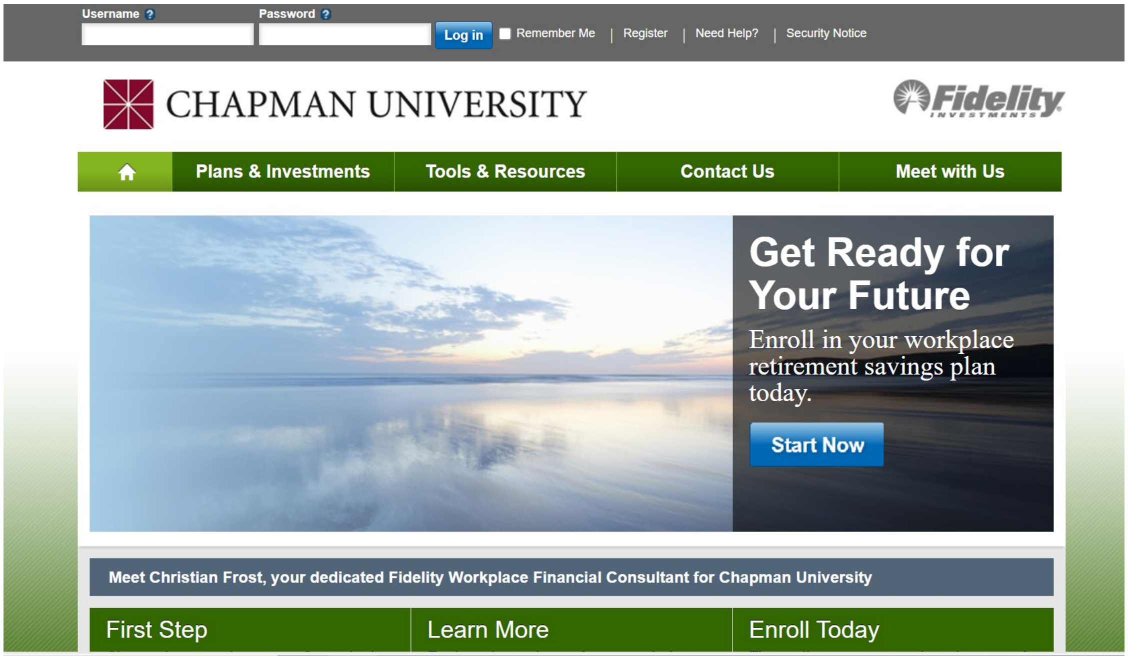
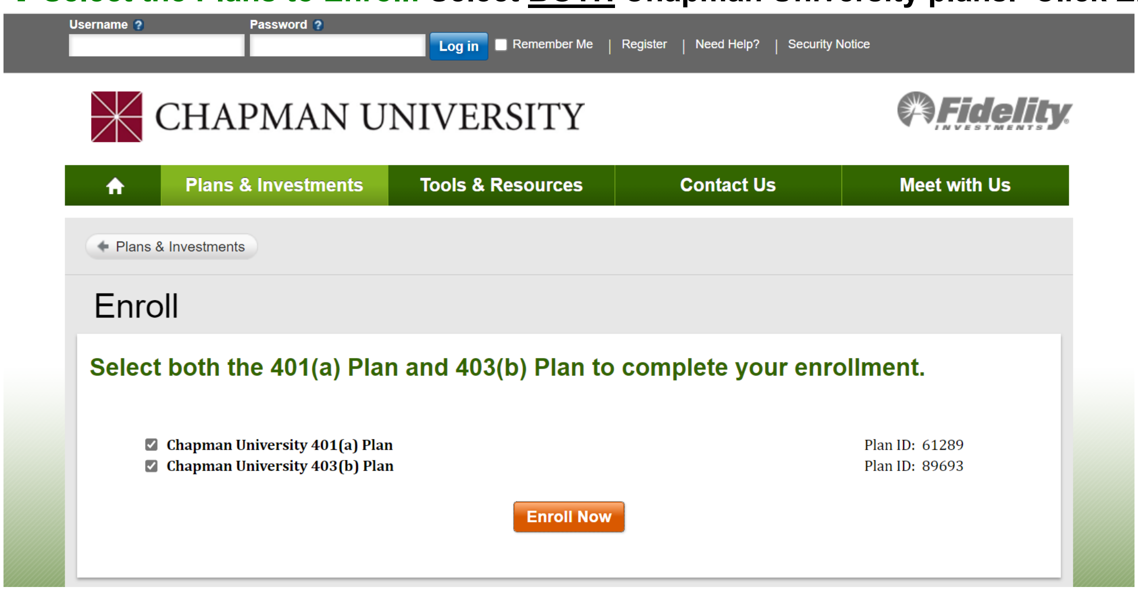
Fidelity Online Enrollment Instructions

