# Security Title's ESPP



# It only takes a few minutes to sign up but the results can change your life.

### A Quick-Start Enrollment for Employee Stock Purchase Plan (ESPP) Participants

Your company stock plan can be an important benefit for you. Just follow these easy steps to enroll in your plan and open your Fidelity Account.®

Log In 🔒		
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Username		0
	Remember Me	
Password		Ø
	Log In	

#### Step 1—Log In

• Log in to **netbenefits.com**.

**Note:** If this is your first time logging in, follow the new-user prompts to establish your password.

Screenshot is for illustrative purposes only.

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Screenshot is for illustrative purposes only.

#### Step 2—Begin the Enrollment

• After you log in, click **Enroll** on your Employee Stock Purchase Plan.

**Note:** If you already have an individual nonretirement Fidelity Account, that account will be used for your ESPP and you can skip to Step 9 to select your payroll deduction.



Fidelity.com	Stock Plan Services Account
About You > Review & Confirm > Fund Your Account	This is a secure transaction.
Open a Stock Plan Services Account Select the plan below for the program for which you wish to participate.	Questions? 800-544-6666 Instant message a representative.
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#### Step 3—Open Your Account

- After you click **Enroll**, the Open a Stock Plan Services Account page will appear.
- Click Next.

#### Step 4—Enter the Required Personal Information

- Enter the profile information.
- Click **Continue**.

**Note:** Portions of the account owner information may be prefilled based on information provided by your employer.

Screenshot is for illustrative purposes only.

Fidelity.com	Stock Plan Services Account	
About You > Review & Confirm > Fund Your Account	This is a secure transaction.	
Employment Information Investment industry regulations require that we obtain your employment information.	Questions? 800-544-6666	
Employment Status	instant message a representative.	
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Employer Information		
Check if your employer address is the same as your legal address.		
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Screenshot is for illustrative purposes only.

#### Step 8—Proceed to Plan Enrollment

- Make a note of your new account number for your future use.
- Click **return to NetBenefits** and click the enroll link to elect your payroll deduction amount and agree to the terms of plan.

Offering Period     Allowable Deduction     Current     New       01/01/2012 - 06/30/2012     1.00%-25.00%     0.00%     %<	ayroll Deduction Elections Current Enrollment			
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#### Step 9—Enrollment Agreement and Elections

- Enter the payroll deduction that you would like to deduct from each paycheck.
- Confirm that you've read and accept the ESPP enrollment agreement and the plan documents as prompted.
- Click **Next** to accept the agreement and continue enrollment.

Screenshot is for illustrative purposes only.

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#### Step 10—Review and Submit Enrollment and Elections

- Review the payroll deduction information that you entered. Click **Next** to submit this information.
- If the information is incorrect or you want to make changes, click
   Previous to return to the Enrollment Agreement and Elections screen.

Confirmation: Your enrollment and elections have been received and recorded by Fidelity.         Confirmation Number: XXXXXXXX         This unique number is confirmation of receipt of your enrollment and elections. If you contact Fidelity concerning this enrollment and elections, use this number. Please print this confirmation for your records.         Confirmation details         Offering Period       Payroll Deduction         07/02/2010-12/23/2010       1.00% Per Payroll Period         You have consented to the terms of your plan/program as specified in your plan/program as received to the start of	Enrollment and Elections Confirm	nation	Help/Glossary   Prin
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Step 11—Note Your Confirmation Number

- After submitting your enrollment and election information, you will receive a confirmation number. Make a note of it and keep it for your records.
- Click **Return** to return to the Portfolio Summary page.

Once you have enrolled in the ESPP, you may go online to **netbenefits.com** to obtain your account balance, change your payroll deduction election, request the sale of shares, suspend contributions, or withdraw from the ESPP.

# For further assistance, call 1-800-544-9354 to speak with a Fidelity Stock Plan Services Representative.

Actual screens may vary based on your employer's plan(s).

System availability and response time may vary.

Stock plan recordkeeping and administrative services are provided by Fidelity Stock Plan Services, LLC.

