

Registration Guide

StockPlan Connect

Morgan Stanley's StockPlan Connect website allows you to access and manage your equity plans online. Follow the easy step-by-step instructions in this guide to register your account and start using StockPlan Connect today.

There are Five Steps in the Registration Process:



Starting at Step 2, a progress bar along the top of the page will help you keep track of where you are in the registration process.

What You Will Need to Register

• Registration Email

If your company provided us with your corporate email address, we will send you an email containing a customized link along with registration instructions.

• Welcome Letter

Containing your temporary user name (provided via standard mail)

OR

• Password Mailer

Containing your temporary password (mailed separately)

NOTE: Web browser supporting Cookies and Secure Sockets Layer (SSL) is required to access the website.

Supported Browsers

- IE 9 and above is recommended (IE 8 also supported)
- Chrome 18 and above
- Safari 5 and above
- Firefox 17 and above



Step 1: Validation

VALIDATION VIA REGISTRATION EMAIL

If you received a registration email, click on the link contained within the email. You will be directed to a validation page where you will verify your identity by providing the following information:

- Enter your social security number, global ID, or personal unique ID
- Enter your company stock symbol
- Answer a validation question (i.e. birth date, hire date, etc.)

Continue to Step 2

The image shows a registration email from StockPlan Connect and the corresponding validation page. The email contains a link to the validation page. The validation page has three input fields labeled a, b, and c. Field a is for Social Security Number (SSN) or Global Identification Number (GID). Field b is for Company Stock Symbol. Field c is for Birth Date.

NOTE: If you do not know your Global ID or your Personal Unique ID (PUID), please contact your plan administrator.

REQUEST A REGISTRATION EMAIL

If you do not have the registration email, or the registration link on the email has expired (the registration link is valid for 30 days), click on the “Request a Registration Email” link on the www.stockplanconnect.com login page.

You will be directed to the Request a Registration Email page and asked to identify yourself by providing the following information:

- Enter your company stock symbol
- Enter your social security number or global ID
- Enter the first three characters of your first name

If your answers match what we have on file, a new registration email will be sent to your company provided email address.

Continue to Step 2

The image shows the StockPlan Connect login page and the 'Request a registration email' form. The login page has fields for User Name and Password. The 'Request a registration email' form has three input fields labeled a, b, and c. Field a is for Company Stock Symbol. Field b is for Personal Unique Identifier (PUID) or Employee ID. Field c is for the first three characters of the first name.

VALIDATION VIA STANDARD MAIL

If you received your temporary credentials in the mail, begin by opening www.stockplanconnect.com in a web browser.

- Enter your temporary 11-digit User Name in the User Name field (provided in Welcome Letter)
- Enter your temporary 6-digit Password in the Password field (mailed separately)
- Click Go

Continue to Step 2

The image shows the StockPlan Connect login page. It has fields for User Name and Password, and a 'Go' button. There are also links for 'Forgot User Name or Password?', 'Forgot Voice Ping?', and 'Access Other IRS accounts?'. Below the login fields are sections for 'Getting Started?' and 'For Select Plans Only'.

NOTE: If you do not have your temporary credentials, please contact the Service Center (1-866-722-7310).

Morgan Stanley Service Center | Forms | FAQ | English

PARTICIPANT NAME: (Logout)

Registration

New Credentials | Contact and Settings | Confirmation | Tax Certification

A Create User Name & Password

Please create a new User Name and Password. These are the credentials you will use to access the site going forward.

New User Name*

New Password*

Password Strength: Good Better Best

Re-enter Password*

Create Voice PIN

Please create a new Voice PIN. You may be required to use this PIN should you decide to transact over the phone or when contacting the Service Center.

Enter a 4-Digit PIN*

Confirm your PIN number.*

Create Security Questions

Security questions provide an additional layer of protection. If we suspect an unauthorized attempt to access your account(s), we will use your security questions to confirm identity.

Security Question 1

Security Question 2

Security Question 3

Read and Accept the Terms and Conditions*

Please review the online Terms and Conditions by opening the PDF.

☐ I certify that I have read the Terms and Conditions that govern the use of StockPlan Connect Terms and Conditions that govern the use of StockPlan Connect.

Questions?

If you are having trouble activating your account or require assistance with your online account, please contact the Service Center.

• 1-888-873-1194
or
• 1-801-617-7435

Step 2: New Credentials

All the steps on this page are required to register your account.

A. CREATE USER NAME & PASSWORD

In this step you will create a new User Name and Password. These are the credentials you will use to access the website going forward.

1. Create a new User Name in the New User Name field, following the standards as defined below:

- Must be between 6 and 20 characters
- Can consist of lower case and upper case characters
- Can contain the following symbols: period (.), underscore (_), and hyphen (-)
- Cannot contain 2 consecutive special characters
- Cannot begin with a special character*

NOTE: Your User Name must be unique (i.e. it cannot already be in use by another person) and must comply with Morgan Stanley security standards.

