

Enrolling Online with Fidelity

Step 1:

Login to <https://enrollonline.fidelity.com/>

Step 2:

Enter the Suffolk University 403(b) Plan Number: 89238

Step 3:

Enter your Social Security Number

Step 4:

Follow the prompts to complete your online application. You will need to enter in your personal information, your fund choices and your beneficiary information (social security number, date of birth and mailing address). You will be notified when you have completed your Fidelity enrollment.

Step 5:

Confirm your enrollment by reviewing the information you entered for your application and making changes if necessary. You will be provided with a confirmation number for future reference.

Step 6:

Complete a Salary Reduction Agreement. You can either get one from the Human Resources Office or by going to http://www.suffolk.edu/files/Human_Resources_PDF/salreductagree.pdf to download the form

Please print a copy of your online application information and send it to the Human Resources Office.

Step 7:

Send your completed Salary Reduction Agreement and a printed copy of your online application information to the Human Resources Office.