

Getting online with Fidelity

A guide to your account online

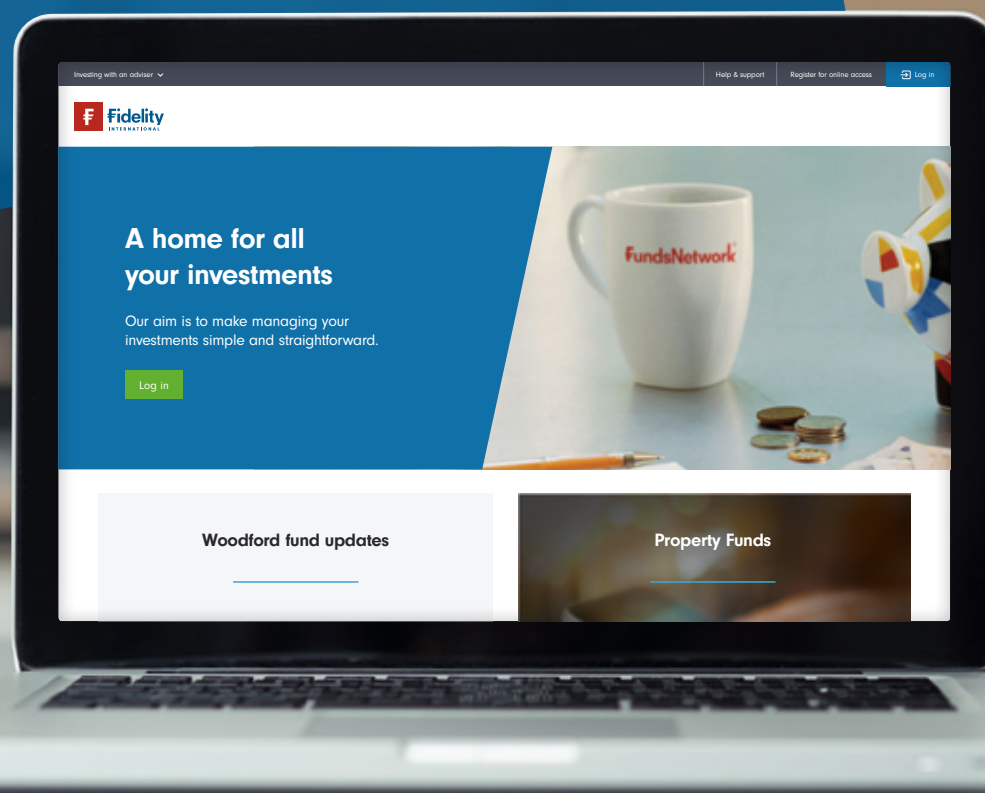


FundsNetwork



Making the most of your secure account online

Did you know you can view and manage your Fidelity accounts online – including your ISAs, pensions and other investments – in the same way you check your bank and other financial accounts?



Registering for your online account is quick and easy and brings lots of advantages. You can:

- Check the very latest valuation of all your investments – 24 hours a day, 365 days a year.
- Download all your documents, such as your latest statement and valuation (you still have the option to receive paper copies).
- View your transactions and communicate with us through secure messaging.
- Complete simple tasks online, such as updating your personal details when these change.

What's more, if you choose to go paperless, you'll be helping to reduce the impact on the environment. This also counters the threat of identity theft as the risk of post being intercepted is reduced. It's a very secure service – we use proven, industry-recognised security tools and processes to help keep everything safe.

This guide takes you through the simple steps you need to make to register for our online service and App. It also runs through how you can complete some straightforward tasks, such as changing your password and accessing important documents, such as your statement and valuation.

The value of investments, and the income from them, can go down as well as up and you may get back less than you invest.

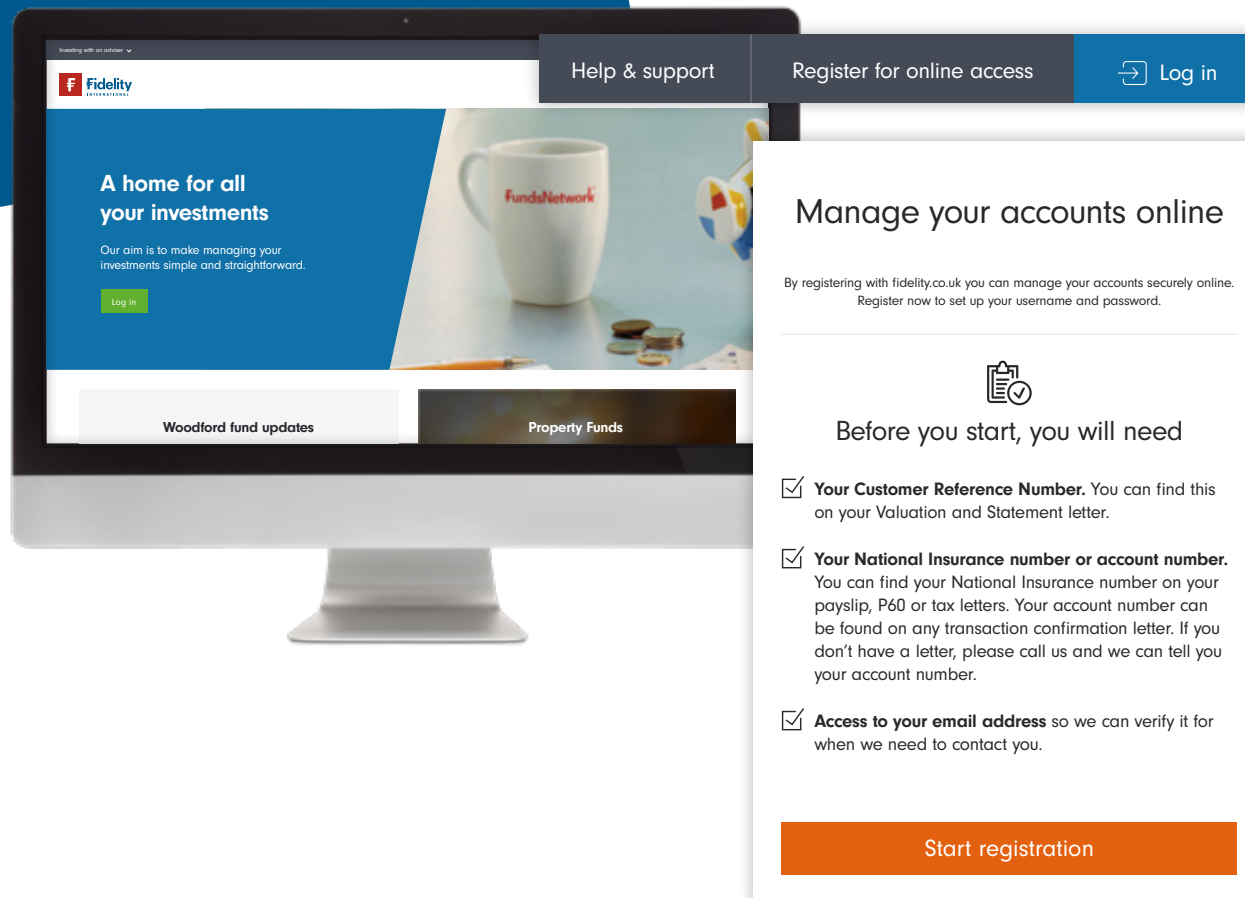
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Registering for online access