2. Create and enter a new Password in the New Password field, following the standards as defined below:

- Must be between 8 and 20 characters
- Must have at least one numeric and one letter
- Can contain all special characters except <and>*
- Cannot contain blank spaces
- Cannot contain letters that do not form part of the English alphabet and diacritics including accents and tildes

3. Re-enter the new Password you just created in the New Password field. Passwords must match to proceed. A check mark will appear when the valid Password is re-entered.

* A special character is defined as a character that is not a letter, number, symbol, or punctuation mark defined by the English Alphabet.

NOTE: Passwords are case sensitive and must comply with Morgan Stanley complexity standards. The strength of the Password is measured by the "Password Strength" bar. A strong Password may provide greater security to your account.



Morgan Stanley

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PARTICIPANT NAME: (Logout)

Registration

New Credentials

Contact and Settings

Confirmation

Tax Certification

Create User Name & Password

Please create a new User Name and Password. These are the credentials you will use to access the site going forward.

New User Name*

New Password*

Password Strength

Re-enter Password*

Good

Better

Best

Registration Guide ?

View step-by-step, easy-to-use instructions to register your account

Download PDF

B Create Voice PIN

Please create a new Voice PIN. You may be required to use this PIN should you decide to transact over the phone or when contacting the Service Center.

Enter a 4-Digit PIN*

Confirm your PIN number.*

C Create Security Questions

Security questions provide an additional layer of protection. If we suspect an unauthorized attempt to access your account(s), we will use your security questions to confirm identity.

Security Question 1

Security Question 2

Security Question 3

D Read and Accept the Terms and Conditions*

Please review the online Terms and Conditions by opening the PDF.

I certify that I have read the Terms and Conditions that govern the use of StockPlan Connect Terms and Conditions that govern the use of StockPlan Connect.

Cancel

Next Step

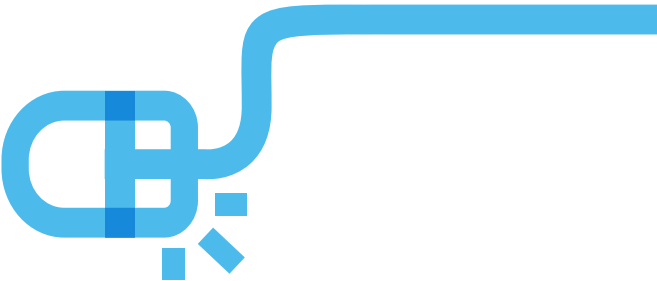
Questions?

If you are having trouble activating your account or require assistance with your online account, please contact the Service Center.

+1-888-873-1194

or

+1-801-617-7435



B. CREATE A VOICE PIN

This is used for verification when accessing account information or performing transactions over the phone. It should contain four digits.

C. CREATE SECURITY QUESTIONS

Choose three (3) security questions and type your answer to the question into the blank field next to it. These questions are used to verify your identity if we detect unusual activity on your account or require a second level of identity verification. Therefore, it is important to remember the answers you create for these questions.

NOTE: If you would like to receive these notifications to your personal email address as well, you can make that election in the Profile screen once your registration is complete.



D. READ AND ACCEPT THE TERMS AND CONDITIONS

Click on the link to open and read the registration “Terms and Conditions” that govern the use of the website. After reviewing the PDF, you must consent that you have read and agree by checking the box provided.



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PARTICIPANT NAME: (Logout)

Registration

New Credentials | **Contact and Settings** | Confirmation | Tax Certification

A. Enter Contact Details

The information that you provide will only be used in the event that we have questions about your stock plan account or related transactions. A home or mobile number is required.

Phone Number 1: Select Country Home Phone
 Phone Number 2: Select Country Work Phone
 Phone Number 3: Select Country Mobile Phone
 Work Email: PARTICIPANT@MORGANSTANLEY.COM
 Personal Email
 Confirm Personal Email

B. Set Language and Currency

Please select your preferred language and currency for viewing the website.

Language: English
 Currency: U.S. Dollar

C. eDelivery

A safer, faster, greener and easier way to get your documents.

☐ Go paperless for all eligible StockPlan Connect accounts. The eligible documents will be sent to the email address provided by your company. You can adjust these settings in the eDelivery section of your Profile at any time. Which documents are eligible?

Previous Step Cancel Next Step

Registration Guide
 View step-by-step, easy-to-use instructions to register your account.
[Download PDF](#)

Questions?
 If you are having trouble activating your account or require assistance with your online account, please contact the Service Center.

Step 3: Contact and Settings

A. ENTER CONTACT DETAILS

You must enter at least one phone number where we can contact you in the event we have questions about your account or any related activity.

1. Choose the country for the phone number from the drop-down
2. Select a type
3. Enter the phone number in the text box
4. Enter your personal email address (optional)

B. SET LANGUAGE AND CURRENCY

Personalize your experience on StockPlan Connect by selecting your preferred language and currency. You can change your selection at any time using the drop-down menus in the global navigation at the top of every page. Your selection will automatically save between sessions.

