

Send a Document

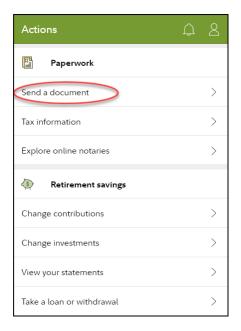
Follow these instructions to send important documents, such as loan and withdrawal applications or consolidation forms, to Fidelity.*

1. After logging into the NetBenefits Mobile App, click on, "Actions," at the bottom of screen.

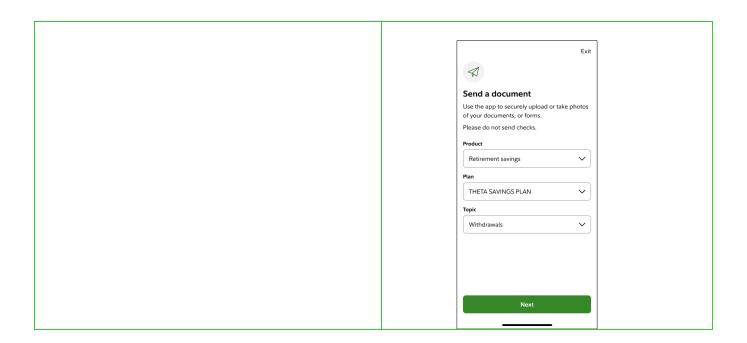


2. Select, "Send a Document."

If you have multiple Fidelity accounts, you will be prompted to select one.



3. Select the type of document that you wish to send.



4. Select Take a photo or Upload a document.

< Cancel

Add documents

We'll keep your documents safe and get them to the right place.

Before you start, make sure:

- 1. Sign and date in all required spaces.
- If you're sending a non-Fidelity form, please provide a summary of your request, including any instructions, reference numbers, or other important information.

Take a photo

Upload document

Questions about adding documents?

5. Snap a photo will open the camera feature.
Place your document flat on a dark
surface in a well- lit area.

Use the photo guides to center the document. Take the photo of the document when the guides turn green.

If you are unsatisfied with your image, click, "Retake Photo," in the top left-hand corner. For two-sided documents, take a picture of the other side by selecting, "Add Another." When you are satisfied with your photo, click, "I'm Finished."

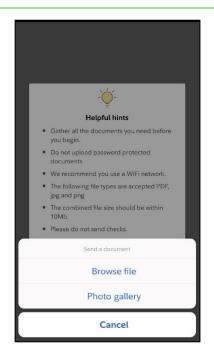
Pleasenotethat if you have not alreadygranted the app permission to use your device's camera you will receive a notification to grant permission. If you do not grant permission you cannot use the Send a Document feature.



 Upload a document will open options to upload documents through device's file manager or photo gallery.

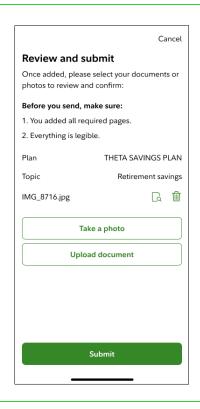
Choose "Browse file" to select a file from the device's file system

Or, choose "Photo gallery" to select a file from device's gallery.



7. A review screen will appear. Verify and review the documents uploaded before hitting "Submit."

(You may also upload additional documents by selecting "Take a Photo" or "Upload document" before hitting "Submit.")



8. You will see a confirmation onscreen	Done
confirming your documents have been sent. Select "Done."	
	Delivery successful
	Your documents are being reviewed by our Document Services team.
	For an update, please call the Service Center in 1-2 business days.
	Plan THETA SAVINGS PLAN
	Topic Withdrawals
	Total documents 2
	<u> </u>

All screenshots are for illustrative purposes.

*Please note that availability of this feature may vary based on your plan rules.

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