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.

2. Click Register Now.
3. Follow the instructions to set up your login information.

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

1. Log in to your account through 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 amount.
3. Confirm your new contribution amount.

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.
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.

Stop by one of our Investor Centers.
To find the Investor Center nearest you, visit fidelity.com/branches/branch-locations.
Rebalance your portfolio online

Some investments perform better than others. So you may find that the mix of funds you’re invested in - including stocks, bonds and money market funds - changes over time, and may no longer be a good fit to meet your goals. If this happens, you can rebalance your accounts, choosing investment options that are more appropriate for what you’d like to achieve financially.

To rebalance your account:

1. Log in to your account through 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 click Exchange Multiple Investments, then Start Your Rebalance.

3. Choose All Sources or Single Source under Rebalance: Source Selection. Then enter the percentage of the balance in each of your current investment options that you wish to direct to each investment option you choose — your elections must add up to 100%.

4. View the online prospectus for each fund in which you are investing.

5. Confirm your elections.

Update your mail preferences

Receiving communications by email offers you greater convenience and will help keep you up to date on topics related to your retirement plan.

1. Log in to your account through www.netbenefits.com/atwork.

2. Go to Profile and click Personal & Contact Information. Enter your preferred email address.

3. Go to Preferences to select which types of communications you wish to receive via email or regular mail.

Designate/change your beneficiary

Your beneficiary or beneficiaries will inherit your account in the event of your death. You should consider identifying a beneficiary when you enroll in your plan, and updating the information if you experience a life-changing event such as a marriage, divorce, birth of a child, or death in the family.

1. Log in to your account through www.netbenefits.com/atwork.

2. Go to Profile and click Beneficiaries.