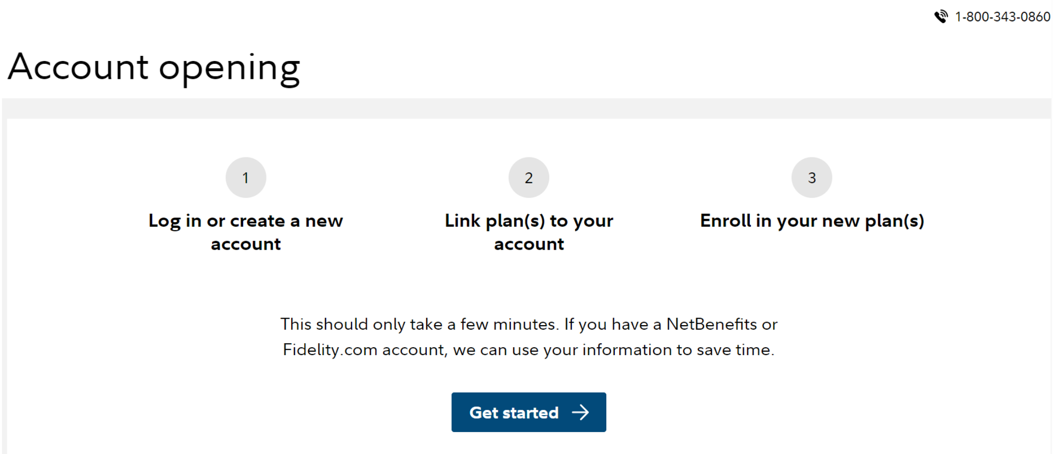
Enrolling in the Chapman University Retirement Savings Plans should only take a few minutes. Visit www.NetBenefits.com/Chapman and click *Start Now*.

