



**OLD DOMINION**  
UNIVERSITY



## YOUR USER GUIDE FOR

Old Dominion University 403(b) and 401(a) Cash Match Retirement Plans Website

# How to Register and Access Your Old Dominion University 403(b) and 401(a) Cash Match Retirement Plans Online

Your Old Dominion University 403(b) and 401(a) Cash Match Retirement Plans are important benefits. You need the right information, resources, and support to help you make decisions with confidence.

Regardless of whether you use Fidelity and/or TIAA as your investment vendor (also referred to as retirement provider), you can visit [www.netbenefits.com/odu](http://www.netbenefits.com/odu) to view your Plan details all in one place. You can also call the Retirement Service Center at **800-343-0860** for assistance, Monday through Friday from 8:30 a.m. to midnight ET.

**These changes are available beginning February 1, 2021.**

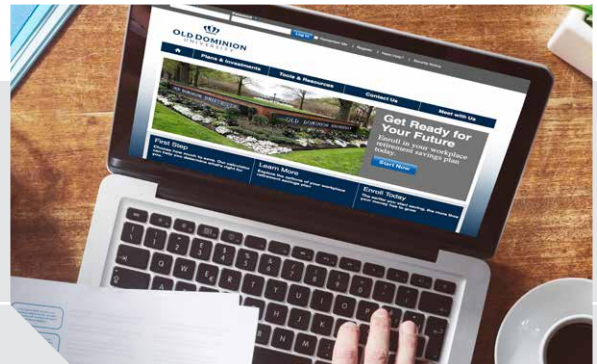


A screenshot of the Old Dominion University NetBenefits website. At the top, there is a login section with fields for 'Username' and 'Password', a 'Log In' button, and links for 'Remember Me', 'Register', 'Need Help?', and 'Security Notice'. Below the login section is the Old Dominion University logo. A navigation bar contains links for 'Home', 'Plans &amp; Investments', 'Tools &amp; Resources', 'Contact Us', and 'Meet with Us'. A large banner features a photo of an Old Dominion University sign and the text: 'Get Ready for Your Future. Enroll in your workplace retirement savings plan today.' with a 'Start Now' button.

# How to Register for Your NetBenefits® Account for the First Time

A NetBenefits account is available to all employees eligible for the ODU 403(b) and 401(a) Cash Match Retirement Plans. During the new user registration process, you may be asked to provide contact information and take an additional security step to help authenticate your account.

1. To register for your account, visit [www.netbenefits.com/odu](http://www.netbenefits.com/odu).



2. Click on the *Register* link and follow the prompts to establish a NetBenefits username and password.

If you already have a username and password for Fidelity.com or NetBenefits, you may log on by using that information. If you have forgotten your username and/or password, click *Need Help?* and follow the prompts.

3. Verify your identity and enter in all required fields.

- Your first and last name
- Your date of birth
- Last four digits of your Social Security number

4. Enter a username and create a password.

5. Select a security question.

6. Registration successful. Click *Continue* to view your NetBenefits home page.

## Important

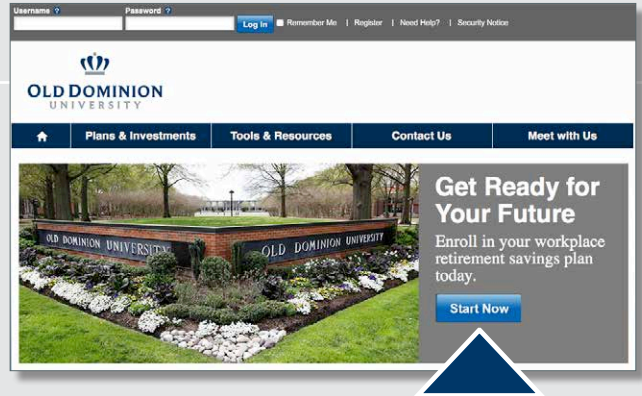
The registration experience for participants registering as new users on NetBenefits is subject to ongoing enhancements designed to guard against the risk of fraudulent activity. Required information during registration allows Fidelity to better protect your account and for you to take advantage of security features such as two-factor authentication and real-time alerts to protect from potential fraud and risk.