Arranging online access to your account is both quick and easy. Here we take you through the process in four simple steps.

1



Before you begin, you will need your Customer Reference Number and National Insurance Number or account number and access to your email. Once you have these details, simply visit fidelity.co.uk/clients

Then click on '**Register for online access**' in the top right-hand corner of the screen, followed by '**Start registration**' on the page that appears.


Register

We will validate your email address as part of the registration process. We use your email address and phone number to help manage and secure your accounts. We will update existing records we hold for you with these contact details. This data will only be used in accordance with your preferences.

Title

First name and any middle names, as they appear on letters we send ⓘ

Last name

Email address

 We need your email for the management and security of your accounts.

Mobile phone

 We need your phone number for the management and security of your accounts.
[I don't have a mobile phone.](#)

Date of birth

Customer reference number

 You can find this on your Valuation and Statement letter.

National Insurance number

 You can find your National Insurance number on your payslip, P60 or tax letters.
[Use my account number instead.](#)

Create a username

☐ Username same as email
 You can choose a username with at least six characters. You can also use your email address if you like.

Create a password

 You can choose a password with at least six characters, and at least one capital letter, number or symbol.

Password Strength:
[How do I create a strong password?](#) ▼

Confirm password

By clicking 'Register' you are confirming that you agree to Fidelity's [Terms and Conditions](#), and the use of your personal data as detailed in Fidelity's [Privacy Policy](#).

Register

Title

First name and any middle names, as they appear on letters we send ⓘ

Last name

Email address

 We need your email for the management and security of your accounts.

Mobile phone

 We need your phone number for the management and security of your accounts.
[I don't have a mobile phone.](#)

Date of birth

By clicking 'Register' you are confirming that you agree to Fidelity's [Terms and Conditions](#), and the use of your personal data as detailed in Fidelity's [Privacy Policy](#).

Register

Enter your details and create your username and password. The username should be something that is memorable to you – you can use your email address if you like. Keep these details safe as you will need these to log in to your account.

It's important to review all of our terms and policies, so please read each one carefully. Once you are happy with everything, select '**Register**' to confirm that you accept the terms.

3

For your security

To enhance your security, we will place a security key on your device. We'll ask to do this on each new device you use to access your accounts

Accepting the security key will make login more secure. If you decline, you'll be prompted for a one-time code next time you log in. If you are logging in from one of our apps, this key will be automatically downloaded and stored when you enter the one-time code.

Read more in our [Cookie Policy](#).

[Decline](#)[Accept](#)

You will now see a message regarding security. A pop-up box will appear explaining how we recognise your computer, phone or tablet each time you log in. If you select '**Accept**', we will remember your device the next time you log in. Only accept if you are using your own device rather than one in a public area.

4

Verification complete

Thank you for verifying your email address.

This will help us manage your Fidelity account and keep it secure. Any future communication will be in accordance with your preferences.

You can

[Go to account summary](#)

You will now receive an email from **fidelitysecurity@fidelity.co.uk** so please check your email account. Clicking on the link within the email will allow us to verify your email address. Please be aware that this link expires after 30 minutes.

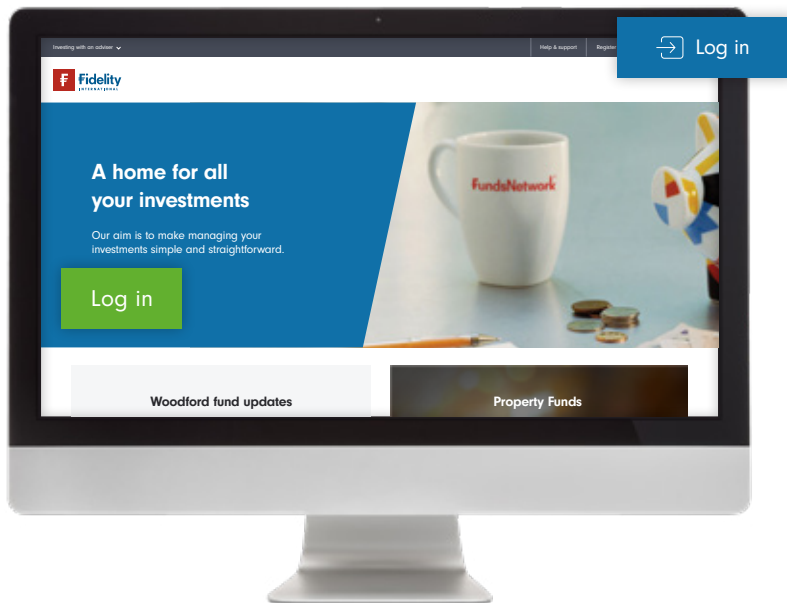
If the email hasn't arrived in your inbox, you may need to check your junk or spam folders. Alternatively, you can request another one.

