

# Online Enrollment



**Visit [www.nobledavis.com](http://www.nobledavis.com)**

You can now help plan participants to enroll online:

- 1) Have the participant log in to our site—their Username is their Social Security Number (no dashes) and their Password is the last four digits of their Social Security Number. The participant will have to enter a new Username and Password.
- 2) Click on the gear icon in the upper right to access Personal Information—add the participant's email address and security question—click Submit.
- 3) Click on the gear icon again to add beneficiary information (If married, the beneficiary must be the spouse or else a paper copy must be filed.) Click Save.
- 4) From the Dashboard/Summary, click on Change Contribution Rate to enter Pre-Tax and Roth elections.
- 5) Click on Manage/Manage Investments to enter investment elections. Enter a percentage next to each investment. Submit the changes.

Log out and the enrollment is now complete!

