Employee Authentication Portal

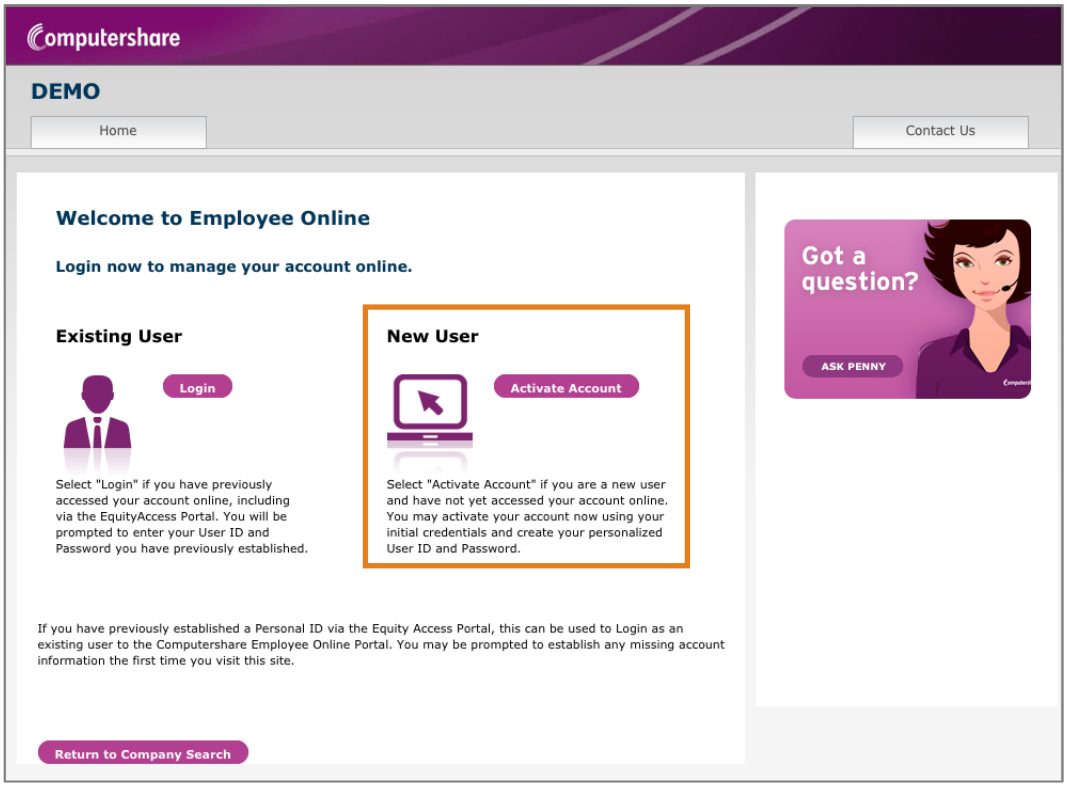
Guide for users who have never logged in to EquityAccess

This guide is for users who have not previously created a Personal ID or logged into in the BNY Mellon EquityAccess portal. The information below helps you establish your account on Computershare's employee authentication portal. 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 employee authentication portal provides a single point of entry to manage your employee stock purchase plan. The authentication portal is your homepage for accessing information for these accounts. To conduct ESPP transactions, you will be automatically directed to Computershare's Employee Online website through this authentication portal. For other types of investments that are managed by Computershare, such as registered shareholdings not associated with your employment, you will use the Investor Centre™ website.

To access your records through the employee authentication portal, go to **www.computershare.com/kaman**. To create your account, click the "Activate Account" button.