After opening the link, a new window will open confirming your registration is now complete. You can now access your accounts by selecting '**Go to account summary**'. You will then be prompted to log in.

Logging into your account

1

Go to fidelity.co.uk/clients and click on 'Log in'.



2

Enter your username and then click '**Next**'.


To make things easier for you the next time you log in, you can tick the box to have the device remember your username, but only do so if you are using your own device rather than a shared one or one in a public area.

3

Enter your password and then click '**Log in**'.

Logging in from a device we do not recognise

1


Enter the code we just sent to
your registered email address

For your security, we need to make sure it's definitely you logging in. We've noticed you're using either:
- A new browser or device.
OR
- You may be using the same browser or device but your browsing data has been cleared.

Please keep this page open and:

1. Check your email in a new tab or window, or on another device.
2. Note down or copy the one-time code we just sent you.
3. Enter it in the box below and press next.

One-time code

 Please enter the one-time code

Problem with your one-time code? [Please request another](#)

Next

If you are logging into a computer, phone or tablet that we do not recognise, we will send a one-time code to your registered email address.

This email will be from **fidelitysecurity@fidelity.co.uk** and will expire after 30 minutes.

Please enter this code in the box on screen to verify that it is you logging in. If you have not received a code you can request another to be sent to you.

3


Verify your mobile number

We need to verify your number so we can securely send text messages to you for the management and security of your accounts.

We have sent a text message with a six-digit code to
07012123987 [edit number](#)

Enter the six-digit code

Didn't receive the code? [Resend](#)

Next

You will now receive a SMS from Fidelity to verify the mobile number we hold for you. Please check your messages and enter the code on screen and click '**Next**'. From here you will be taken to your '**Account summary**'.

We recommend verifying your mobile number as doing so will enable additional security on your account and allow you to take advantage of additional services such as secure text messaging.

If you do not want to complete this step you can choose to skip this by choosing '**Ask me next time I log in**' within '**Need Help**'.

2

You will now see a message regarding security. A pop-up box will appear explaining how we recognise your computer, phone or tablet each time you log in. If you select '**Accept**', we will remember your device the next time you log in. Only accept if you are using your own device rather than one in a public area.

Need help? 

Verifying your mobile number means we can:

- Enhance your security
- Make it easier for you to manage your investments

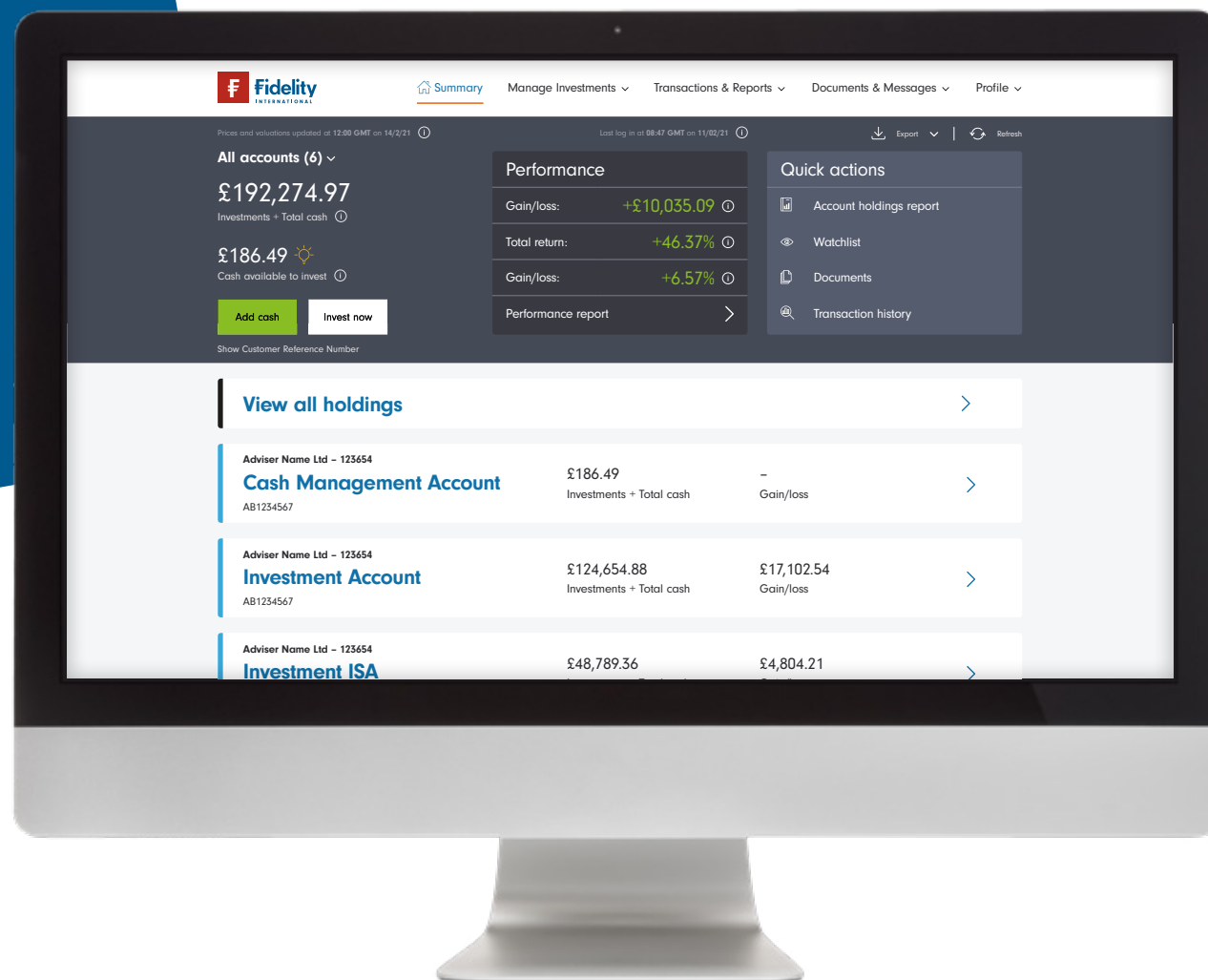
If you don't want to take advantage of these benefits now, you can still do so later. [Ask me next time I log in](#)

Your homepage explained

Here we run through the first page you'll see every time you log into your account online. It's known as your homepage or 'dashboard'. As well as giving a summary of your investments and accounts, it's also your gateway to a range of online services – such as electronic documents and the ability to manage your investments.

