

# How to register for access to your **AHRP** account

If you have previously registered with Fidelity.com, Fidelity NetBenefits®, or eWorkplace®, you do not need to register again. Use your existing username and password to access your new AHRP account.

If you have not yet registered, use the instructions below to help you set up your workplace savings account on NetBenefits.

Beginning on January 22, 2021, go to [www.ahrp.com](http://www.ahrp.com) and select *Register* at the top of the page.

## New user registration

*During the new user registration process, you may be asked to take an additional security step to help us authenticate your account.*

### 1 Verify your identity

Enter information in the following required fields:

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

Select the **Submit** button.

### 2 Set up your username

We require that you create a **unique username**.

- Use 6–15 characters, including at least two letters.

Select **Check Availability** to ensure the username is not already in use.

You may **not** use:

- Special characters or symbols
- Sequences (e.g., 12345 or 11111)
- Personal info (SSN, phone #, DOB)

### 3 Create a password

Your password protects your account from unauthorized users.

- Use 6–20 characters.
- Letters are case sensitive.

You may **not** use:

- "#&\*<>{}'[]"
- Sequences (e.g., 12345 or 11111)
- Personal info (SSN, phone #, DOB)
- A password you've used before

After confirming your password, select **Submit**.

**1** Verify Your Identity

Before you set up online access, let's confirm some basic information about your account.

All fields are required.

First Last  
Your Name

Month / /  
Date of Birth  /  /   
Month/dd/yyyy

Last 4 Digits of SSN

**Submit**

Cancel

**2** Registration

Create a username and password for online access to your account.

Enter a Username

**Check Availability**

Use 6-15 characters, including at least two letters

You may not use:

- Special characters or symbols
- Sequences (e.g., 12345 or 11111)
- Personal info (SSN, phone #, DOB)

**3** Create a new password

Password Strength: Weak

Use 6-20 characters. Letters are case-sensitive.

You may not use:

- "#&\*<>{}'[]"
- Sequences (e.g., 12345 or 11111)
- Personal info (SSN, phone #, DOB)
- A password you've used before

Confirm your password

**Submit**

Cancel

For illustrative purposes only.



#### 4 Select a security question

If you ever forget your password, you can reset it after Fidelity verifies your identity using your new or updated security question and answer.

Pick a security question you can easily answer and enter your answer.

- Answers must be between 3 and 31 characters
- Answers are not case sensitive

Select **Submit**.

4 Select a security question

To safeguard your accounts, we require you to select a security question and answer. This will be used to confirm your identity.

Security Question

Your Answer

Answers are not case sensitive and must be between 3 and 31 characters, including spaces

**Submit**

#### 5 New user registration confirmed

You have successfully registered. If you have other accounts through Fidelity.com, NetBenefits, or eWorkplace, your new login information applies to these accounts, as well as to accessing your account by phone.

5 Registration Successful

Use this login information to access your online accounts at Fidelity, NetBenefits, eWorkplace, or when calling by phone.

Your Username Gloria143

**Continue**

#### 6 When you log in to NetBenefits, you'll be asked to provide your email address, email preferences, and mobile phone number.

Fidelity uses the contact information you provide to send you important communications about your benefits, as well as timely service-related and legal notifications, including messages about educational and new service offerings.

6 Hello, [Log Out](#)

In order for us to continue to provide excellent service and keep your NetBenefits® account secure, please update the following contact information.

- 1 Email
- 2 Email Preferences
- 3 Mobile Number

We may contact you for security-related issues, such as authentication and suspicious account activity, as well as other communications, including service-related communications or legally required disclosures.

**Continue**

1 of 3 [Log Out](#)

**Update Personal Email**

Email

Why is this needed?

**Back** **Continue**

[Remind me later](#)

2 of 3 [Log Out](#)

**Email Preferences**

Primary Email ★

Yes, I would like to receive my documents and notifications electronically (eDelivery).

**Important Disclosure** [Print](#)  
By checking the box above and clicking on Continue, you consent to receive and view plan communications electronically, instead of by U.S. Mail, for your workplace benefit plans. These communications may

**Back** **Continue**

[Remind me later](#)

3 of 3 [Log Out](#)

**Update Mobile Number**

As part of our security enhancements, we may use this number to authenticate your identity or for other security-related matters. If we need to call you about time-sensitive account elections, we'll be respectful of your time and privacy. Please note, these calls could be automated.

Why is this needed?

**Back** **Continue**

[Remind me later](#)

[I don't have a mobile number](#)

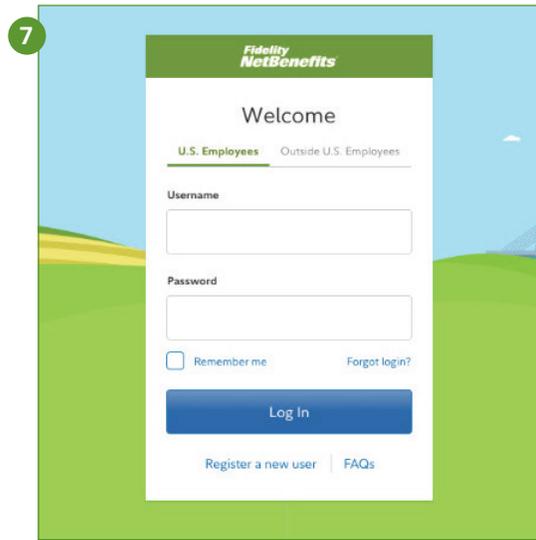
For illustrative purposes only.

Please be assured that this information is used only to communicate with you regarding your plan benefits with Fidelity and will not be shared with any other parties. Fidelity Investments has always been committed to maintaining the confidentiality, integrity, and security of personal information entrusted to us by current and prospective customers.

## 7 Begin using NetBenefits

After you log in with your new account username and password, and update your email address, email preferences, and mobile phone number, you can:

- Enroll in your plan, if you haven't already
- Check your account balances
- Update how much you set aside to save from your paycheck
- Make changes to your investments
- Visit the Planning & Guidance Center and set up important financial goals, such as saving for retirement, college, and other personal goals (e.g., buying a home)
- Access educational resources in the NetBenefits Library to improve your financial know-how on a wide range of topics (Social Security, loans, budgeting, etc.)



For illustrative purposes only.

**Need help setting up your account?  
Call your Plan's toll-free number at  
800-730-2477.**