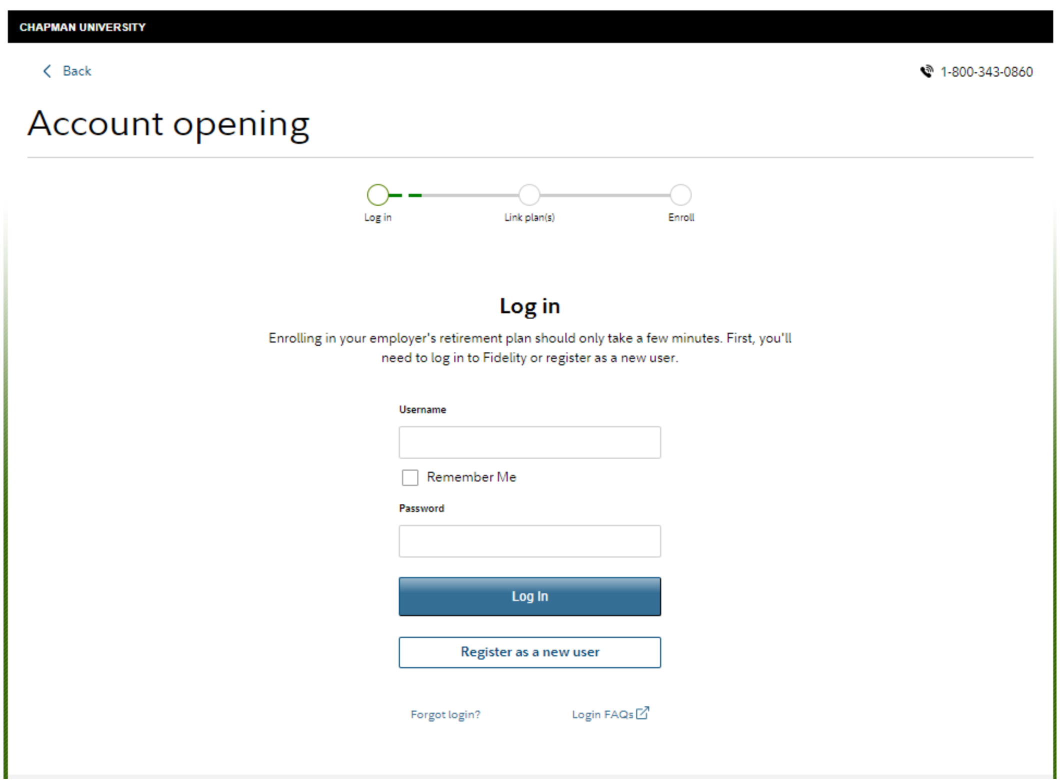


1 Select the Plans to Enroll: **Select <u>BOTH</u> Chapman University plans. Click *Enroll Now*.**

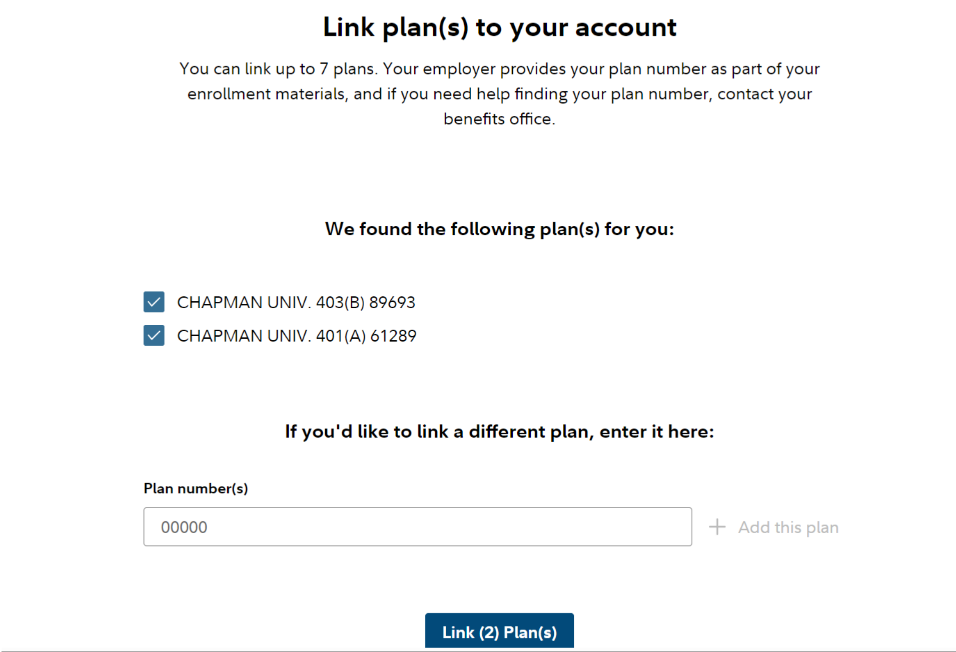


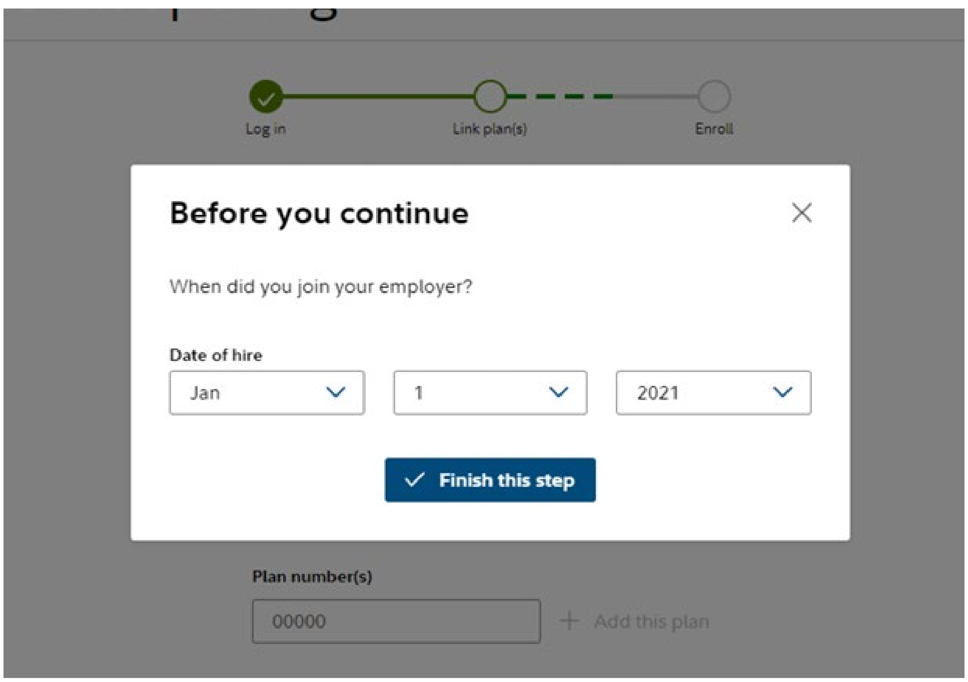
2 Account Opening: Select *Get Started*. If you have a prior relationship with Fidelity (Fidelity NetBenefits® or Fidelity.com account), you will be required to use your username and password to enroll in the Chapman retirement plans. If you are unsure or need to reset your password, click *Forgot Login*. If you are new to Fidelity, click *Register* as a new user to verify your identity.





3 Link your new Chapman plan(s): Be sure both plans are listed. Click *Link Plan(s)*. Complete the date of hire information. You will then be brought to NetBenefits to make decisions about investments and contribution amounts.





4 Beneficiary Designations: Once enrolled, please take a few moments today to name your beneficiaries to ensure that your benefits will be distributed according to your wishes. Click the *Profile* link then select *Beneficiaries* and follow the online instructions.

5 Complete the Salary Deferral Election Form: Final step is to complete the election form and provide it to your HR office. Click here for the form.

► To help the government fight financial crimes, federal regulation requires Fidelity to obtain your name, date of birth, address, and a government issued ID number before opening your account, and to verify the information.

► Contact Fidelity to obtain an Enrollment form kit, available as an alternative method to online enrollment.

► 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.

The Plan is intended to be a participant-directed plan as described in Section 404c of ERISA, which means that fiduciaries of the Plan are ordinarily relieved of liability for any losses that are the direct and necessary result of investment instructions given by a participant or beneficiary.

Screen Shots for Illustrative Purposes

Fidelity Brokerage Services LLC, Member NYSE, SIPC, 900 Salem Street, Smithfield, RI 02917

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