Your dashboard shows a list of all your accounts on the left-hand side of the page while the current value of all your investments appears in the centre of the screen. If you click on an account shown on the left-hand side, then a summary of that particular account will appear in the centre of the page.

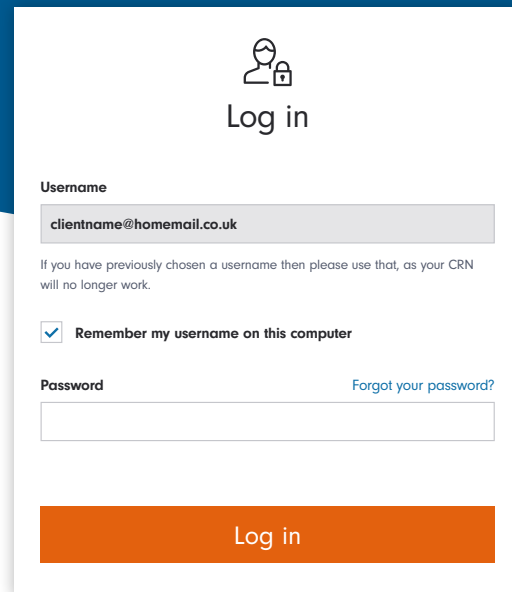
Your dashboard also allows you to navigate to other online services. The menu at the top of the screen has a range of options, such as managing your investments or viewing your transaction history and account documents.



Resetting your password

Remembering all your different passwords can be a challenge, particularly as they should never be written down. Here we take you through how you can reset the password for your Fidelity account, should you forget what your current one is.

1



Log in

Username

clientname@homemail.co.uk

If you have previously chosen a username then please use that, as your CRN will no longer work.

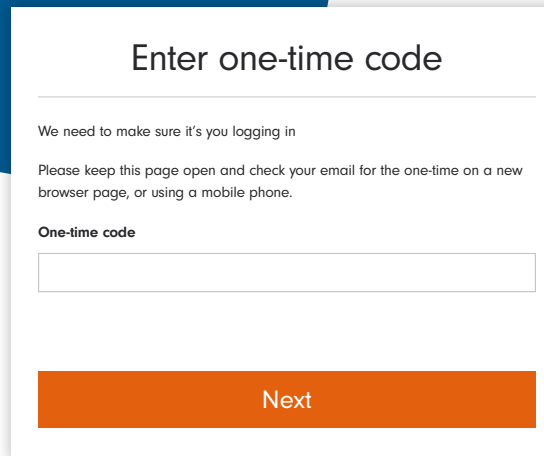
☒ Remember my username on this computer

Password [Forgot your password?](#)

Log in

Select **'Log in'** from the Fidelity homepage then enter your username and click **'Next'**. Click **'Forgotten your password'**, which is located just above the 'Password' box.

2



Enter one-time code

We need to make sure it's you logging in

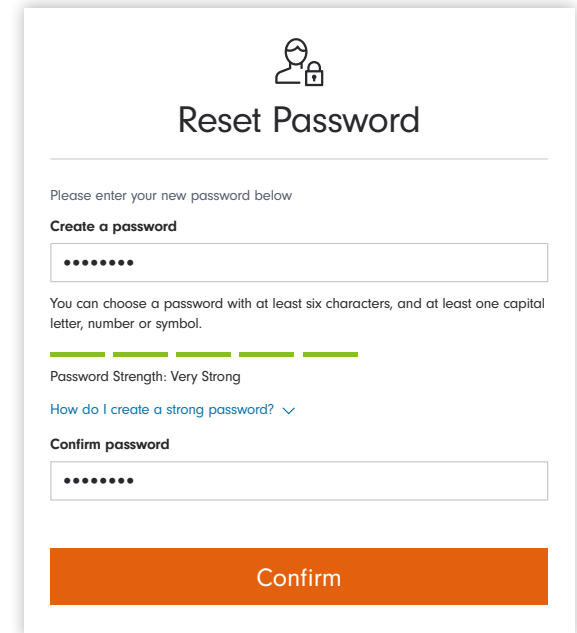
Please keep this page open and check your email for the one-time on a new browser page, or using a mobile phone.

One-time code

Next

An email with a one-time code will be sent to you. Once received, enter the code and click **'Next'**.

3



Reset Password

Please enter your new password below

Create a password

.....

You can choose a password with at least six characters, and at least one capital letter, number or symbol.

Password Strength: Very Strong

[How do I create a strong password?](#)

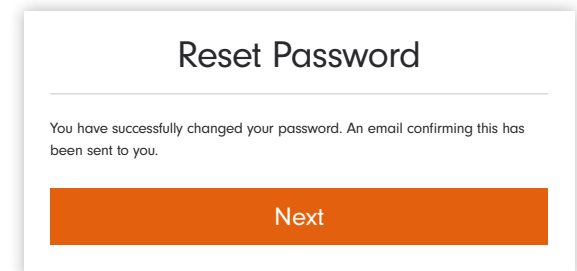
Confirm password

.....

Confirm

You will now be asked to create a new password and to confirm it in the box below. We will illustrate the strength of your password through showing a number of green bars. The more bars we show, the stronger your password is.

