

How to register for online access

If you want to manage your Fidelity account and place deals online, you can use this guide to register for access to your online portal.

- 1. Go to www.fidelity.co.uk
- 2. Click on 'Register for online access' at the top right corner of the page.
- **3.** If you already have a Fidelity account, click on 'Start registration' under 'Manage existing accounts online'.
- Please note, if you haven't yet opened an account with us, you can open an account and register for online access at the same time by clicking on 'Open an account'. Visit our <u>how to open an ISA or GIA guide</u>, or <u>how to open a SIPP guide</u> for a step-by-step walkthrough on this process.
 - **4.** Check you have all necessary information required for the registration (your Customer Reference Number, National Insurance number / Fidelity account number, and access to your email) and click 'Start registration' if you wish to proceed.

Start registration

- Please note, if you have already registered for online access, click on 'Log in now' to go through the log in process. To access a walkthrough for our log in process, visit the how to log in guide.
 - 5. This will open the 'Register' panel on your screen.
 - **6.** Enter your personal details into the fields provided. If using your National Insurance number, input the number in the format requested (XX 99 99 99 X). Alternatively, you can provide your Fidelity account number instead if your National Insurance number by selecting this option.

National Insurance number



You can find this on your payslip, P60 or tax letters.

Use my Fidelity account number instead

- 7. Create a username and password for your Fidelity account by entering these details and ensuring you keep a safe record of these as you will need them to log into your account. You can easily use your email address as your name by selecting 'Username same as email'.
- 8. Once you have provided all the required details, click on 'Register' to proceed.

Register

- **9.** This will open the 'For you security' pop-up on your screen. This explains how we will recognise your device each time you log in, and if you would like your details to be remembered for easier access, click on 'Accept'
- Please note, only click 'Accept' if you are using your own device that is not shared by other users.
 - **10.** We will then send an email to the email address you provided in order to verify it for your security. This email will be sent from registration@service.fidelity.co.uk and will contain a link which we will use to verify your account, once you click on it. This link expires within 30 minutes.
- Please note, if the email doesn't appear in your inbox, be sure to check your junk and spam folders.
 - **11.** Once you click on the link, a new window will open confirming that your registration is complete. If you receive an error message after clicking on the link provided in the verification email, return to the Fidelity website to check your progress.
 - **12.** You will receive a 'Registration complete' pop-up notifying you that your registration has been successful. Click on 'Login' to then enter your username and password, and access your account online. To access a walkthrough for our log in process, visit the <u>how to log in guide</u>.

Log in

Please note, once you log in and see your Account Summary, you will be able to manage your account with the ability to view your documents and transactions, or change your personal details or preferences among many other things. You can also deal online with the ability to buy and sell thousands of funds and shares. For step-by-step walkthrough on the above actions, visit the How-to Guide page on our website.



Having followed this guide, you should now have successfully completed this journey. If you use this guide and still require some additional help, visit our <u>Help and Support page</u>.

For more guides like this one, visit our <u>How-to Guide page</u> for a full list of out step-by-step walkthroughs.