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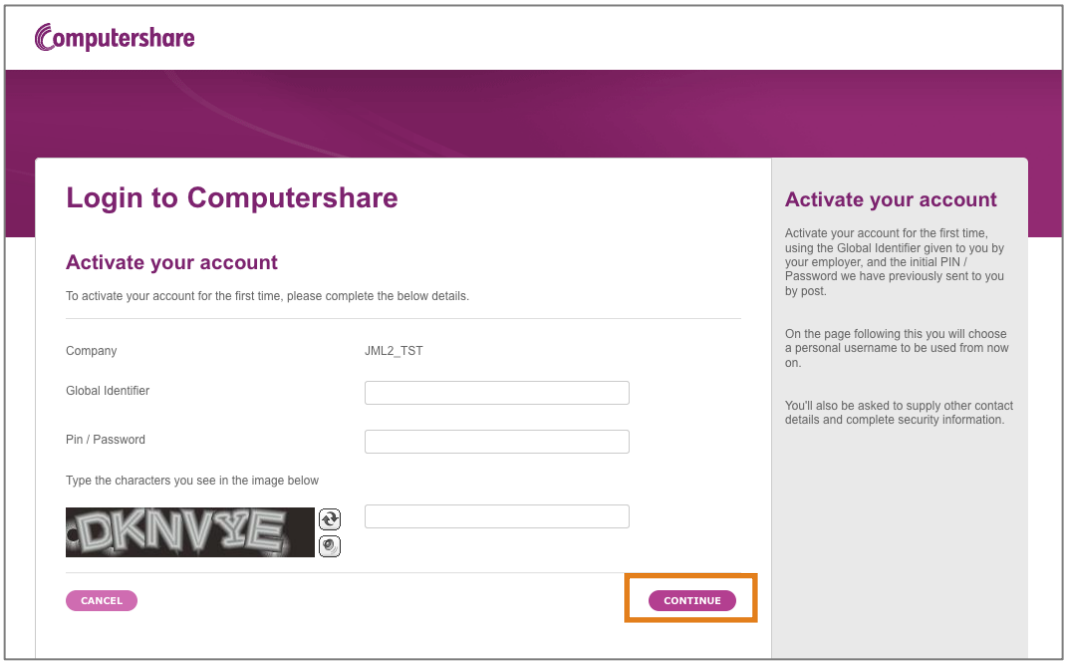
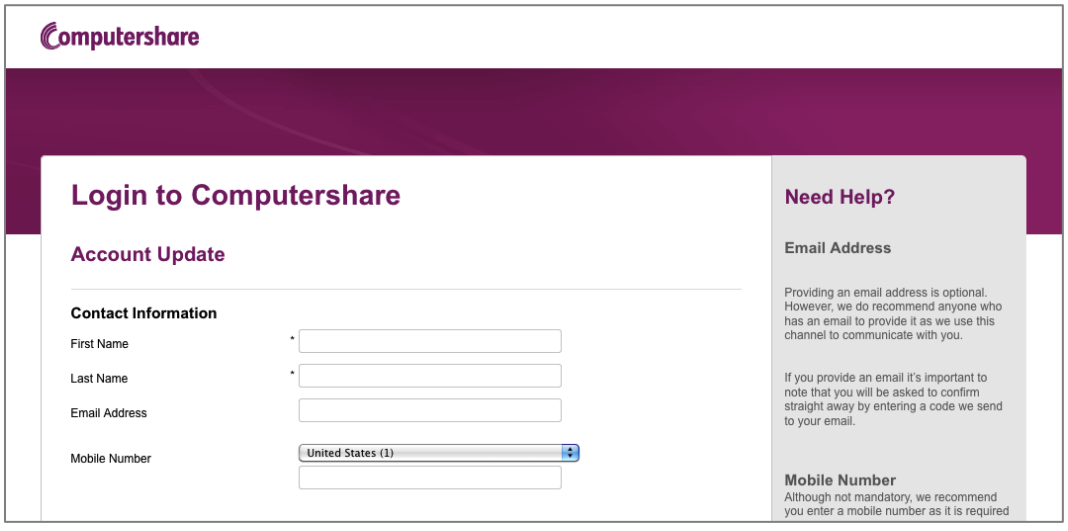
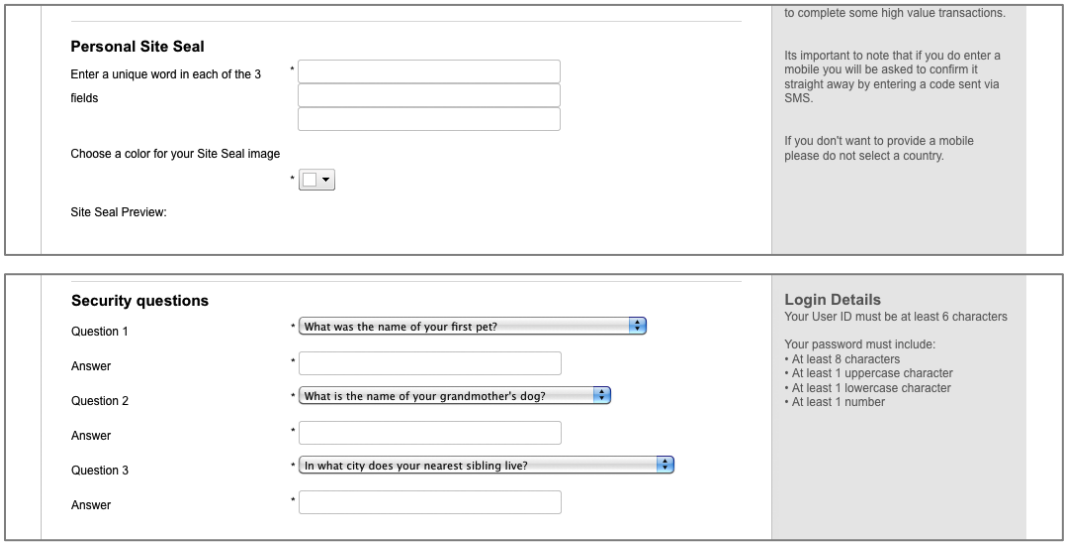
You will be prompted to provide your Global Identifier and PIN/Password. For the Global Identifier, please enter the numeric portion of the "Access ID" provided to you by your employer at the time you became eligible for your ESPP. For your PIN/password please use the PIN that was provided to you by Computershare. (If you have misplaced these codes, please call us directly to help you retrieve them.) Then enter the characters exactly as you see in the image screen. After entering the required information, click "Continue."



