Fidelity Online Enrollment Instructions

You are just a few easy steps away from enrolling in your employer's retirement plan.

This process should only take approximately 15 minutes.

1 **Obtain your Plan ID:** **08340 – Samford University 403(b) Salary Deferral and Defined Contribution Plan**

2 **Visit:** **http://enrollonline.fidelity.com**

3 **Account Setup: Provide us with your personal information and your consent.**

4 **User Registration: Select a User Name and Password to access your account online and/or Log On.**

5 **Enroll In Plan: Make decisions about contribution amounts and investments.**

> *IMPORTANT: Obtain a Salary Reduction Agreement from Human Resources. Use the form to indicate the percentage of salary you wish to contribute to the Plan. Return the form to Human Resources. Remember, this form must be submitted to HR before any contributions can be deducted from your pay.*

6 **Beneficiary Designations: Log into Fidelity Netbenefits® at www.netbenefits.com/atwork. Click "Profile" at the top of the page. Then choose beneficiaries and follow the online instructions.**

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► Contact Fidelity, your employer, or your tax advisor to determine maximum allowable contribution.

► Questions? Call Fidelity Investments at **1-800-343-0860,** Monday through Friday, from 8:00 a.m. to Midnight ET, excluding holidays that the New York Stock Exchange is closed, or visit us at **www.netbenefits.com/atwork**.

Investing involves risk, including risk of loss.