4



Reset Password

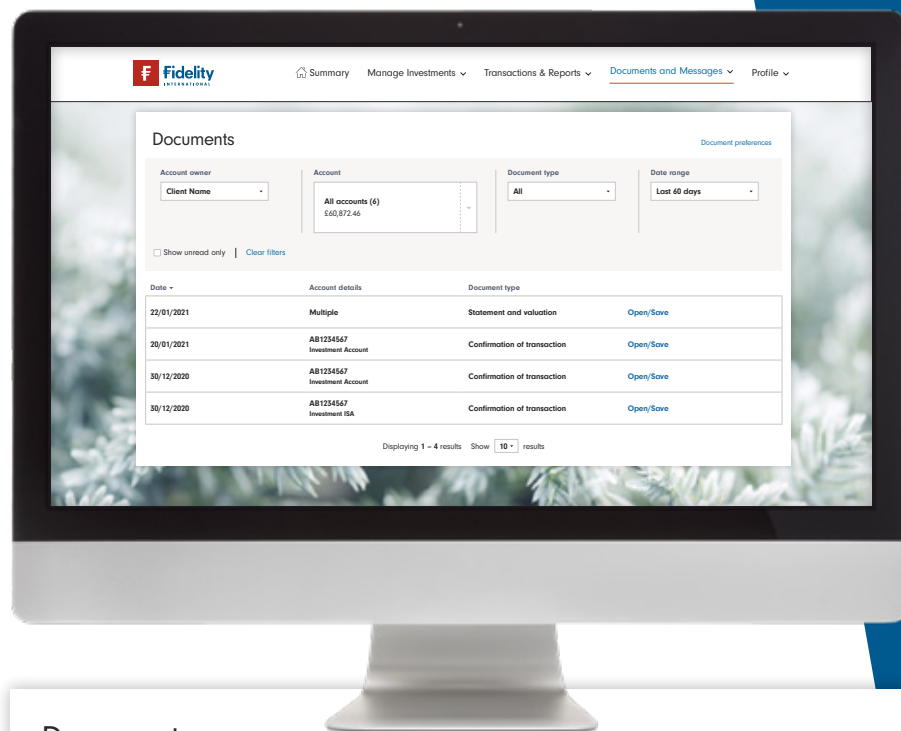
You have successfully changed your password. An email confirming this has been sent to you.

Next

We will let you know once the password has been changed. We'll also send an email to you confirming this. Once this has been successfully completed, you're ready to go again!

Viewing your documents

We give you online access to all the various documents connected to your accounts and investments, such as your statement and valuation. Here we describe how you can quickly view or save these documents.



Documents

[Document preferences](#)

Account owner

Client Name

Account

All accounts (6)
\$560,872.46

Document type

All

Date range

Last 60 days

☐ Show unread only | [Clear filters](#)

Date	Account details	Document type	
22/01/2021	Multiple	Statement and valuation	Open/Save
20/01/2021	AB1234567 Investment Account	Confirmation of transaction	Open/Save
30/12/2020	AB1234567 Investment Account	Confirmation of transaction	Open/Save
30/12/2020	AB1234567 Investment ISA	Confirmation of transaction	Open/Save

Displaying 1 - 4 results
 Show

10

 results

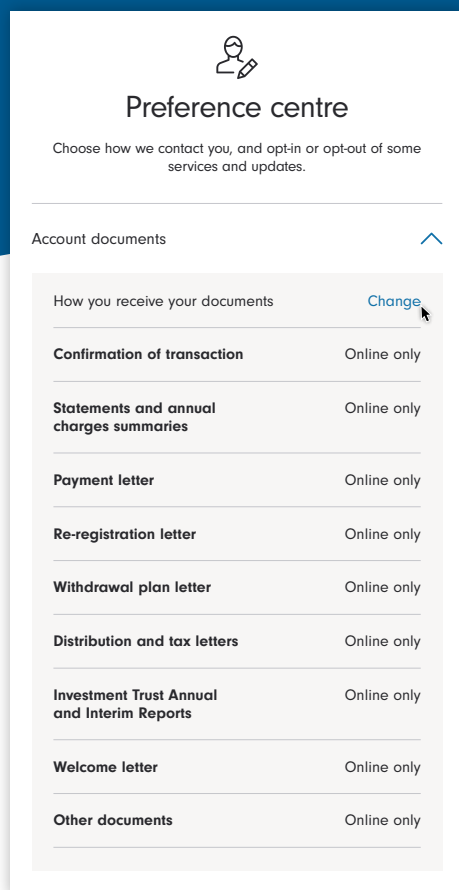
Once you've logged in, select **'Documents & messages'** from the menu at the top of screen then select **'Documents'**. From this screen, there are a number of filters to choose from. You can view:

- Documents for one or more account.
- Various types of document, e.g. confirmation of transaction, statement and valuation, distribution and tax letters.
- Documents over a certain period, such as over the last 60 days or current tax year, or you can set a custom date range.

You can choose to open the documents or save them to your computer or other location.

Changing your communication preferences

You'll have online access to the various documents connected to your investments. If you prefer, you can elect to receive these by post as well. Here we show you how to manage your document preferences.



Preference centre

Choose how we contact you, and opt-in or opt-out of some services and updates.

Account documents

How you receive your documents [Change](#)

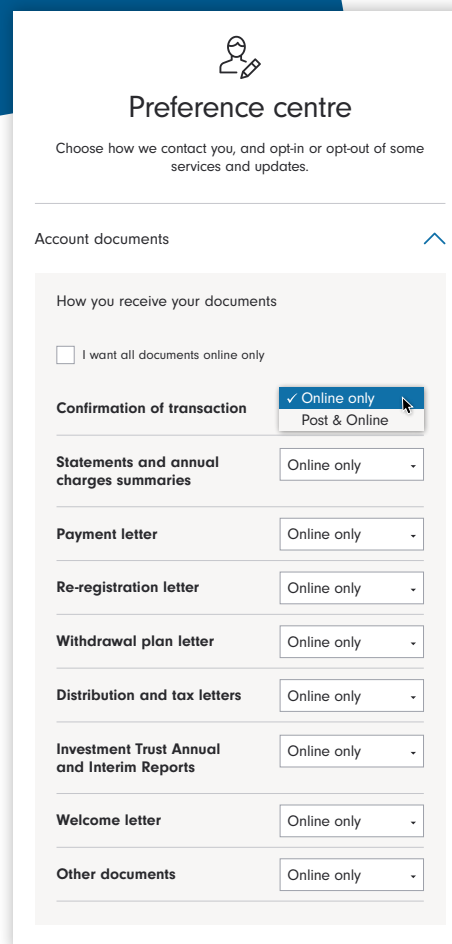
Confirmation of transaction	Online only
Statements and annual charges summaries	Online only
Payment letter	Online only
Re-registration letter	Online only
Withdrawal plan letter	Online only
Distribution and tax letters	Online only
Investment Trust Annual and Interim Reports	Online only
Welcome letter	Online only
Other documents	Online only

1

Once you've logged in, select **'Profile'** from the menu at the top of screen then select **'Security and preferences'** and **'Preference centre'**.

