



# Managing Your Account Online

Managing your Workplace Savings Plan account online is easy — simply follow the steps below.

## Establish a username and password

If you are logging in for the first time, you'll need to establish a username and password.

1. Go to [www.netbenefits.com/atwork](http://www.netbenefits.com/atwork).
2. Click *Register Now*.
3. Follow the instructions to set up your login information.

## Change your contribution percentage

To change the amount of your payroll contributions into your account:

1. Log in to your account through [www.netbenefits.com/atwork](http://www.netbenefits.com/atwork).
2. From the home page, click the *Quick Links* drop-down menu next to your plan name, select *Contribution Amount*, then click *Contribution Amount*. Enter your new contribution percentage.
3. Confirm your new contribution percentage.

## Change your investment elections

To change how your future investment elections are invested online:

1. Log in to your account through [www.netbenefits.com/atwork](http://www.netbenefits.com/atwork).
2. From the home page, click the *Quick Links* drop-down menu next to your plan name, select *Change Investments* then *Change Investment Elections*.
3. Enter the percentage of your payroll contributions that you wish to direct to each investment option you choose — your elections must add up to 100%.
4. View the online prospectus, if available, for each fund in which you are investing.
5. Confirm your investment elections.

## Need help?



Call **800-343-0860** to speak with a licensed financial professional, Monday through Friday from 8 a.m. to midnight Eastern time.



Visit **Fidelity.com/ask** for answers to your questions and more ways to contact us.



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