# How to Enroll in the ODU 403(b) Retirement Plan

If you are **enrolling for the first time**, you can select your contribution amount and to which retirement provider (Fidelity and/or TIAA) your contributions are directed and how your contributions are invested. After you've enrolled, your contributions will be effective the first available payroll following your enrollment.

1. To enroll, visit [www.netbenefits.com/odu](http://www.netbenefits.com/odu).

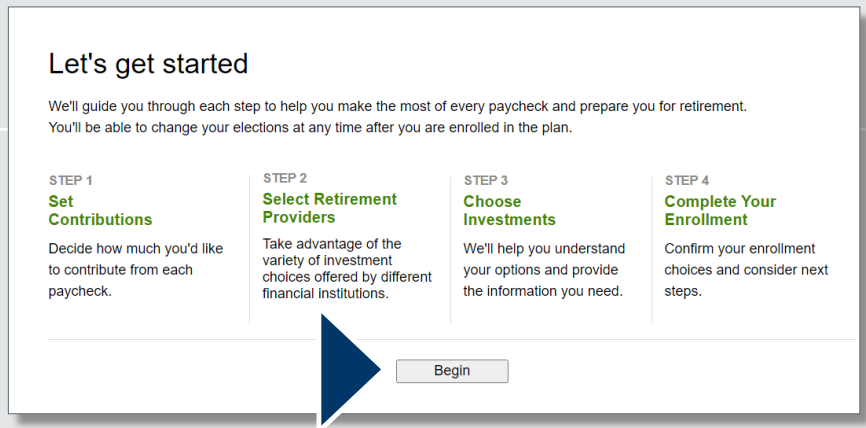
2. Select *Start Now*. You will be directed to the login steps for NetBenefits.



3. Once you are logged in to NetBenefits, select the ODU 403(b) Plan and click *Enroll*.

4. Select *Begin* to enroll and follow the prompts.

**Note:** these steps will only appear if you are newly eligible.



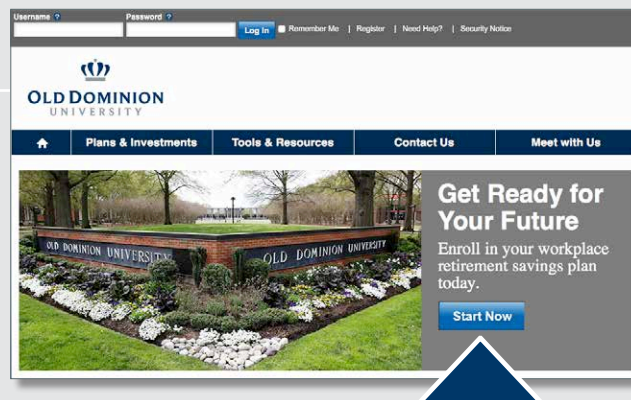
Screenshots are for illustrative purposes only.

# How to Enroll in the ODU 401(a) Cash Match Retirement Plan

If you are **enrolling for the first time**, you can select your contribution amount and to which retirement provider (Fidelity and/or TIAA) ODU contributions are directed and how your contributions are invested. ODU contributions will begin upon eligibility. If you do not make a retirement provider election, the ODU contributions to the 401(a) Cash Match Retirement Plan will be directed to Fidelity and invested in the Plan's default option.

1. To enroll, visit [www.netbenefits.com/odu](http://www.netbenefits.com/odu).

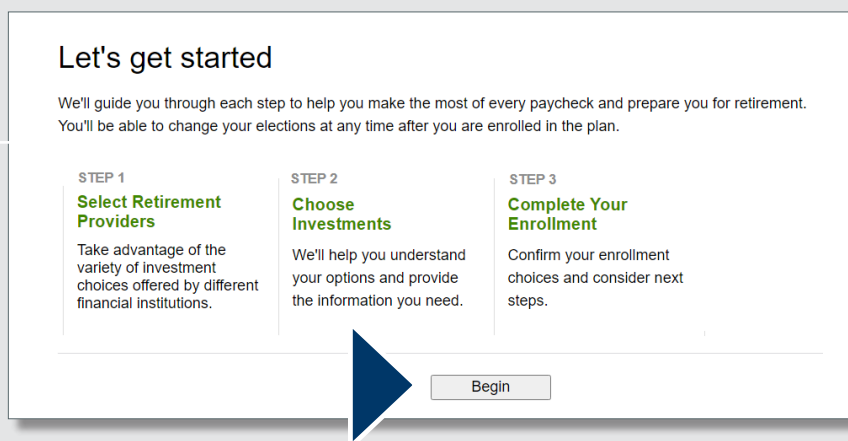
2. Select *Start Now*. You will be directed to the login steps for NetBenefits.



