



NetBenefits® Quick Set Up Instructions

1. Go to Holy Cross Retirement Plan Website: www.netbenefits.com/holycross
2. Click on the Register link. **If you have a Fidelity account already, you can log in with that and skip to step 7.**
3. Verify your identity:
 - a. First and Last Name
 - b. Date of Birth
 - c. Last Four of SSN
4. Create a username and password
5. Select Security question
6. Click Continue to NetBenefits homepage
7. Enroll: From the NetBenefits home page click "Enroll"
8. Getting Started: Click "Begin"

Step 1: Select dollar amount or percent for Roth contribution and/or pretax salary reduction (These amounts are in addition to your HC mandatory contribution)

Step 2: Choose where to direct your contributions: Fidelity, TIAA, or a combination of both that totals 100%. You must make a vendor election for every SOURCE (i.e., SRA, employee non elective, employer matching, etc.) NOTE: new employees must leave TIAA additional source set to 100% TIAA.

Step 3: Choose how to invest contributions. For TIAA, you will be directed to their website to select investments.

Step 4: Consolidate savings (optional) and choose beneficiary

9. Download NetBenefits Mobile App (Optional)

For help, contact a Fidelity Representative Monday-Friday from 8:30 a.m. – Midnight EST at **800-343-0860**.

Investing involves risk, including risk of loss.

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