

Employee Online Website

Guide for users who have never accessed their HP ESPP Account Online

This guide is for users who have not previously created a Personal ID or logged into their HP ESPP account online. The information below helps you establish your account on Computershare's ESPP website. There is also a glossary that provides definitions for terms that may be unfamiliar to you as a new Computershare user.

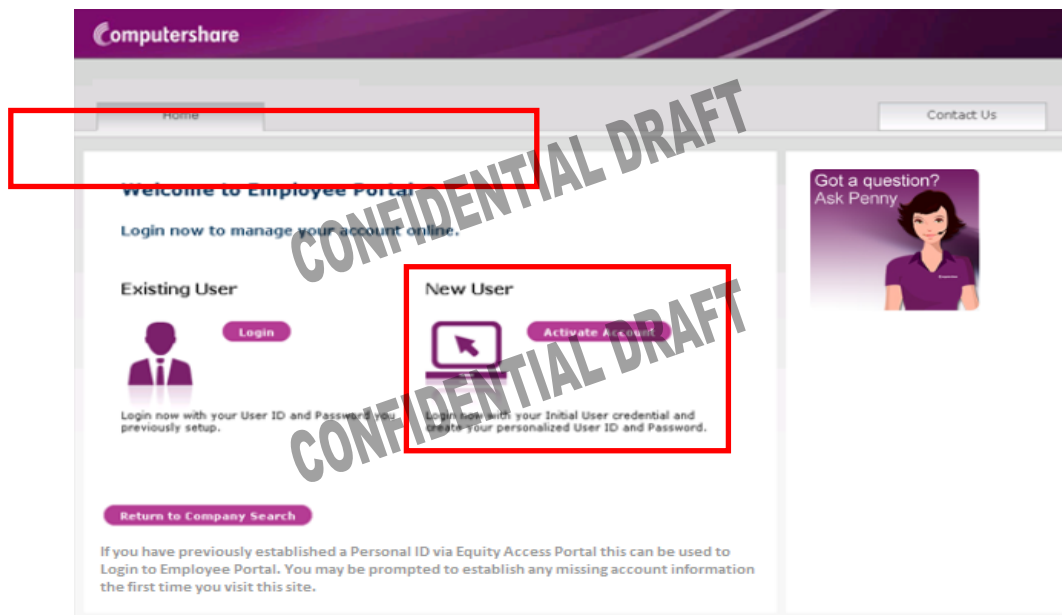
New User Login/Account Setup

The Computershare ESPP website enables you to manage your HP ESPP account online. Once you log in, you can access your ESPP account information and conduct ESPP transactions. If you have other types of investments that are managed by Computershare, such as registered stockholdings not associated with your employment at HP, you can use the Investor Centre™ website.

To access your HP ESPP account through the employee authentication portal, go to:

www.computershare.com/hp-espp.

To create your account, click the "Activate Account" button.



You will be prompted to provide your Global Identifier and PIN/Password. Your HP Global Identifier is your 8-digit HP employee ID. Your PIN/Password is the six digit numeric PIN that was emailed to you at the time you first became eligible for the HP ESPP (if you have misplaced your PIN, please call us directly to help you retrieve it). Then enter the characters exactly as you see in the image screen. After entering the required information, click "Continue."

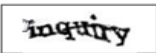
Login to Computershare

Activate your account

To activate your account for the first time, please complete the below details.

Company	{Company Group Name}
Trading Symbol	{Ticker}
Global Identifier	<input type="text" value="{Global Identifier}"/>
PIN / Password	<input type="text" value="{PIN / Password}"/>

Type the characters you see in the image below



CancelContinue

Activate your account

Activate your account for the first time, using the Global Identifier given to you by your employer, and the initial PIN / Password we have previously sent you by post.

On the pages following this you will choose a personal username to be used from now on.

You'll also be asked to supply other contact details and complete security information.

On the next screen you will need to provide your contact information and set up a new User ID.

Computershare

Account - Set up

Account Creation

User details

First Name	<input type="text" value="Athena"/>
Last Name	<input type="text" value="Mitsou"/>
Email Address	<input type="text" value="athena.mitsou@computershare.com"/>
Mobile Number	<div><div>United States (1)</div><div>7815752249</div></div>

User Information

Names
Computershare will use your First Name and Last Name to personalise communication with you.

Email Address
Your Email Address is important because Computershare can send you an email to help you in the event that you forget your username or password.

Mobile Number
If you require access to high security transactions you should register a mobile number now.

You will be prompted to create a “personal site seal” by entering three words of your choice and choosing a color. You will also be asked to select and answer three security questions.

Personal Site Seal	Security questions
Enter a unique word in each of the 3 fields *	Question 1 * <input type="text" value="Select a question..."/>
	Answer * <input type="text"/>
	Question 2 * <input type="text" value="Select a question..."/>
	Answer * <input type="text"/>
Choose a color for your Site Seal image *	Question 3 * <input type="text" value="Select a question..."/>
<input type="color"/>	Answer * <input type="text"/>
Site Seal Preview:	
	<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>

On subsequent logins, the site seal will appear as an added layer of verification. Only enter your password if you recognize your personal site seal.

A confirmation code will be sent to the email address you provided. On the next page, enter the confirmation code into the box and click "Confirm." If you provided a mobile number (you are not required to do so), a confirmation code will also be sent to your mobile number. After confirming your codes, click "Continue."

