FIRST TIME — ENROLLING

To enroll in the Haverford College Retirement Plan and Supplemental Retirement Plan online follow the steps below.

1. Go to www.netbenefits.com/haverford
2. Click on Enroll
3. Provide your personal information and your consent.
4. Select a Username and Password to access your account online and/or Log On. If you have not previously registered with Fidelity, you can select “Register” and follow the steps to access your account information. If you have previously registered with Fidelity, use your Username and Password to log in.
5. Once logged into NetBenefits®, click “Enroll in your account.”
6. The next screen highlights the steps you will need to complete to get enrolled. Click “Begin” to get started.
7. For the Supplemental Retirement Plan, enter the contribution amount you would like deducted from your paycheck per pay period. If you do not wish to contribute to the Supplemental Retirement Plan, please select 0% and click “Continue.”
8. Next, select a retirement provider for the College Retirement Plan and the Supplemental Retirement Plan. Enter the percentage of your contributions that you want directed to Fidelity Investments and/or TIAA-CREF. You will be asked to make an election for each potential contribution source. Remember, the total for each source (i.e., College Retirement Plan, Supplemental Retirement, etc.) must equal 100%.
9. Next, choose investments.
   You will first choose investments for any contributions directed to Fidelity Investments. You’ll be given the option to select a target date fund or choose to build your portfolio from a variety of core investment options. After reviewing and submitting your elections, you will be brought to a confirmation screen.
   If you chose to direct any contributions to TIAA-CREF, you will need to click “Select Investment with TIAA-CREF” to log in to their site. Once on the TIAA-CREF website, you will need to click “Register for Access” to choose your investment options.
10. Add Beneficiaries. Follow the steps to add beneficiaries to your account. If you selected TIAA-CREF, be sure to provide your beneficiary designation in the TIAA-CREF website at www.tiaa-cref.org/haverford.

YOU ARE NOW ENROLLED!