

## How to switch an investment

If you want to sell an investment in your Fidelity account to then buy another, you can use this guide to do both in one instruction by switching\*.

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

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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 'Buy, sell, switch' under the 'Invest' heading.
- 5. This will open the 'Buy, Sell, Switch' panel on your screen.
- 6. Click on 'Select the account you'd like to use' and a choice of accounts (if you have multiple accounts) will display along with the amount held within each account. Click on the account you wish to sell the investment from.
  - Buy, Sell, Switch

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Select the account you'd like to use	+
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7. Click on 'Switch' and select the investment you would like to move out of by clicking on 'Add an investment to sell'. This will then show the investments held within your selected account.

**Please note**, a switch instruction can only be placed on funds, and cannot be used to buy or sell exchange-traded instruments.

8. Click on + for the investment you would like to sell as part of the switch and input either the monetary amount under 'Amount (£)', or the number of units you would like to sell from that investment under 'Quantity'. If you would like to move out of that investment completely, click on 'sell all by Quantity'.

Sell by:	✓ Amount (£)	Quantity
	£	0.00

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**Please note**, you are only able to sell one investment per switch instruction, but you can buy into multiple investments under the same instruction. If you are switching to buy another investment, you can top up your account with cash instead of selling a current holding by using the <u>how to add cash guide</u> for help.

- 9. Select the investment you would like to move into by clicking on 'Add investments to buy'. This will then show the investments held within your selected account.
- 10. Select the relevant investment either by using 'Search', or by investing in an asset you already hold under 'Your investments'



Please note, for help choosing an investment, visit our <u>'Help choosing investments' page</u>, or to find a specific investment, follow our <u>how to search for an investment guide</u> for a \_\_\_\_\_\_\_walkthrough of this process.

- 11. Click on + for any investments you would like to invest in and click 'Done' once you have finished your selection process.
- 12. Under the investments you wish to buy, input the percentage of the sale proceeds you would like invested into the asset of your choice. If you are switching from one investment into another, this percentage of sale would be 100%.
- 13. To proceed, click on 'Preview Order'. This will open the 'SWITCH' confirmation page. Review the details provided and confirm the relevant statements before clicking on 'Place Order'.
- 14. You'll see a confirmation of your request. It can be helpful to take note of the order number. This transaction could take a few days to settle once the deal has been placed (depending on the funds selected).

Please note, to switch your money from one fund to another, you need to sell funds before you can buy the new ones. The time it takes to complete the switch depends on the funds you've chosen. In all cases, we need to make sure we receive the proceeds of the sell before we complete the buy. This process can take more than two days to complete, and your money won't be invested during this time.

Additionally, trading and settlement of investments may not be possible or may be delayed due to a public holiday in the UK or in the country in which the investment is based or trades, which can lead to longer periods of time required to complete switches.

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.