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

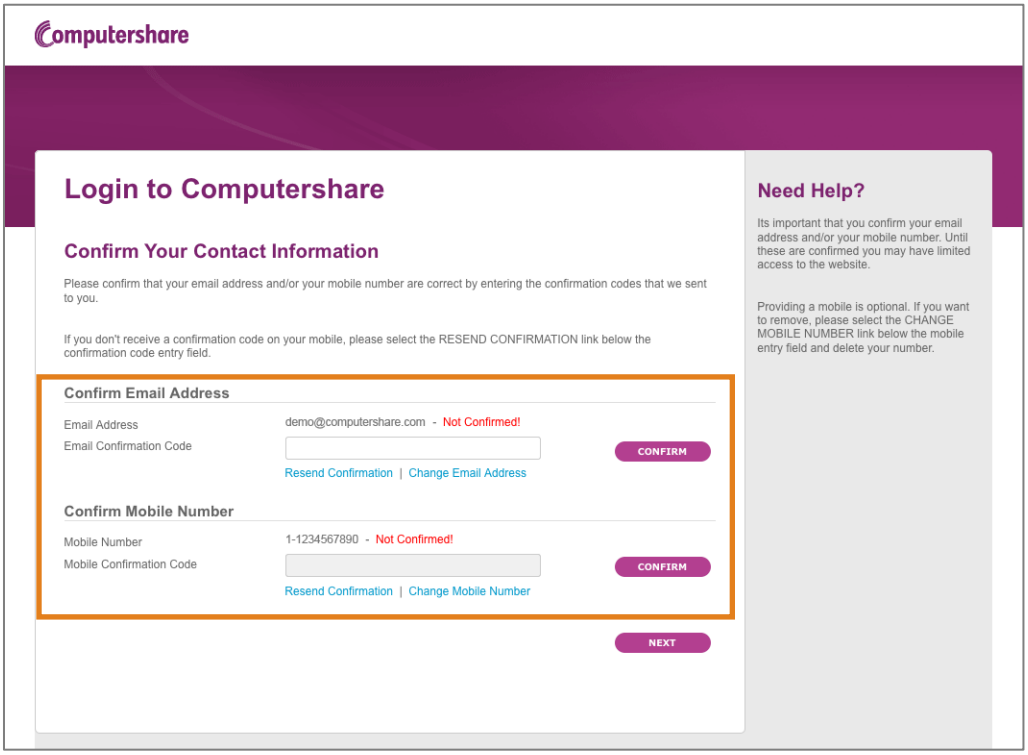


You will be prompted to create a "personal site seal" by entering three words of your choice and choosing a color. You will also be asked to select and answer three security questions.

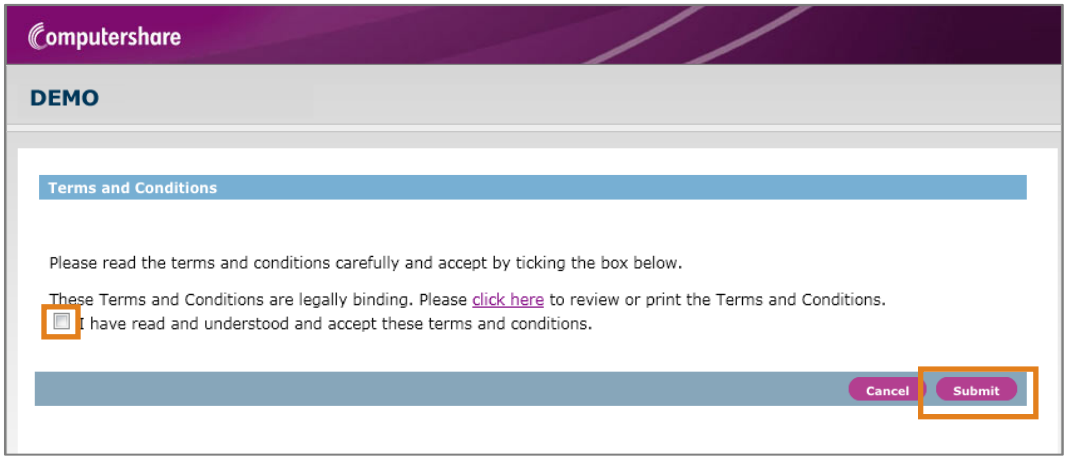


On subsequent logins, the site seal will appear as an added layer of verification. Only enter your password if you recognize your personal site seal.

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 as well. After confirming your codes, click "Continue."