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### Activating your Fidelity Account<sup>®</sup> A quick-start guide for stock plan participants

Your company stock plan can be an important benefit for you but only if you activate your account. Just follow these easy steps.

### **Create Your Password**

Before you can activate your Fidelity Account<sup>®</sup>, you must ensure that you have a password to access your information. If you have an existing individual brokerage account with Fidelity or if you already have a NetBenefits<sup>®</sup> password for other benefit programs, you do not need to create a new password—you will have the convenience of accessing all your information with the same password.

- **Step 1** Log in to **netbenefits.com**.
- **Step 2** Establish your username and password by clicking *Register Now.*
- Step 3 Complete the information requested to verify your identity, including the last four digits of your Social Security number, date of birth, and first and last names.
  - Click Next.
- **Step 4** Create a new username.
  - By default, your username is your Social Security number (SSN). For security reasons, we recommend that you change your username. Click button to create username to complete.
  - Create your password. You can enter your current password, if you have created it previously. Otherwise, use the following criteria to create your password:
    - 6 to 12 letters and/or numbers
    - No sequences (e.g., 1234) or a single repeating number or letter
    - Do not use Social Security number, username, or date of birth
  - Create a security question and answer, and provide your email address. Click Submit.
- Step 5 You have successfully created your password and username. You may now log in to netbenefits.com to activate your Fidelity Account.



HELLO ANNETTE	YOUR PROFILE MESSAGES CUSTO	MER SERVICE Q Search LOG OUT
Fidelity NetBenefits <sup>•</sup>	Employee Benefits	Consideration Finderality.
n Plannir	ng Library	Life Events
Your Portfolio		Display Preferences
THETA STOCK OPTION PLAN EMPLOTEE STOCK OPTION PLAN Activate	THETA RESTRICTE RESTRICTED STOCK AN \$10,625.01 Quick Links	D STOCK AWARD PLAN NRD FLAN

F <b>idelity</b> com					Stock Plan Services Account
About You > About Yo	ur Account >	Review & Cor	firm > Ne	teps	This is a secure transaction.
Personal Inf	formatio	n			Questions?
In accordance with fed verifying your identity	eral law, Fideli prior to openin	ty Investmer g your accou	its must obt int. Learn M	certain information to use in	000-544-9554
Personal Informatio	n				
Your Name	JOHN SAMPLE				
Social Security Number	XXX-XX-XXXX				
Date of Birth	01/01/1965				
Daytime Phone	-	-	ext		
Evening Phone (optional)	-	-			
Email Address					
Citizenship					
Country of Citizenship	Outline Out	Other			
Country of Tax Residence	Outline Out	Other			
Legal/Residential A	ddress				
Address Line 1	123 MAIN STR	EET			
Address Line 2 (optional)	APT 7				
City	SALEM				

#### 1. Log in to your **Fidelity Account**<sup>®</sup> and click *Activate* to start the activation process.

 2. You've launched the application for your new Fidelity Account.
 Fill in all the required **Personal** Information. Then click Continue.

> **Note:** Portions of the account owner information may be prefilled based on information provided by your employer.

Screenshot is for illustrative purposes only.

Fidelity.com		Stock Plan Services Account
About You > About Yo	ur Account > Review & Confirm > Next Steps	This is a secure transaction.
Employment	t Information gulations require that we obtain your employment information.	Questions? 800-544-9354
Employment Status		
Employment Status	Retired •	
Associations Do you work for or are you ; Authority (FINRA)? @	associated with a stock exchange, broker-dealer, or the Financial Industry Regulatory	
Company Name	Yes     No     We may contact you or the compliance officer at your company to obtain the required documentation to open this arcount.	to
Are you or an immediate fan held company? 🚱	nily/household member, a director, corporate officer, or 10% shareholder of a publicly	
Company Name Trading Symbol or CUSIP	Yes No	
X Exit	Previous	
<b>M</b>		@ 1008 - 2012 EVD I I C
Fidelity		All rights reserved. Terms of Use   Privacy   Security

## 3. Complete the **Employment** Information.

Select Yes or No to questions regarding your associations. Then click *Continue*.

