

**Employer Information**

Employer Name
Work Mailing Address
City
State & Zip

Phone Number
Fax Number
Contact Name
Title

**Primary User**

First & Last Name
Date of Birth (MM/DD)
Date of Hire (MM/DD/YYYY)
Work E-mail Address
Phone

**Secondary User**

First & Last Name
Date of Birth (MM/DD)
Date of Hire (MM/DD/YYYY)
Work E-mail Address
Phone

**Divisional Security**

If you are an employer (i.e. Diocese) that also sends in contributions for other Episcopal Organizations, please list all the organizations below.

Employer Name	Complete Address	BU#

**Usage Terms and Signatures**

**PLAN SPONSOR WEBSTATION USAGE TERMS**

1. **Terms of Access and Use:** Fidelity hereby grants the User a non-transferable license to access the Plan Sponsor WebStation (the "WebStation") in accordance with the terms and conditions described herein. No rights are conveyed to any property, intellectual or tangible, associated with WebStation. The User agrees to use the WebStation in accordance with the terms described herein and will not make it available to any third party without the prior written consent of Fidelity. The "User", as a term herein, includes both the individual user and his or her employer.
2. **Authorization of Directions:** User agrees that Fidelity shall not be under a duty to inquire as to the authority or propriety of any directions given to Fidelity by the User, and Fidelity shall be entitled to act upon the direction of any person whom it reasonably believes to be an authorized representative of the User's employer.
3. **Security of System:** The User shall be responsible for the confidentiality and use of any passwords and other security data, methods and devices issued to or obtained by the User in connection with the use of the WebStation. The User shall comply with the security procedures established by Fidelity for WebStation, including the use of passwords and/or encryption methods. The User agrees to promptly notify Fidelity of any unauthorized use of the system of which it is aware.
4. **Liability of the Parties:** To the extent that WebStation utilizes Internet services to transport data or communications, Fidelity will take reasonable security precautions, but Fidelity disclaims any liability for losses or other damages to the User resulting from interception, alteration or loss of any such data or communications. Fidelity shall not be responsible for, and makes no warranties regarding, the access, speed or availability of Internet or network services.

**Access must be approved by an individual or individuals who are authorized to provide direction to Fidelity under the applicable schedule(s) of the trust or record keeping agreement; or by a designee of such individual(s) who has been authorized to provide direction to Fidelity with respect to WebStation access.**

<b>Primary New User Signature:</b>	<b>Approved by:</b>
Print	Print
Signature	Signature
Date	Date <span style="float: right;">Title</span>

<b>Secondary New User Signature:</b>	<b>Approved by:</b>
Print	Print
Signature	Signature
Date	Date <span style="float: right;">Title</span>

<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Pending</b>	<p><b><i>Fidelity Use Only</i></b></p> <hr/> <p><small>Notes</small></p>	
Primary User ID Assigned _____	Date Completed _____	
Secondary User ID Assigned _____	Date Completed _____	