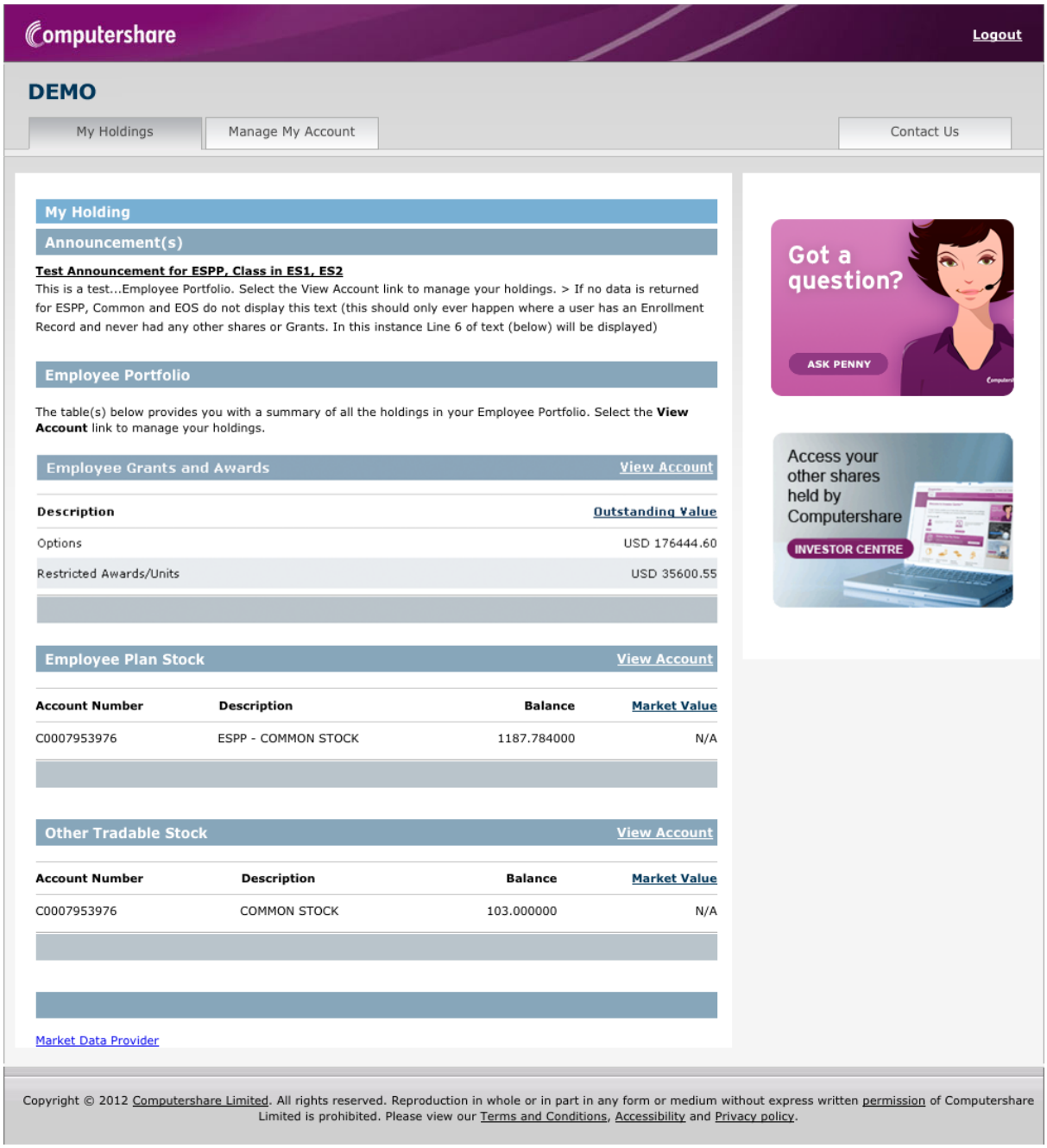
You will also need to accept Computershare's terms and conditions to setup your account. Read the terms and conditions, place a check in the box to show acceptance, and click "Submit" to continue.



Portfolio

After creating your account, you will be able to see your portfolio which shows all of your accounts. Clicking on the "View Account" link for each account will direct you to the pages that will allow you to conduct transactions and perform other account management tasks.

After accepting the terms and conditions, you will then be able to access your portfolio, which shows ESPP accounts, as well as a link to the Investor Centre website where you can manage non-employee-related holdings.



Glossary

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

Access ID – The login credentials used to access an account via the Shareowner Services EquityAccess portal.

Company Code – The code Computershare assigns to a company; it may not always be the company's ticker symbol.

Company Name – The actual name of the company which is typed into the field provided.

Employee Online – The Computershare website for managing employee stock purchase plan accounts.

Employee authentication portal – The Computershare web page that allows plan participants to view their plan holdings, options, restricted stock and company-specific transfer agent shares on one portfolio screen.

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

Global Identifier – A number provided by your employer for use on the Shareowner Services EquityAccess portal (which can also be the same as your Employee ID).

Initial User – A participant who does not have an account via the Shareowner Services EquityAccess portal.

New User – A participant who has never accessed their Shareowner Services EquityAccess account and who hasn't previously created a "Personal ID."

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 for users of the EquityAccess portal. It consists of 8-15 characters with at least 1 alphabetic and 1 numeric character.

PIN – Random or company-supplied code, depending on your plan.

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.