

## Enrollment Guide

# Put your Ventura County workplace savings plans into action

### Step 1 Decide How Much to Contribute

Decide what percentage/dollar amount of your biweekly salary you would like to contribute through your payroll deduction.

401(k) Plan: \_\_\_\_\_%      457 Plan: \$\_\_\_\_\_

The total amount you contribute on a pretax basis is subject to the annual IRS dollar limit.

### Step 2 Choose Your Investment Options

Select specific investment options from those available in your workplace savings plans. All elections must be in whole percentages and total 100% (e.g., 33%, 33%, 34%).

Before contacting Fidelity, it would be helpful to complete the investment option work area below.

Investment Option	Fund Code	Percentage
_____	_____	_____
_____	_____	_____
_____	_____	_____
		<b>Total: 100%</b>

Not limited to three investment option choices.

### Step 3 Select a Password

Before you can enroll in your plan, you must establish a password for your account. Your password must be six to 12 characters in length; it cannot be your Social Security number, username (if you have already created one), or date of birth; and it cannot be a sequential or repeating number or letter (e.g., 123456 or AAAAAA).

You will need your date of birth and ZIP code in order to establish your password.

You will also be asked to choose a security question. If you forget your password, this question will help confirm your identity for password reset.

**Be sure to choose a password that's easy to remember, because you'll need it each time you call or go online to access your account.**

### Step 4 Set Up Your Password

To set up your password for the first time, or to clear and reestablish a password you may have forgotten:



#### Online Password Setup

1. Go to <http://plan.fidelity.com/ventura> and click on Access your account
2. Log on, by selecting Register Now
3. Enter the information requested
4. Enter your six- to 12-character password
5. Confirm your entry as instructed

[or]



#### Telephone Password Setup

1. Dial **1-800-343-0860** to access our automated phone system
2. Enter your username if you have one or Social Security number followed by #
3. Enter your password, followed by #

## Step 5

## Enroll Now



### Online

Once you've established your password, the system will automatically ask you to log on to your account again. Once at the Home page, select the plan in which you wish to enroll: "VENTURA COUNTY 401(K)" or "CTY OF VENTURA 457." Follow the steps listed on the screen to enroll. (If you would like to enroll in both plans, you will have the opportunity to do so once you complete the enrollment steps for the initial plan you select.)

- Enter the percentage (for the 401(k)) or dollar amount (for the 457) of your biweekly salary that you would like to contribute each pay period, from Step 1 on this card.
- Find the investment options you have chosen and enter the percentage for each investment option, from the investment option work area in Step 2 on this card.
- Select how you'd like to receive your confirmation and click Continue.

Once you've confirmed your selections, you will get a confirmation number. *Please print the screen or write down the number for future reference.* # \_\_\_\_\_



### By Telephone

Once you've established your password, our automated phone system will recognize that you are eligible to enroll and will lead you through the following process:

1. Enter the percentage (for the 401(k)) or dollar amount (for the 457) of your biweekly salary that you would like to contribute each pay period, from Step 1 on this card.

- The system will read your selection back to you and ask you to press "1" to confirm it. You can press "\*" at any point to cancel or start over.
- Once you have confirmed the amount you want deducted, you will be asked to select the investment options you want to invest in.

2. Enter each investment option you want to invest in. Use the five-digit fund code and percentage for each investment option, from Step 2 of this card.

- The system will read your selection back to you and ask you to press "1" to confirm it. You can press "\*" at any point to cancel or start over.
- The system will continue to ask you for investment options until you reach 100%.

Once you've confirmed your selections, you will get a confirmation number. *Please write down the number for future reference.* # \_\_\_\_\_ A written confirmation will be mailed to you.

## Congratulations!

### You're now enrolled.

#### If you have any questions

Call a Fidelity Retirement Services Representative at **1-800-343-0860**, Monday through Friday, from 5 a.m. to 9 p.m. Pacific time. Our Representatives can answer your questions and help you complete the steps necessary to begin directing your investments through your workplace savings plans.

Employees with a hearing or speech impairment can access our Retirement Services Representatives at 1-800-610-4015.

Keep in mind that investing involves risk. The value of your investment will fluctuate over time and you may gain or lose money.

*Before investing in any mutual fund, please carefully consider the investment objectives, risks, charges, and expenses. For this and other information, call Fidelity at 1-800-343-0860 or visit [www.fidelity.com](http://www.fidelity.com) for a free mutual fund prospectus or, if available, a summary prospectus. Read it carefully before you invest.*

Fidelity Brokerage Services LLC, Member NYSE, SIPC  
900 Salem Street, Smithfield, RI 02917  
© 2011 FMR LLC. All rights reserved.

551287.1.1  
1.862762.103