3. Once you are logged in to NetBenefits, select the ODU 401(a) Plan and click *Enroll*.

4. Select *Begin* to enroll and follow the prompts.

**Note:** these steps will only appear if you are newly eligible.

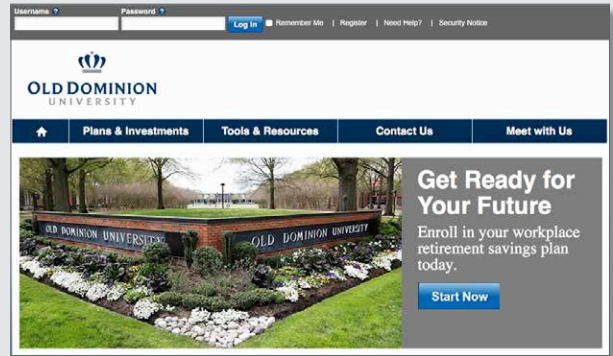


Screenshots are for illustrative purposes only.

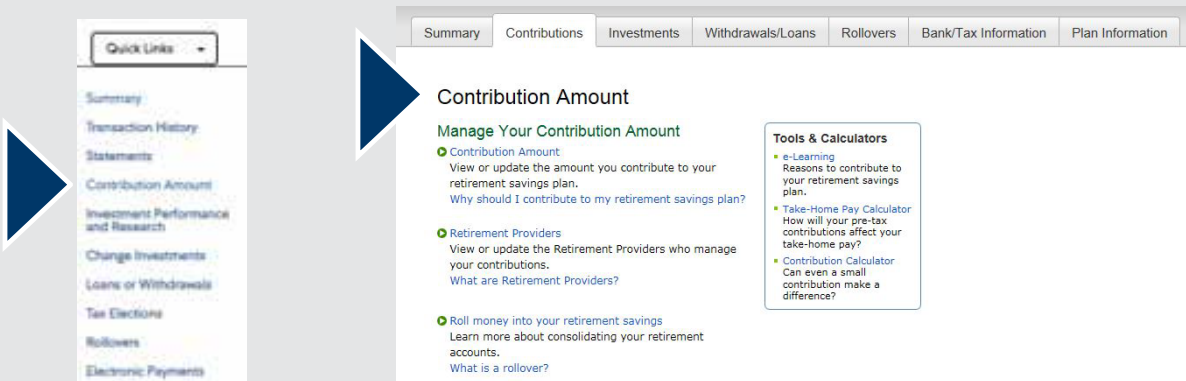
# How to Change Your ODU 403(b) Plan Contribution Amount

If you are **currently contributing** to the ODU 403(b) Plan, or if you've stopped contributing and would like to restart your contributions, you can update your contribution amount online.

1. To change your contribution amount, log on to your account at [www.netbenefits.com/odu](http://www.netbenefits.com/odu) with your NetBenefits username and password.



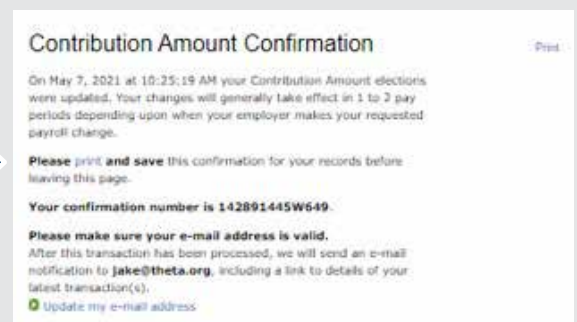
2. From the home page, click the *Quick Links* drop-down menu next to the 403(b) Plan and select *Contribution Amount*.



