

# How to register for access to your account on Fidelity NetBenefits® at [www.netbenefits.com](http://www.netbenefits.com).

If you have previously registered with Fidelity.com, NetBenefits®, or eWorkplace®, you do not need to register again. Use your existing username and password to access your new account.

If you have not yet registered, use the instructions below to help you set up your workplace savings account on NetBenefits.

## New user registration

*During the new user registration process, you may be asked to take an additional security step to help us authenticate your account.*

### 1 Verify your identity

Enter information in the following required fields:

- Your first and last name
- Your date of birth
- Last four digits of your Social Security number

Select the **Continue** button.

**1 Verify your identity**

Before you setup online access, let's confirm some basic information about your account.

**Name**

First  Last

**Date of birth**

Month  Day  Year

Last 4 digits of SSN

### 2 Provide your contact information

Enter information in the following required fields:

- Personal email
- Phone type
- Phone number
- Read our electronic disclosure

Select the **Continue** button.

**2 Required contact information**

Help protect your account. Accurate contact information is how we alert you - and help stop - fraudulent activity.

Contact preferences can be changed on your Profile Page after registration.

Alternatively, you may enroll in your plan or access your existing account by calling a customer service representative.

**Personal email**

**Phone type**

**Phone number**

**Electronic disclosure**

By clicking "Continue" you consent to receive communications electronically, including transaction alerts, required disclosures and educational materials. If you prefer print, or to update your communications preferences, please update your Profile Page after you register.

**Important disclosure**

By clicking "Continue", you provide your consent to receive electronic communications including transaction alerts, required disclosures and educational materials. This consent is effective until you change your electronic delivery



### 3 Set up your username

We require that you create a **unique username**.

- Use 8–15 characters, including at least two letters.

You may **not** use:

- Special characters or symbols
- Sequences (e.g., 12345 or 11111)
- Personal info (SSN, phone #, DOB)

### 4 Create a password

Your password protects your account from unauthorized users.

- Use 6–20 characters.
- Use at least one number .
- Letters are case sensitive

You may **not** use:

- Special characters except for "#&\*<>{}'[]"
- Sequences (e.g., 12345 or 11111)
- Personal info (SSN, phone #, DOB)
- A password you've used before

After confirming your password, select **Continue** .

### 5 New user registration confirmed

You have successfully registered. If you have other accounts through Fidelity.com, NetBenefits, or eWorkplace, your new login information applies to these accounts, as well as to accessing your account by phone.

The screenshot shows a registration form titled "Register now". It is divided into two main sections: "Create a username" and "Create a password".

**3 Create a username**

Username: [input field]

- ✗ Use 8 to 15 letters and/or numbers
- ✓ If your username is between 9 and 11 characters in length, it must contain at least two letters
- ✓ No symbols, punctuation marks, or spaces (e.g., #,@,/,\*,-)
- ✓ No sequences (e.g. 12345 or 111)

[See more guidelines](#)

**4 Create a password**

Password: [input field]

Password strength: **Weak**  
Letters are case-sensitive.

- ✗ Special characters except for #&\*<>{}'[]
- ✗ At least one number
- ✗ 6 -20 characters
- ✗ Upper and lower case letters
- ✓ No sequences (e.g. 12345 or 111)

[See more guidelines](#)

Re-type new password: [input field]

Buttons: Cancel, Continue

For illustrative purposes only.

The screenshot shows a confirmation screen titled "You have successfully registered".

Your new username is: **testuser250**

Continue

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 educational 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.*

## 6 Begin using NetBenefits

After you log in with your new account username and password, and update your email address, email preferences, and mobile phone number, you can:

- Check your account balances
- Make changes to your investments
- Designate your beneficiaries
- Visit the Planning & Guidance Center and set up important financial goals, such as saving for retirement, college, and other personal goals (e.g., buying a home)
- Access educational resources in the NetBenefits Library to improve your financial know-how on a wide range of topics (Social Security, loans, budgeting, etc.)

## 7 Select a security question

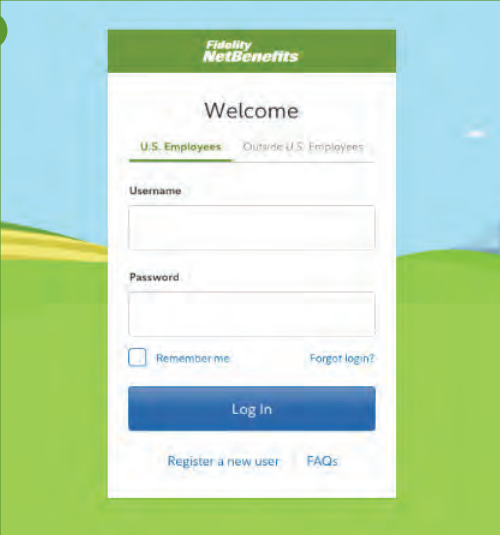
Once you log in, you will be prompted to set a security question in case you ever forget your password.

You can reset it after Fidelity verifies your identity using your new or updated security question and answer.

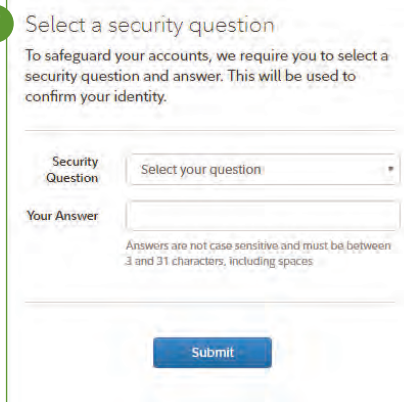
Pick a security question you can easily answer and enter your answer.

- Answers must be between 3 and 31 characters
- Answers are not case sensitive

Select **Submit**.



For illustrative purposes only.



**Need help setting up your account?  
Call Fidelity at 800-343-0860**