Enrolling in your Virginia Polytechnic Institute and State University Retirement Plans with Fidelity Investments is now more convenient with a simple online process that can be completed in 15 minutes or less! The plans use technology that lets you set up an account with Fidelity and select investment options for your plan account from virtually anywhere, at virtually any time, involving little or no paperwork.

To simplify your enrollment, have the following information before logging on:
- Plan ID Number: 52322 Virginia Polytechnic Institute and State University 403(b) Plan*
  72113 Virginia Polytechnic Institute and State University Matching Contribution Retirement Plan, “the Cash Match Plan”
  64758 Virginia Polytechnic Institute and State University Optional Retirement Plan, “the Optional Retirement Plan” (faculty only)
- Personal information: Social Security number, mailing address, and date of birth

During the enrollment process, a complete list of investment options will be available for your review.

Take these very important steps now and begin contributing to your retirement!

1. **Set Up a Fidelity Account®** at http://enrollonline.fidelity.com
   - Once connected to Fidelity's online enrollment site, simply follow the prompts.
   - You will be notified when you have completed your Fidelity enrollment.

2. **Confirm Your Enrollment at Fidelity**
   - Review a summary of the information you provided; revise any information, if necessary.
   - Accept the data once it is all correct.
   - Print the confirmation and keep it for your records.

3. **Complete and Return the Necessary Form**
   - If you are enrolling in Plan 52322, the 403(b) Plan, you must complete a salary reduction agreement and return it to the Department of Human Resources, Virginia Polytechnic Institute and State University, North End Center, Suite 2300, 300 Turner St. NW, Blacksburg, VA 24061 (Campus Mail Code 0318). We must receive this form before any contributions will be deducted from your paycheck. You can obtain this form online from the index on the Virginia Tech Benefits Web site or directly at http://www.apps.hr.vt.edu/hr/downloads/forms/Salary_Reduction_Agreement.doc.
   - If you are enrolling in Plan 64758, the Optional Retirement Plan, you must complete the Election to Participate: Optional Retirement Plan for Higher Education form and return it to the Department of Human Resources, Virginia Polytechnic Institute and State University, North End Center, Suite 2300, 300 Turner St. NW, Blacksburg, VA 24061 (Campus Mail Code 0318). We must receive this form before your Optional Retirement Plan can be set up. You can obtain this form online at http://www.varetire.org/Pdf/Forms/vrs-65.pdf.

Once you have registered with NetBenefits®, you can also take advantage of educational tools, make transactions in your account, and review investment information.

If you have any questions
Call a Fidelity Retirement Services Representative at 800-343-0860, Monday through Friday, from 8 a.m. to midnight Eastern time. Our representatives can answer your questions and help you complete the steps necessary to enroll online or begin directing your investments through your workplace savings plan.
Employees with a hearing or speech impairment can contact our Retirement Services Representatives at 800-259-9743.

Keep in mind that investing involves risk. The value of your investment will fluctuate over time and you may gain or lose money.

*If you are enrolling in the 403(b) Plan (52322), don’t forget to also enroll in the Cash Match Plan (72113), if you are eligible. You must do this separately. *