3. Enter the desired election amount. Click *Change Contribution Amount*.

A screenshot of the "Contribution Amount per Pay Period" form. The form is divided into two sections: "VOLUNTARY" and "ROTH". Each section has fields for "Current Election" and "Desired Election" with percentage and dollar amount inputs. There are "OR" options between the two sections. At the bottom of the form is a "Change Contribution Amount" button. To the right of the form are two informational boxes: "Have a retirement account from a former employer?" and "Tools & Calculators".

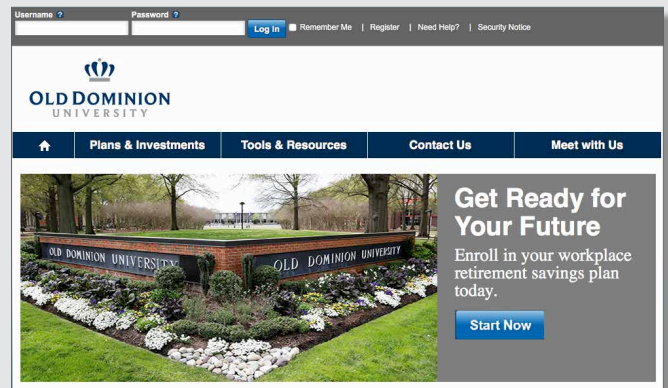
4. *Contribution Amount Confirmation* will appear for you to print for your records.



# How to Change Your Retirement Provider

You can change where your ODU 403(b) Plan and/or 401(a) Cash Match Retirement Plan contributions are directed online. Note, you can select or change your retirement provider (Fidelity and/or TIAA) for each plan and you may split your elections to allocate a portion to each retirement provider.

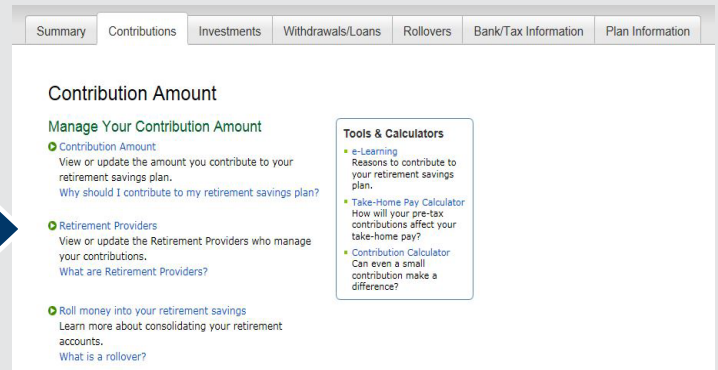
1. To change your retirement provider, log on to your account at [www.netbenefits.com/odu](http://www.netbenefits.com/odu) with your NetBenefits username and password.



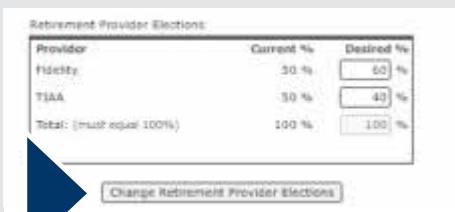
2. From the home page, click the *Quick Links* drop-down menu next to the plan name you want to change the retirement provider and select *Contribution Amount*.



3. Click on the *Retirement Providers* link. Follow the screens to change your retirement provider.



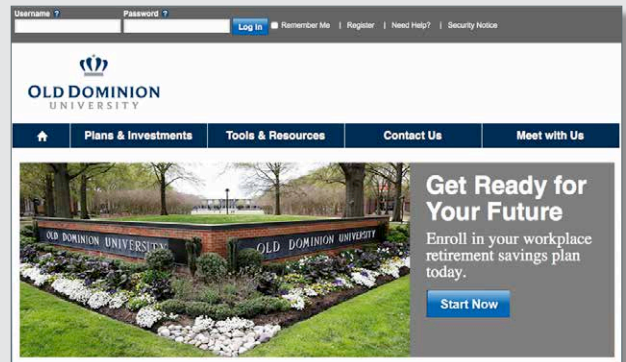
4. Enter your retirement provider changes and click *Change Retirement Provider Elections*. A confirmation page will appear.