2

Click on **'Change'**.



Preference centre

Choose how we contact you, and opt-in or opt-out of some services and updates.

Account documents

How you receive your documents

☐ I want all documents online only

Confirmation of transaction **✓ Online only** [Post & Online](#)

Statements and annual charges summaries Online only

Payment letter Online only

Re-registration letter Online only

Withdrawal plan letter Online only

Distribution and tax letters Online only

Investment Trust Annual and Interim Reports Online only

Welcome letter Online only

Other documents Online only

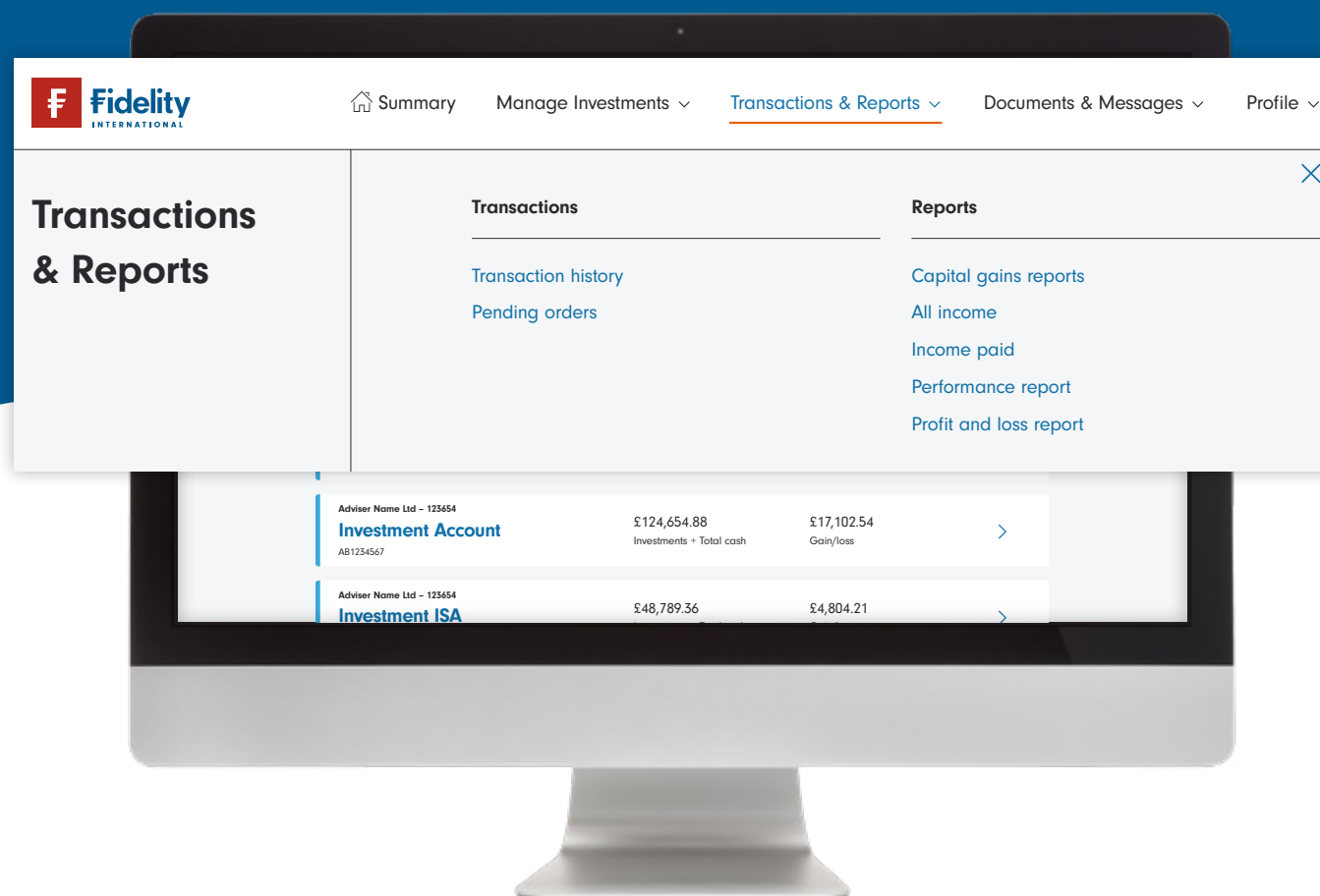
3

You can choose to receive all your documents online through selecting the tick box at the top of the list.

Alternatively, you can select either **'Online only'** or **'Post & Online'** for each type of document from the list of drop-down boxes.

Viewing your transaction history and reports

You can view the details of any transactions you have made, such as when you bought or sold an investment. There are also a range of helpful reports available to you. Here, we run through how to access this information.



