

# Employee Authentication Portal

## Guide for users who have previously accessed EquityAccess

This guide is for users who have previously created a Personal ID or logged into the BNY Mellon EquityAccess portal. The information below helps you transition your employee stock purchase plan (ESPP), stock options and restricted stock accounts from the BNY Mellon EquityAccess portal to Computershare's online tools. There is also a glossary that provides definitions for terms that may be unfamiliar to you as a new Computershare user.

### Account Setup

The Computershare employee authentication portal provides a single point of entry to manage your employee stock purchase plan, stock options and restricted stock accounts. The authentication portal is your homepage for accessing account information for these accounts. To conduct ESPP transactions, you will be automatically directed to Computershare's Employee Online website through this authentication portal. Stock options and restricted stock accounts will remain on the same Employee Ownership System software you have previously used, though they will be accessed within this authentication portal. For other types of investments that are managed by Computershare, such as registered holdings 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/employee/us](http://www.computershare.com/employee/us). Enter your company's code or name in the appropriate fields and click "Next."

Computershare

Welcome

Home Help Contact Us

**Employee Plans**

Let's get started...

Please enter the company code or part of the company name and select 'next'

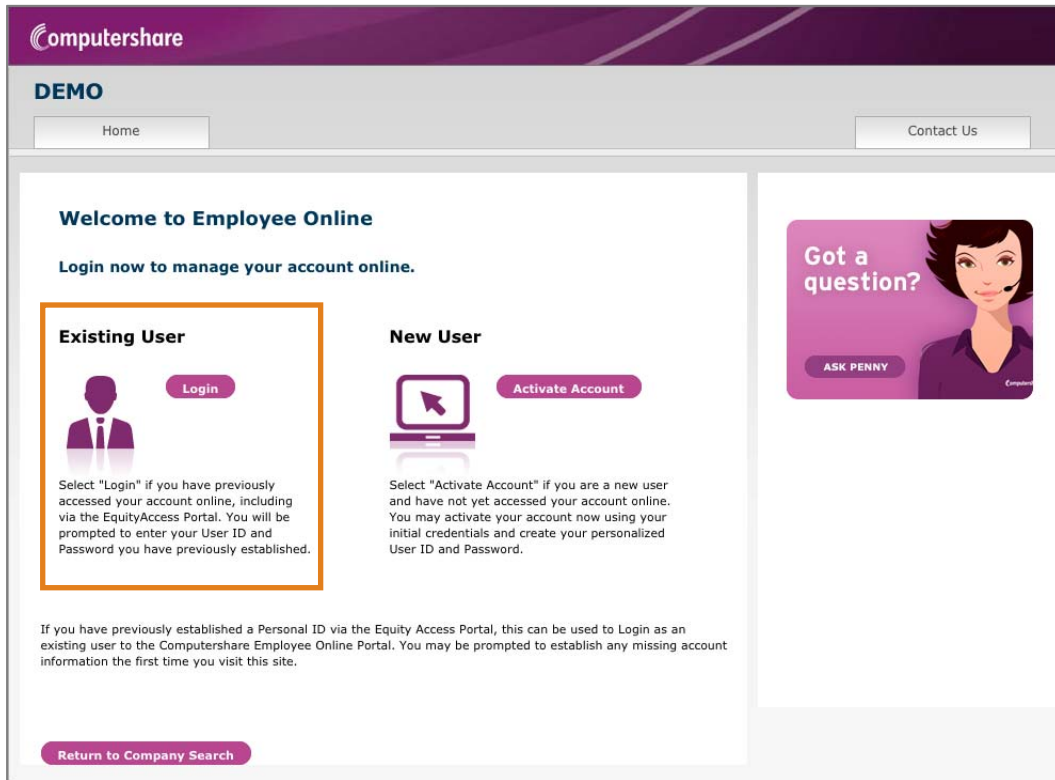
Company Code or Company Name

[Next >>](#)

