



How to register for PlanViewer

This step-by-step guide will help you register for PlanViewer, but before you begin you will need the following:

- > Your Fidelity reference number. (This is seven characters long and starts with a C, M or 5. You can find it on any letter or statement you've received from us.)
- > Your National Insurance number or staff number. (You can find these on your payslip. Your National Insurance number will also appear on a P60 or tax letter.)
- Access to your personal email account.



Questions about PlanViewer or your pension?

You can contact Fidelity International Email: **pensions.service@fil.com** Telephone: 0800 3 68 68 68

Step 1

Go to www.planviewer.fidelity.co.uk

Select 'Register as a new user'.

Are you new to Fidelity retirement savings account?

Register as a new user

Enter your details.

	Please enter your details
	Step 1 : Your personal details
	Fidelity reference
	First name(s)
	Last name
	Date of birth (DD-MM-YYYY) National Insurance number (XX 45 87 40 X)
	I do not have a National Insurance number
	Confirm
lick 'Conf	Firm' Confirm

Step 2

Create your username and password

Choose a memorable username that's easy to remember, such as your personal email address.

Your password must be at least eight characters long and include three of the following:

- ▶ a lowercase letter
- ▶ an uppercase letter
- ▶ a number

or any of these symbols: ! £ \$ * = [] { } @ # ?
 Keep your username and password safe as you'll need them to log in to your account.

Please choose a unique username and check that your password meets our requirements.	
You can update your password in future, but you will not	
be able to change your username after this point.	
• <u>•</u> • <u>•</u> •	
Step 2 : Username & password	
Username	
karish	
Please choose a username with at least six characters. You can use your personal email address as your username. Password	
Please choose a password with at least eight characters, containing at least one capital letter, one lowercase letter, one number and one symbol.	
Re-enter password	
••••••	Click 'Next'.
	Cherriere.
Password strength: Good	
and a stanger book	
	Next
Next	Next

Step 3

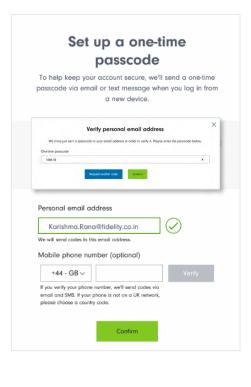
Set up a one-time passcode

We recommend you use a personal email address rather than your work email address in case you leave the Company or retire.



If you want to verify your mobile phone number (so that you also receive passcodes via text message), please make sure you select the correct international dialling code. Check your email inbox for a one-time passcode that will come from **Fidelitysecurity@fidelity.co.uk**. Check your spam/junk folder if you can't see it (or request another one if you don't receive it).

Enter the passcode in the pop-up box.



Confirm

Click 'Confirm'. This will close the pop-up box and you will return to the set-up page, where you can click 'Confirm' again.

And that completes your registration!

