctuation marks, or spaces (e.g., #, @, /, \*, -)







For illustrative purposes only.

### Create a Security Question

- 6 Security Answer Standards
- Answers must be between 3 and 31 characters
- Select a question that you can easily answer
- Answers are not case sensitive
- Do not use symbols, punctuation marks, or spaces (e.g., #, @, /, \*, -)

## Provide Your Phone Number and E-mail Address

Fidelity uses the contact information you provide to send you important communications about your benefits, as well as timely service-related and legal notifications, including messages about education and new service offerings.

Please be assured that this information is used only to communicate with you regarding your benefits with Fidelity and will not be shared with any other parties. Fidelity Investments has always been committed to maintaining the confidentiality, integrity, and security of personal information entrusted to us by current and prospective customers.

8 Click Submit

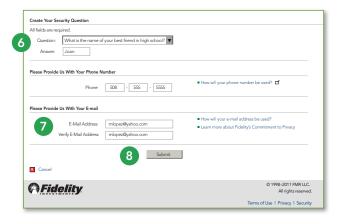
#### **New User Registration Confirmation**

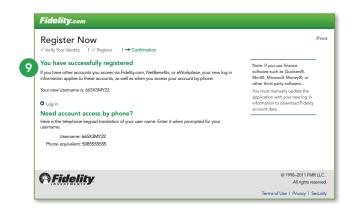
You have successfully registered

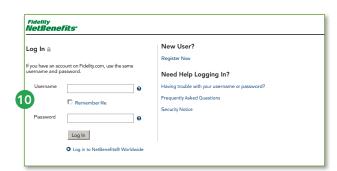
If you have other accounts you access via Fidelity.com, NetBenefits, or eWorkplace, your new log in information applies to these accounts, as well as to accessing your account by phone.

#### Begin using NetBenefits

- 10 Log in with your new account username and password.
- Enroll in your plan
- Check your account balances
- Change how much you set aside to save from your paycheck
- Make changes to your investments
- Use tools to help you plan for your retirement







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