# How to Access Tools and Resources

Take time to make sure your investment strategy is on track. You can access practical education, easy-to-use tools, and innovative resources and insights to help you make informed decisions.

1. Log on to your account at [www.netbenefits.com/odu](http://www.netbenefits.com/odu).



2. From the home page, determine which tool you want to use from the *Menu* tab:

-  Select *Planning* to access the Planning & Guidance Center. Here you can get help identifying an asset mix that aligns with your goals.
-  Select *Learn* to browse featured articles, infographics, videos, and financial learning resources that suit your interests and needs.
-  Select *Profile* to make updates to your preferences.
-  Select *Beneficiaries* to view or update your beneficiaries with Fidelity. Contact TIAA to view or update your TIAA account beneficiaries.
-  Select *Life Events* for some key steps, tools, and insights when changes in life occur.
-  Select *Tools* to view the tools and calculators. Here you will find a variety of calculators and modeling tools geared to saving and spending.
-  Select *Customer Service* to view phone numbers and communications.
-  Select *Messages* to view important messages received or sent.



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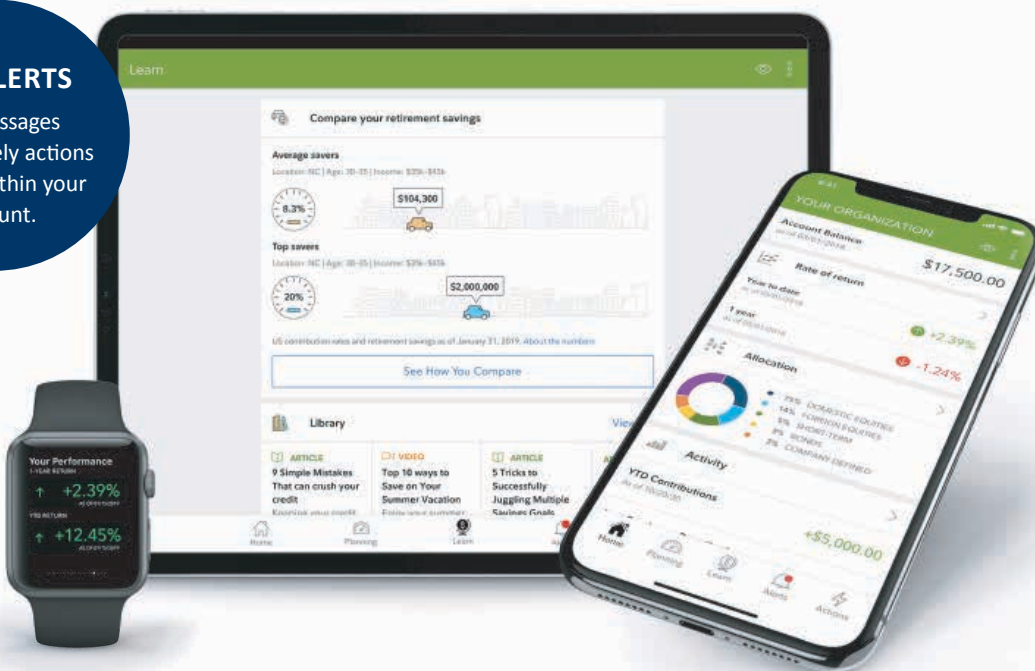


# Go Mobile App



## ALERTS

Get messages about timely actions to take within your account.



## VIEW

Review account balances, investments, your personal rate of return, next steps, and more.



## ACT

Change contributions or investments, update your profile or beneficiaries, send paperwork, and more.



## PLAN

See how much you may need in retirement and get your Fidelity Retirement Score<sup>SM</sup>.



## LEARN

Access articles, videos, podcasts, and interactive tools.



[Fidelity.com/go/NetBenefitsapp](https://www.fidelity.com/go/NetBenefitsapp)



Download the NetBenefits<sup>®</sup> app today for an Apple, Android, or Amazon device.

## Need Help?

Call 800-343-0860 to speak with a Fidelity Representative, Monday through Friday from 8:30 a.m. to Midnight ET.

You can also visit [www.netbenefits.com/ODU](https://www.netbenefits.com/ODU) to view plan details.

System availability and response times may vary.

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

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