

# Managing Your Workplace Savings Plan 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 on for the first time, you will need to establish a username and password.

1. Go to **fidelity.com/atwork**.
2. Click *Register*.
3. Follow the instructions to set up your login information.

## Change your contribution percentage online

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

1. Log on to your account through **fidelity.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 and Catch-up Contributions*. Enter your new contribution percentage.
3. Confirm your new contribution percentage.
4. If your plan does not allow you to change your contribution online, visit your HR or Benefits department to complete a new Salary Reduction Agreement.

## Change your investment elections online

To change how your future investment elections are invested online:

1. Log on to your account through **fidelity.com/atwork**.
2. From the home page, click the *Quick Links* drop-down menu next to your plan name, select *Change Investments*, then *Investment Elections*, then scroll down to *Change Your 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 for each fund in which you are investing.
5. Confirm your investment elections.

Need help?

### Call.

800-343-0860 to speak with a Fidelity Representative.

### Click.

[getguidance.fidelity.com](http://getguidance.fidelity.com) for a schedule of events at or near your workplace.

### Visit.

Stop by one of our Investor Centers. To find the Investor Center nearest you, visit [Fidelity.com](http://Fidelity.com), select *Customer Service*, then click *Find an Investor Center* under *Contact Us*.

## Rebalance your portfolio online

Over time, some asset classes and funds perform better than others, which can result in your mix of stock funds, bond funds, and/or money market funds changing from what you originally intended. If this happens, you may wish to rebalance your account so that your investments reflect the mix most appropriate for you and your goals.

To rebalance your account online:

1. Log on to your account through **fidelity.com/atwork**.
2. From the home page, click the *Quick Links* drop-down menu next to your plan name, select *Change Investments*, then click *Rebalance*.
3. 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 on to your account through **fidelity.com/atwork**.
2. Go to *Profile* and click *Email Address*. Enter your personal email address.
3. Go to *Mail Preferences* and *Email Settings* to select which types of communications you wish to receive via email or regular mail.



Unless otherwise noted, transaction requests confirmed after the close of the market, normally 4 p.m. Eastern time, or on weekends or holidays, will receive the next available closing prices.

Investor Center products and services are offered beyond your employer-sponsored retirement plan.

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