Once you've logged in, select **'Transactions & Reports'** from the menu at the top of screen then select **'Transaction history'**. From here, you can view your transaction history and any pending orders. A number of reports can also be accessed:

- Capital gains reports
- All income
- Income paid
- Performance report
- Profit and loss report

Transaction history ⓘ

Export Refresh 

Historic transactions

Pending (7)

Filter by account

All accounts (6)
£60,872.46[Clear filters](#)

Timeframe

Last 30 days

Report or transaction type

All Transactions

Report type

Income Report

Capital Gains Report

Investment name

All Investments

Order date ▾

Transaction type

Investment type

Status

22/01/2021	Service Fee	Cash Cash Management Account (AB1234567)	-£6.85	6.85	✓ Completed Hide details ^
Reference	987654321	Pricing date	04/02/2021		
Settlement date	04/02/2021	Service fee for	Investment ISA (AB1234567)		
Price per unit	£1.00				
30/12/2020	Cash Out For Buy	Cash Cash Management Account (AB1234567)	£9,000.00	9,000.00	✓ Completed Show details v
15/12/2020	Buy For Switch	Fidelity Cash Fund W - INC Investment ISA (AB1234567)	£3,172.47	3,170.25	✓ Completed Show details v
12/12/2020	Sell For Switch	Fidelity Select 50 Balanced Fund Investment ISA (AB1234567)	£3,172.47	3,361.73	✓ Completed Show details v

Transaction history

This page allows you to view the transactions made on your various accounts (you can select all or individual accounts from the first drop-down box). You can select the timeframe from the second drop-down box (the default is for the last 30 days). You can choose to view certain types of transactions or reports from the third drop-down box. The final drop-down box allows you to filter transactions by certain funds.

Income reports

To see what income has been paid out to you, select **'Income Report'** from the **'Report or transaction type'** drop-down menu.

Capital Gains reporting

These reports can be retrieved from the drop-down list. Once you have navigated to this page, the **'Report type'** drop-down box allows you to select either a **'Realised gains'** or **'Unrealised gains'** report.

Performance Report

Price and valuations updated at 10:25 GMT on 16/01/2021 ⓘ

Performance Report Information

Export ⬇

⚠ Information for investments held in company pensions is currently unavailable on this report.

Investment ISA

AB1234567

£28,540.25

Fidelity Global Focus Fund W-Accumulation (UK)

Acquired on: 20 Nov 2015 Last transaction date: 02 Jun 2020

Fidelity fund code	ISIN	SEDOL	Value (£)	Units	Book cost (£)	Current price (p) ⓘ	Total amount invested	Total withdrawn (incl income paid)	Total income paid out
WGLFA	GB00B3RDH349	-	£8,231.82	220.22	£6,005.52	3738p	£6,005.52	£0.00	£0.00

Your returns ⓘ		Performance (%) ⓘ		Annualised return (%) ⓘ		Annual return (%) ⓘ	
Gain/loss since inception (£ & %) ⓘ	£2,226.30 37.07%	1 year	37.48	1 year	37.48	31 Mar 19 – 31 Mar 20	29.97
Total return since inception (£ & %) ⓘ	£2,226.24	3 year	79.80	3 year	21.60	31 Mar 18 – 31 Mar 19	28.51
		5 year	177.71	5 year	22.66	31 Mar 17 – 31 Mar 18	-4.27
		10 year	279.53	10 year	14.27	31 Mar 16 – 31 Mar 17	15.58
						31 Mar 15 – 31 Mar 16	25.65

Performance report

This report allows you to review the performance of your chosen funds.

Clicking on the **'Performance Report Information'** link opens up a guide which allows you to learn more about the information shown in the report.

Profit and loss report

This report can be accessed by clicking on **'Profit and loss report'** from the Reports menu.

It summarises the total payments and withdrawals made into and out of your accounts over a specified timeframe (the default is for the current tax year). The report also shows the change in value of your investments over the selected period as well as any dividend income received.

Profit and loss report

Date range

Current tax year

Investments + Total cash ⓘ

(excludes linked accounts)

06/04/2020
£142,087.8518/02/2021
£210,430.46Change (£) ⓘ
+68,342.61Percentage (%)
+48.10