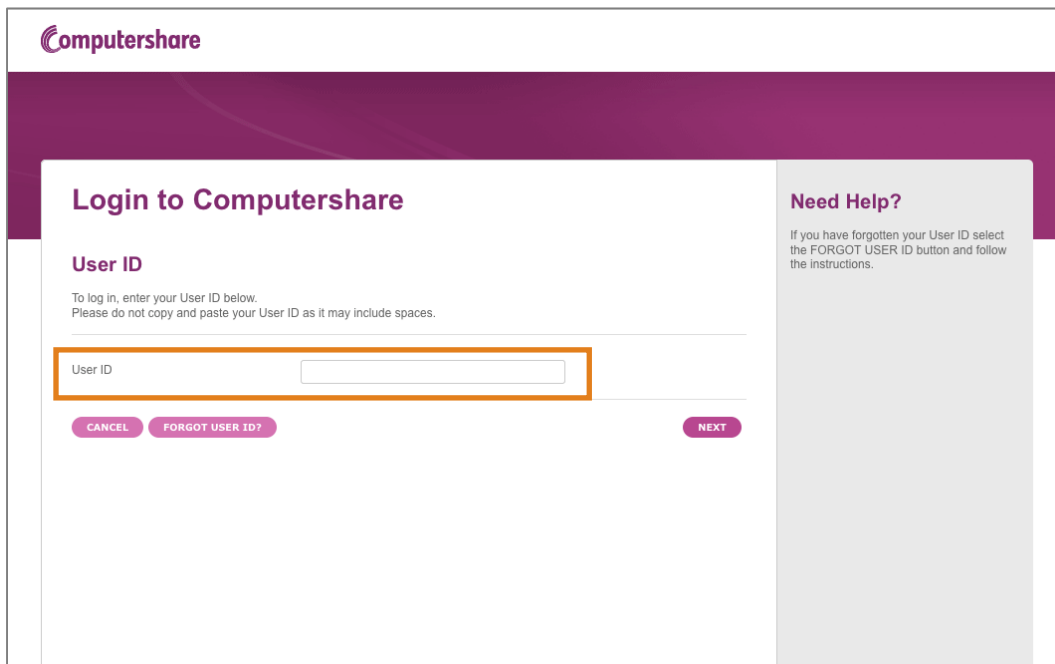
"Welcome to Employee Plan Website, the easiest and most convenient way to manage your account."

Copyright © 2013 Computershare Limited. All rights reserved.  
[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#)

As a previous EquityAccess user, you can enter the authentication portal using your existing EquityAccess Personal ID.



Enter your User ID (which can be your Personal ID from EquityAccess) and click "Login." If you have forgotten your User ID, you can click the "Forgotten ID" button to retrieve it.



Enter your Password and click "Next." If you have forgotten your Password you can click the "Forgotten Password" button to retrieve it.

**Computershare**

## Login to Computershare

### Password

Please make sure your personal site seal is shown below before entering your password.

User ID: Eml20011

Personal Site Seal: Secret1, Secret2, Secret3

Password: [Input Field]

**CANCEL** **FORGOT PASSWORD?** **NEXT**

**Need Help?**

**Personal Site Seal**  
Your Personal Site Seal adds an extra layer of security and confirms that you are on the authentic website. It is the personal image you set up when you created your User ID and password.

**Recover Password**  
If you have forgotten your password select the FORGOT PASSWORD button and follow the instructions. You will be asked to answer security questions you set up when you created your User ID and password.

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**

Enter a unique word in each of the 3 fields

Choose a color for your Site Seal image

Site Seal Preview:

to complete some high value transactions.

Its important to note that if you do enter a mobile you will be asked to confirm it straight away by entering a code sent via SMS.

If you don't want to provide a mobile please do not select a country.

**Security questions**

Question 1: What was the name of your first pet?

Answer:

Question 2: What is the name of your grandmother's dog?

Answer:

Question 3: In what city does your nearest sibling live?

Answer:

**Login Details**

Your User ID must be at least 6 characters

Your password must include:

- At least 8 characters
- At least 1 uppercase character
- At least 1 lowercase character
- At least 1 number

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.

## Portfolio

After completing this one-time security update, you will be able to see your portfolio which shows all of your accounts, whether ESPP, stock options or restricted stock. 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, stock options and restricted stock accounts, as well as a link to the Investor Centre website where you can manage non-employee-related holdings.

**Computershare** [Logout](#)

**DEMO**

[My Holdings](#) [Manage My Account](#) [Contact Us](#)

---

**My Holding**

**Announcement(s)**

**Test Announcement for ESPP, Class in ES1, ES2**  
 This is a test...Employee Portfolio. Select the View Account link to manage your holdings. > If no data is returned for ESPP, Common and EOS do not display this text (this should only ever happen where a user has an Enrollment Record and never had any other shares or Grants. In this instance Line 6 of text (below) will be displayed)

**Employee Portfolio**

The table(s) below provides you with a summary of all the holdings in your Employee Portfolio. Select the **View Account** link to manage your holdings.

**Employee Plan Offerings** [View Account](#)

In order to manage your plan offerings please select the [View Account](#) link in the table heading.

**Employee Plan Stock** [View Account](#)

Account Number	Description	Balance	Market Value
C0007953976	ESPP - COMMON STOCK	1187.784000	N/A

**Other Tradable Stock** [View Account](#)

Account Number	Description	Balance	Market Value
C0007953976	COMMON STOCK	103.000000	N/A

[Market Data Provider](#)

Copyright © 2012 [Computershare Limited](#). All rights reserved. Reproduction in whole or in part in any form or medium without express written [permission](#) of Computershare Limited is prohibited. Please view our [Terms and Conditions](#), [Accessibility](#) and [Privacy policy](#).

## 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 could 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.