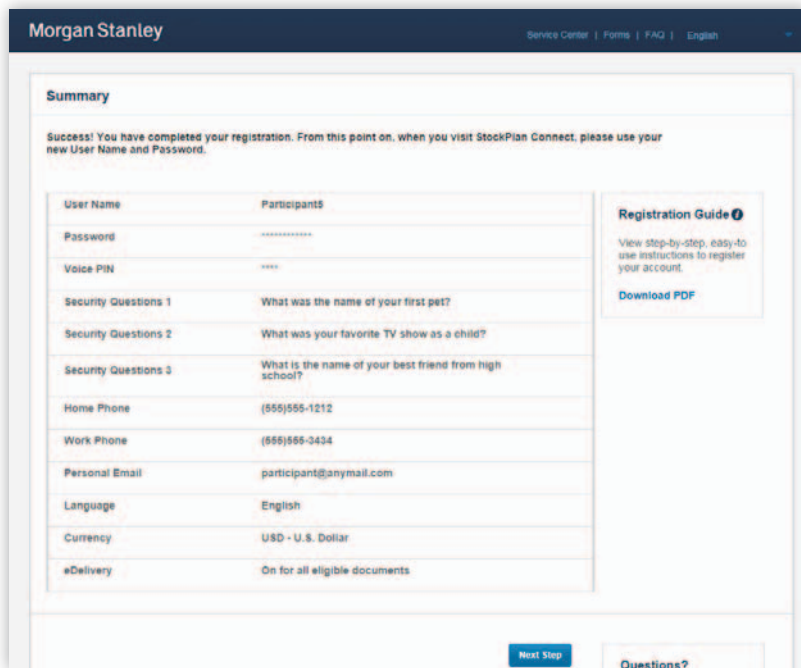
C. EDELIVERY

If you prefer to have your account documents posted to the website instead of receiving them in the mail:

1. Click the check box. A list of eligible documents can be found by clicking on the link "Which documents are eligible?"
2. Read and agree to the Terms and Conditions
3. Click the Next Step button

NOTE: Once registration is complete, you can go to the Profile > eDelivery page to choose the email address(es) where eDelivery notifications should be sent. Notifications are sent when a new document is posted on StockPlan Connect.





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Summary

Success! You have completed your registration. From this point on, when you visit StockPlan Connect, please use your new User Name and Password.

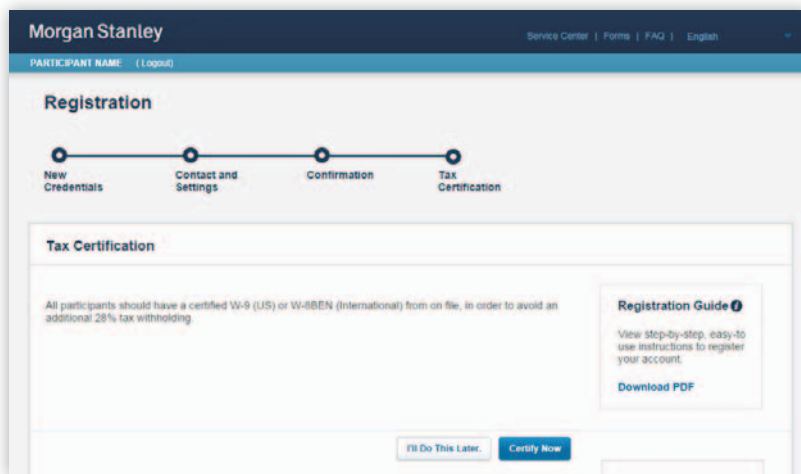
User Name	Participant\$
Password	*****
Voice PIN	****
Security Questions 1	What was the name of your first pet?
Security Questions 2	What was your favorite TV show as a child?
Security Questions 3	What is the name of your best friend from high school?
Home Phone	(555)555-1212
Work Phone	(555)555-3434
Personal Email	participant@anymail.com
Language	English
Currency	USD - U.S. Dollar
eDelivery	On for all eligible documents

Registration Guide
View step-by-step, easy-to-use instructions to register your account.
[Download PDF](#)

[Next Step](#) [Questions?](#)

Step 4: Confirmation

Congratulations! You have completed the registration process. This page provides you with a summary of the information you entered. For security purposes, your password, voice pin and security question responses are masked.

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Registration

Participant Name: (Logout)

Progress: New Credentials → Contact and Settings → Confirmation → Tax Certification

Tax Certification

All participants should have a certified W-9 (US) or W-8BEN (International) form on file, in order to avoid an additional 28% tax withholding.

Registration Guide
View step-by-step, easy-to-use instructions to register your account.
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[I'll Do This Later](#) [Certify Now](#)

Step 5: Tax Certification

Please take a few minutes to complete your Tax Certification by clicking on the Certify Now button, which will launch a step-by-step process. This step is essential to avoid additional tax withholding when you complete a transaction on the web.

If you opt to complete your tax certification later, you will be taken directly to the Overview page in StockPlan Connect.



For more information on StockPlan Connect, please visit the **Knowledge Center** (www.morganstanley.com/spc/knowledge).

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