

# How to register for access to your account on Fidelity NetBenefits®

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

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

## 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 Select the Next button.

## Setting up your username

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 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., #, @, /, \*, \*, -).

## Creating a password

Your password protects your account from unauthorized users.

- 5 **Password standards:**
  - Use 6 to 20 letters, numbers, and/or special characters.
  - Letters are case sensitive.
  - Do not use " # & \* < > [ ] ` { }
  - Use at least one special character: % ' ( ) + , . - / : ; = ? \ ^ \_ | ~ ! @ \$
  - Do not use easily recognized sequences (e.g., 12345 or 11111)

A strong password has a mix of case sensitivity, numbers, letters, and special characters.

For example: KingHenryThe8%^^(

Your password should **not be personally identifiable information**, such as your Social Security number, telephone number, or date of birth.

The screenshot shows the 'Register Now' page on Fidelity NetBenefits. It includes a 'Verify Your Identity' section with three numbered callouts: 1 points to the 'Last 4 Digits of Your SSN' field, 2 points to the 'Your Name' (First and Last) and 'Date of Birth' (Month, Day, Year) fields, and 3 points to the 'Next' button. There are also 'Cancel' and 'Help' links.

The screenshot shows the 'Create a New Username' section. It has two radio button options: 'Use my Social Security number' and 'Create Username'. The 'Create Username' option is selected, and a callout '4' points to the 'Enter New Username' text box. To the right, there are 'Username Standards' listed, including requirements for length, uniqueness, and character sets. Examples of valid usernames are provided: ASlater#0201, 21555dlatelA, and 212dlatel#0210. A 'Check Availability' button is also visible.

The screenshot shows the 'Create Your New Password' section. A callout '5' points to the 'New Password' text box. Below the text box, there is a 'Password Strength' indicator (Weak) and 'Password Guidelines'. The guidelines state: 'Please use 6 to 20 letters, numbers, and/or special characters. Letters are case-sensitive.' A 'YOU MAY NOT USE:' list includes symbols, personal info (SSN, phone #, DOB), and easily recognized sequences. A link 'How to create a strong password' is at the bottom.

For illustrative purposes only.

## Create a security question

If you ever forget your password, you can reset it after Fidelity verifies your identity using your new or updated security question and answer.

### 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.

## Provide your phone number and email address

7 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.

### 8 Click **Submit**.

## New user registration confirmation

### 9 You have successfully registered.

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

## Begin using NetBenefits

### 10 Log on with your new account username and password.

- Enroll in your plan, if you haven't already.
- 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.

**Need help setting up your account?  
Call your Plan's toll-free number.**

Create Your Security Question  
All fields are required.

6 Question: Select a Question  
Answer: \_\_\_\_\_

Please Provide Us With Your Phone Number  
Phone: \_\_\_\_\_

Please Provide Us with Your E-mail  
E-Mail Address: \_\_\_\_\_  
Verify E-Mail Address: \_\_\_\_\_

7  
8 Submit

Cancel

NETBENEFITS provided by Fidelity  
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Terms of Use | Privacy | Security

Fidelity NetBenefits®

Register Now  
Print

9 ✓ Verify Your Identity ✓ Register → 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 when you access your account by phone.

Your new Username is: deangelo

Log in

**Need account access by phone?**  
Here is the telephone keypad translation of your username. Enter it when prompted for your username.  
Username: deangelo  
Phone equivalent: 33264356

When calling by phone, translate your password into numbers using the telephone keypad. There is no case sensitivity. All special characters should be translated to an asterisk (\*).

Note: If you use finance software such as Quicken®, Mint®, Microsoft Money®, or other third party software... You must manually update the application with your new log in information to download Fidelity account data.

Fidelity NetBenefits® Benefits Center

Log In

U.S. Employees Outside U.S. Employees

10 Username Password Log In

Remember Username

**New User?**  
Register Now

**Need Help?**  
Having Trouble with Your Username or Password?  
Frequently Asked Questions  
Security Notice

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