Screenshot is for illustrative purposes only.



4. Review the eDelivery **Account Settings.** If you need any of these documents sent to you by mail, uncheck the applicable boxes.

Screenshot is for illustrative purposes only.



5. **Review and confirm** your information. Click Confirm My Information.

If anything's incorrect, make changes now by clicking *Edit*.

Screenshot is for illustrative purposes only.

Fidelity.com	Stock Plan Services Account
✓ About Your Account > Review & Confirm > Next Steps	This is a secure transaction.
Agree to Terms	Questions?
	800-544-9354
Open the Customer Agreement and review the Terms & Conditions	
Upen, read, and print the following document: Customer Agreement (PDF) Please scroll through for important information related to your account:	
The following accounts and transactions are currently excluded from the electronic derivery program:     Customers who have a foreign permanent address	
<ul> <li>Corporate accounts and trust accounts</li> <li>Retirement plans for which Fidelity is not the trustee, sponsor, or record-keeper</li> </ul>	
Annuity contracts or life insurance policies issued by Fidelity Investments Life Insurance Company     Accounts for which a foreign permanent address is maintained	
Iransactions involving government-sponsored entities (uSEs) and initial public orierings (IPOS)     Fidelity record-kept 401(k), 403(b), and 457 accounts	
Top To retain these documents, open the Customer Agreement (PDF) or click the links and print the document.	
If you are unable to view or access any of these documents, please exit this application. You may obtain paper copies of this application or any of these documents listed above at no charge by calling 800-544.	
6666.	
2. Review the taxpayer certifications	
a. The Social Security number or taxpayer identification number you have provided is correct; and	
<li>b. You are a U.S. citizen or other U.S. person (as defined in the IRS form W-9, including a U.S. resident alien); and</li>	
c. Unless you have checked the box immediately below these certifications, you are not subject to backup	
withholding because <ul> <li>vou are exempt from backup withholding, or</li> </ul>	
• you have not been notified by the Internal Revenue Service (IRS) that you are subject to backup	
<ul> <li>withholding as a result of a failure to report all interest or dividends; or</li> <li>the I<u>RS has</u> notified you that you are no longer subject to backup withholding.</li> </ul>	
Check	
withing tause you have failed to report all interest and dividends on your tax return.	
3. Check the box to confirm the statement	
Tyou a Statistic strain and the statistic stra	
with, h	
but not limited to the Fidelity Account® Customer Agreement , Electronic Delivery Terms of Agreement and other documents in electronic format provided in step 1 above. This acknowledgment applies only	
to this new account application process and delivery of the documents provided above.	
This account is governed by a <u>pre-dispute arbitration clause</u> of which is part of the Fidelity	
customer Agreement and which is accessible by circking on the preceding underlined link. I acknowledge receipt of the pre-dispute arbitration clause.	
The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.	
Click the "Agree & Open Account" button to sign this electronic application, to acknowledge and agree to all	
of the foregoing, to submit your information to Fidelity, and to open your account.	
Exit Previous Agree & Open Account	
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Variuenity.	All rights reserved Terms of Use   Privacy   Security
Screenshot is for illustrative purposes only	
	Stock Blan Comis
Fidelity.com	Stock Plan Services Account
✓ About Your Account > ✓ Review & Confirm > Next Steps	This is a secure transaction.
You have Successfully completed your Fidelity	
Account application.	
Go to Portfolio Summary to view your Stock Plan Account.	
Your Fidelity Account gives you the opportunity to take advantage of all the investment products and services Fidelity offers	
In addition to managing your Stock Plan use your Fidelity Account to manage your cash and	
investments with credit and debit cards, and checking account features (minimums and fees	
may apply).	
<ul> <li>Add Cards &amp; Checking to your Fidelity account including online bill payment, ATM, credit cards, checkwriting, direct deposit, and more.</li> </ul>	
<ul> <li>Establish Money Line to move money between your bank and your Fidelity accounts.</li> </ul>	
<ul> <li>Call a Fidelity Stock Plan Services representative at 800-544-9354 for more information.</li> </ul>	
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