

California Privacy Rights Act Request Submission Process

The California Privacy Rights Act of 2020 (CPRA) is a consumer privacy rights law that applies to businesses that conduct business in California and meet certain other criteria, and also applies to their service providers. The CPRA, which goes into effect on January 1, 2023, builds upon and expands California's existing consumer privacy law, the California Consumer Privacy Act of 2018 (CCPA), which established a foundation for US consumer privacy rights. If you are a business that is subject to the CPRA and Fidelity Workplace Investing (or any of its affiliates) processes personal information that falls within the scope of the CPRA, Fidelity Workplace Investing and its affiliates will be acting as your "service provider" for purposes of the CPRA.

As your service provider, Fidelity Workplace Investing will comply with its obligations under the CPRA, which include cooperating with employers in responding to verified consumer requests received by employers from plan participants covered by the CPRA. Please note that Fidelity Workplace Investing will not accept requests directly from plan participants as we expect that plan participants would submit their requests directly to their employer. However, if you receive a verified consumer request from a plan participant covered by the CPRA, you may request that Fidelity Workplace Investing cooperate with you as it applies to the personal information maintained by Fidelity Workplace Investing by submitting a Service Request through the Plan Sponsor Webstation (PSW) application.

The following are step-by-step instructions to submit a California Privacy Rights Act request.

Instructions for benefit administrators

Stock Plan Services administrator instructions on page 3

- 1. Log into PSW using your User ID and password.
- 2. Navigate to the Work with Fidelity tab in the top menu and select Open a New Service Request.



 On the Choose a Service Request to create page, select General Service Request. If you do not see that option, you can type General Service Request in the Don't see what you're looking for? text box.

	Choose a Service Request to c	reate
	Your frequently used requests Based on your past year's activity.	
	General Service Request	
	Stock Plan Services	
	Annual HSA questionnaire	
	Correct employee errors for in-process employee	data file
	Start typing the name of a Service Request	
	Browse all Service Requests you can create	
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- On the General Service Request form, choose any benefit type and plan number (if applicable) the participant is enrolled. For the is this about a plan or participant dropdown, please choose Participant and select 1-5 participants.
- 5. Search for and add the participant. If your benefit type does not permit adding participants, use the file attachment process to identify the participant.
- 6. In the What can we help you with? dropdown select either Other or multiple topics or Something else.

What can we help you with?				
Something else		~		
Fell us as much information :	s possible about	how we can hel	p.	

- 7. Specific language is required in the Tell us as much information as possible about how we can help text box.
 - a. Please identify this as a "CPRA Request"
 - b. Enter the date you received the request from the plan participant
 - c. Add **only one** of the following request types:
 - i. Right to know personally identifiable information
 - ii. Right to access personally identifiable information
 - iii. Right to correct personally identifiable information
 - iv. Right to delete personally identifiable information
 - d. Enter the following language "I attest that my company has received and verified a CPRA Request from the named employee/participant and that I am authorized to receive personal information on such individual's behalf. I am requesting that Fidelity

Workplace Investing assist me with processing this request as it relates to personal information maintained by Fidelity Workplace Investing."

8. Complete the remaining fields and submit the service request.

Stock Plan Services Only administrators

If you are a Stock Plan Services Only administrator:

- 1. Log into PSW using your User ID and password.
- 2. Navigate to the Work with Fidelity tab and select Open a New Service Request.

A PSW [®] Plan Sponsor Webstation		
Home View Participants Administer Plans Manage Data	Work With Fidelity Reporting	Library
	Service Requests	Team Workspace
Alerts	View All Service Requests Open a New Service Request D Specialized Services D	Your Team Workspace Projects Tasks Tasks You Assigned Tasks Assigned to You
Custody Account statements are available Your Plan Sponsor Custody account statement Wealthscape for viewing account statements, p	Learn more about Service Requests please contact your Client Service	O Learn more about Team Workspace If you don Team for assistance. Click here to view your statement

 On the Choose a Service Request to create page, select Stock Plan Services as the service request type. If you do not see that option, you can type Stock Plan Services in the Don't see what you're looking for? text box.

	Choose a Service Request to creat	te
	Your frequently used requests	
	Based on your past year's activity.	
	General Service Request	
	Stock Plan Services	
	Annual HSA questionnaire	
	Correct employee errors for in-process employee data	file
	Don't see what you're looking for?	
	Start typing the name of a Service Request	
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- 4. On the Stock Plan Services form, choose any plan number the participant is enrolled. Select **Update employment information** in the **What can we help you with?** dropdown.
- Select Update other participant data in the What do you need to do? field and choose the 1-5 participant(s) option.

Stock Plan Servic	es	
All fields are required unless otherwise note		
What do you need to do?		
Update other participant data	~	
How many participants does this apply to?		
 1-5 participant(s) 		
6 or more participants		
0.5.4.5.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.		

- 6. Search for and add the participant.
- 7. Specific language is required in the **Tell us as much information as possible about how we can** help text box.
 - a. Please identify this as "CPRA request"
 - b. Enter the date you received the request from the plan participant
 - c. Add **only one** the following request types:
 - i. Right to know personally identifiable information
 - ii. Right to access personally identifiable information
 - iii. Right to correct personally identifiable information
 - iv. Right to delete personally identifiable information
 - d. Enter the following language "I attest that my company has received and verified a CPRA Request from the named employee/participant and that I am authorized to receive personal information on such individual's behalf. I am requesting that Fidelity Workplace Investing assist me with processing this request as it relates to personal information maintained by Fidelity Workplace Investing."
- 8. Complete the remaining fields and submit the service request.

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