User Details

Additional Set Up

You need to confirm that your email address is correct by entering the email confirmation code which we have sent to your email address. To do this enter the code in the field below and select "Confirm".

You need to confirm that your mobile number is correct by entering a confirmation code which we have sent via text message to your mobile number. To do this enter the code in the field below and select "Confirm".

Confirm Email Address

Email Address: {email address} {email status}

Email Confirmation Code: {email confirmation code} **CONFIRM**

[Resend Confirmation](#) | [Change Email Address](#)

Confirm Mobile Number

Mobile Number: {mobile country} {mobile phone number} {mobile status}

Mobile Confirmation Code: {mobile confirmation code} **CONFIRM**

[Resend Confirmation](#) | [Change Mobile Number](#)

RESEND ME LATER **CONTINUE**

Email Address
It is important that you confirm your email address. Until your email address is confirmed you will have limited access to functionality.

If you forget your User ID you can recover it online using the Forgotten User ID feature and entering your email address.

If you forget your password you will also need access to your email address to use the online Forgotten Password feature.

Mobile Number
To perform high security transactions you must confirm your mobile number.

You will also need to accept Computershare's terms and conditions to setup your account. Read the terms and conditions and click "Next" to show acceptance and to continue.

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HANDOVER TESTING

[Contact Us](#)

Terms and Conditions

This is the Terms and Conditions Intro

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed quis justo nulla. Mauris lacinia rutrum urna, eget cursus dolor posuere vitae. Nullam id velit vel felis porta rhoncus. Nullam non ultricies neque. Pellentesque gravida turpis pretium massa porta in pretium enim convallis. Quisque a nisi odio. Quisque suscipit ipsum non urna rhoncus at vulputate magna laoreet. Vestibulum nec quam ut nisl porttitor sollicitudin sit amet ac lacus. Duis diam turpis, dictum volutpat lacinia vitae, dapibus vitae sem. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Cras ac ante in magna cursus pharetra ut ac elit. Praesent et tellus lorem.

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☐

Cancel **Next** **Next**

Tax Certification

The tax certification prompt will only appear if your account is not certified. To avoid backup withholding, you may certify your tax status online by completing the required fields. Click "Certify Online" and follow the instructions to complete the certification process. This screen only appears if your account is not certified.

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Employee Online

W8/W9 Certification

W8/W9 Certification

Shareowner Services does not have a Form W-8BEN or Form W-9 on file for you and will be required to withhold funds, at the applicable federal and state backup withholding rates, from the gross proceeds on any shares sold or dividends paid. To avoid backup withholding, you may certify your tax status by clicking on the "Certify Online" button. To proceed and certify at a later time, click on the "Continue without Certifying" button. If you would like more information on W8/W9 Certification, [click here](#).

[Continue without Certifying](#) **CertifyOnline**

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Portfolio

After setting up your account, you will be able to see your portfolio which shows your accounts. Most ESPP participants will only see the employee plan offerings and/or employee plan stock accounts.. First-time enrollees will only see the Employee Plan Offerings account. Clicking on the “View Account” link for each account will direct you to the pages where you can conduct transactions and perform other account management tasks.

Computershare JULIE KELLY-YOUNG [Logout](#)

Home Manage My Account Contact Us

Portfolio

Announcement(s)

Test Announcement for All service offerings, All company, All Class
Content for Test Announcement for All, All, All.... IEnumerable <XElement>. The ternary expressions need to return the same type.

Announcement - A Test for EOS, Companygroup 02026
Content of Announcement - A Test for EOS, Companygroup 02026

Employee Portfolio

Employee Grants and Awards [View Account](#)

Description	Outstanding Value
Options	EUR 1000000.00
Options	USD 1000000.00
Restricted Awards/Units	EUR 1000000.00
Restricted Awards/Units	USD 1000000.00
Stock Appreciation Rights	USD 1000000.00
Performance Awards/Units	USD 1000000.00
Leverage Plans	EUR 1000000.00

Got a question? Ask Penny

Glossary

The following definitions may be helpful as you familiarize yourself with Computershare's employee authentication portal and Employee Online website.

Employee Online – The Computershare website for employee plan holdings enables participants to view their plan shares and conduct transactions online.

Employee authentication portal – The Computershare web site which allows plan participants to log-in and view their plan shares on one portfolio screen.

Existing User – Participants who previously accessed their HP ESPP account online through the Shareowner Services EquityAccess portal. If you had an account through the prior EquityAccess portal, you can log on as an Existing User.

Global Identifier – This is your HP Employee ID.

New User – A participant who has not previously accessed their HP ESPP account online.

Password – A case-sensitive, user-created code containing at least one uppercase letter and at least one numeric character.

Personal ID – This term applies to a unique, self-defined user identification (different from your HP Employee ID) for users of the previous ESPP participant website. It consists of 8-15 characters with at least 1 alphabetic and 1 numeric character.

PIN – Random numeric code provided by Computershare to participants for their initial log-in as a first-time user of the ESPP website.

Personal Site Seal – An enhanced security feature consisting of a unique self-defined image that you see prior to accessing your account.

Social Security Number – A 9-digit number issued to U.S. citizens, permanent and temporary (working) residents.

User ID – The unique name you choose to identify yourself when accessing your Computershare account (different from your Personal ID and your HP Employee ID).