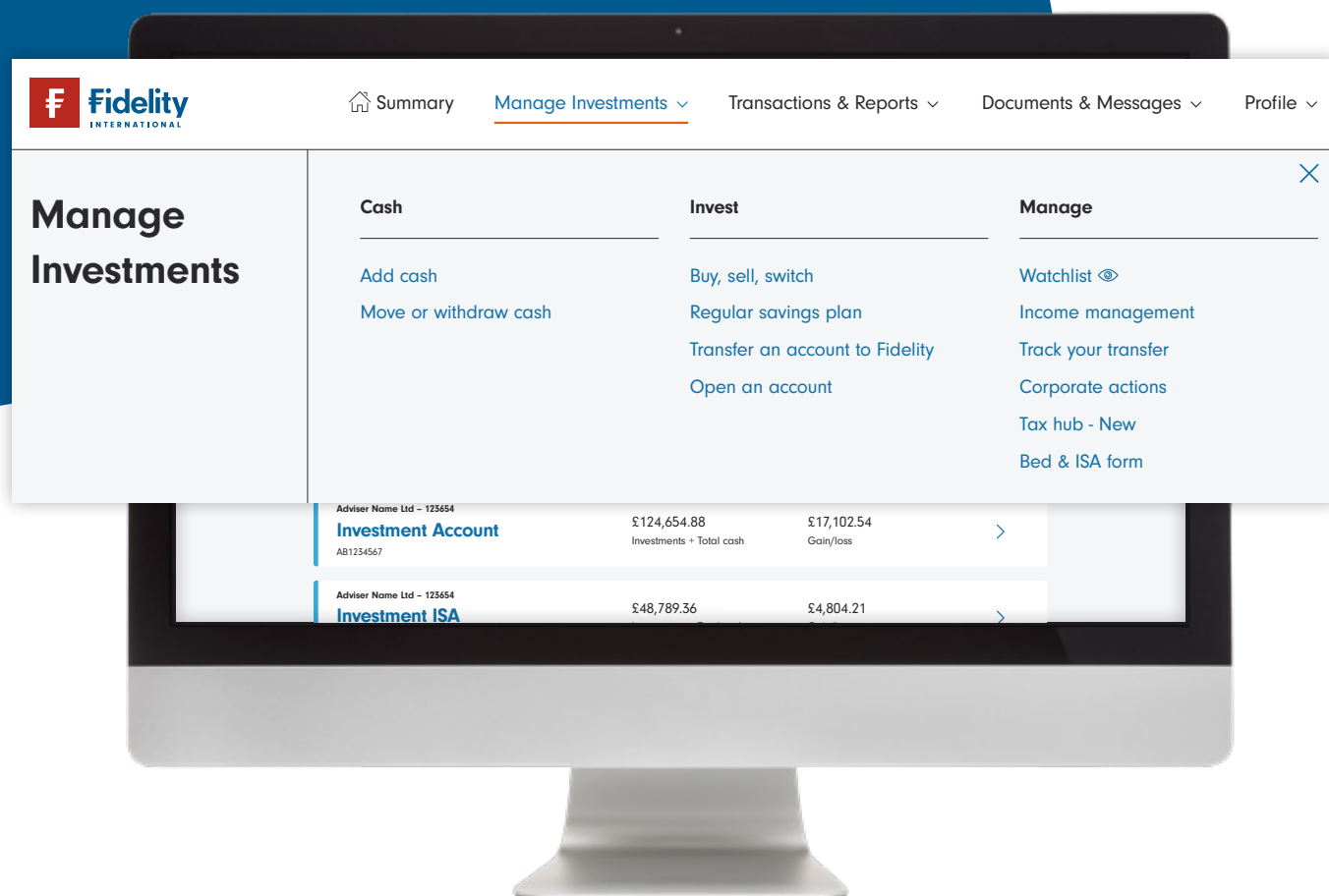
Detailed breakdown

The 'Payments and transfers' table shows the change in value of your accounts from money paid in and out, including fees. For more detail, go to [transaction history](#). The 'Investment performance' table shows the change in value from your investment performance. For more detail on this, please see the [Performance Report tool](#).

Payments and transfers ⓘ		Investment performance ⓘ	
Cash paid in	£17,500.00	Change in investment value	£21,103.35
Cash withdrawn	£4,500.00	Dividend income	£84.23
Transfers in	£25,253.88	Total change in value	£21,187.58
Transfers out	£0.00		
Income paid to bank	£0.00		
Fees and charges ⓘ	-£98.85		
Total change in value	£47,155.03		

Managing your investments

Your account gives you the option to transact online. Here we show you how to do this. However, you should always consult your adviser before making changes to your investments.



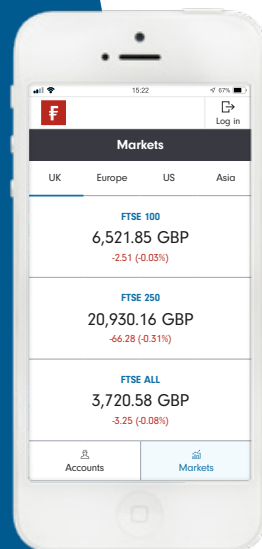
Once you've logged in and, if appropriate, spoken with your adviser, select '**Manage investments**' from the menu at the top of screen. From here, there are a number of options, such as:

- Add cash
- Buy, sell and switch
- Income management

The Fidelity Mobile App

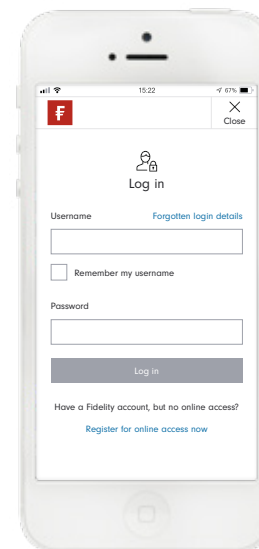
Once you have set up your online account, you'll also be able to take advantage of our highly-rated mobile App. It allows you to do everything we have described above for your online account whilst on the go!

The App works on iPhone and Android devices as well as tablets and can be downloaded from the Apple App or Google Play Store. Simply search for 'Fidelity - Manage Investments'.



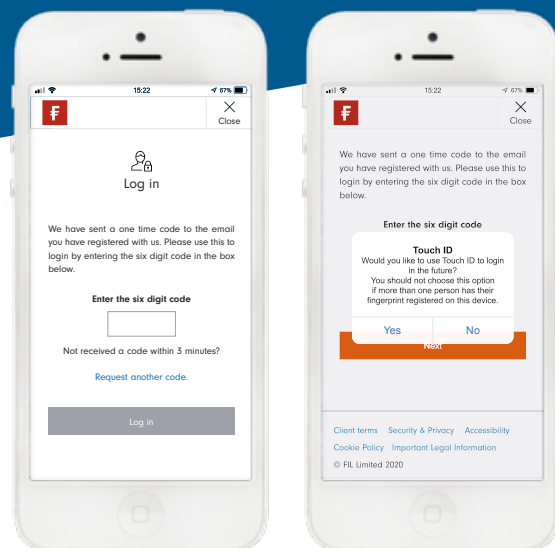
1

Once downloaded, open the App and this is the first screen you will see. To get to your account, click on **'Log in'** at the top or **'Accounts'** at the bottom.



2

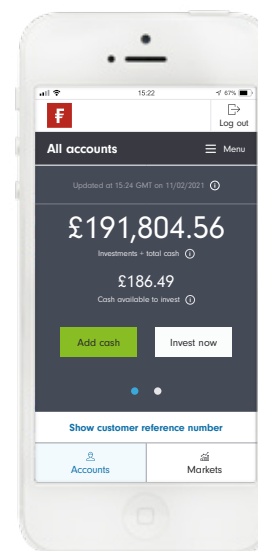
Enter the same username and password that you have set up for your online account.



3

Once you have entered your username and password, we will send a one-time code to the email address you have registered with us. Enter this code and click on **'Log in'**.

You'll then be prompted to set up biometric log-ins, such as fingerprint or face ID. The screen you will see is dependent on your device and type of biometrics you are using.



4

Once you have successfully set up fingerprint or face ID, your account summary will then load. From this page, you can scroll down and select individual accounts to view.

You can also click on **'Menu'** which gives the option to view, for example, 'Transactions & Reports' and 'Documents & Messages'.

To find out more, visit fidelity.co.uk/clients

