

How to amend a Regular Savings Plan for your Fidelity account

If you make regular contributions to your Fidelity account with a Regular Savings Plan you can amend the amount, frequency, and source of your contributions, as well as the assets you are investing in.

1. Go to <u>www.fidelity.co.uk</u>

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- **2.** Click on 'Log in' at the top right corner of the page before following the log in process. To access a walkthrough for our log in process, visit the <u>how to log in guide</u>.
- **3.** The first screen you'll see is the Account Summary page. From the top menu of options on Account Summary, click on 'Manage Investments'.

	ි Summary	Manage Investments A Transact
Manage	Cash	Invest
Investments	Add cash	Buy, sell, switch
	Move or withdraw cash	Regular savings plan
		Transfer an account to Fidelity
		Open an account

- 4. Then choose 'Regular savings plan under the 'Invest' heading.
- 5. This will open the 'Regular Savings Plan' panel on your screen.
- **6.** Click on 'Manage' for the relevant account where you would like to amend an existing Regular Savings Plan. To amend the plan, click on 'Edit Plan'.

Please note, if you would like to cancel an RSP instead of amending it, use our <u>how to cancel</u> <u>a regular savings plan</u> guide for a step-by-step walkthrough.

8. This will open the 'Edit Regular Savings Plan' panel on your screen, which shows the amount within your chosen account, along with any relevant annual allowance, according to your Fidelity contributions.

9. If necessary, amend the amount you wish to regularly invest in the 'Amount' input box, and select the frequency with which you would like to make these payments.

Contribution details

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10. If necessary, amend the 'Collection date' you would like each regular payment to be taken from the options provided. An estimate for the next collection date given your choices will be displayed.

Please note, it can take up to 12 working days to amend an RSP when changing the contribution details. This will be considered when the estimated collection date is provided.

- **11.** To change where your Regular Savings Plan contributions will come from click on 'Please select a bank account'. Here, you will have two options either:
 - a. Choose a verified bank account that we have on record and click on 'Next'.
 - b. Add a new bank account by selecting 'Add or manage bank account'. A message will then appear which offers you a link, enabling you to navigate to your 'bank account hub' where you can add your bank details. Once added and verified you will return to this screen where you can select your newly verified account.

Contributions will be made from this account

Please select a bank account

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Please note, to set up a new account we will need to verify your account details. Firstly we run an automatic check, however if this is unsuccessful we will need you to upload proof of identity and bank account which will need to be reviewed. This may take a few days.

- **12.** Select if you are the only person required to authorise debits from the selected account, and read the 'Direct Debit Guarantee'
- **13.** To change the investments you are buying through your Regular Savings Plan, click on 'Add investments'

Please note, it can take up to 4 working days to amend an RSP when changing only the investment details. This will be considered when the estimated collection date is provided.

14. Select the relevant investment either by using 'Search', or by investing in an asset you already hold under 'Your investments'



- **15.** Click on ⁺ for any investments you would like to regularly invest in and click 'Done' once you have finished your selection process.
- **16.** Type the proportion of your contribution you want allocated to each investment under '% of contribution'. The total percentage must add up to 100%.



- **17.** Click on 'Save changes' to proceed and confirm any changes. This will then display a 'Declaration' which, once confirmed, will allow you to click 'Next'.
- **18.** You'll see a confirmation of your request to amend your Regular Savings Plan. As mentioned above, Regular Savings Plans can take up to 12 working days to amend.

Having followed this guide, you should now have successfully completed this journey. If you use this guide and still require some additional help, visit our <u>Help and Support page</u>.

For more guides like this one, visit our <u>How-to Guide page</u> for a full list of out step-by-step walkthroughs.