Morgan Stanley

Getting Started

Welcome to StockPlan Connect!

This Getting Started Guide will:

- Give you an overview of StockPlan Connect
- Show you how to find important information
- Be a reference for future use

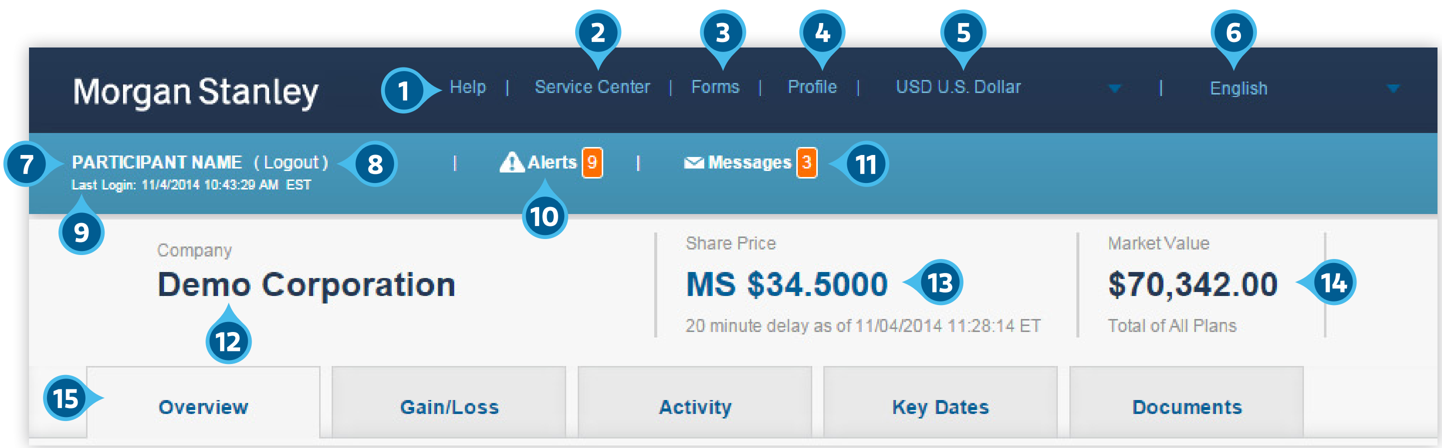
THIS GETTING STARTED GUIDE IS ORGANIZED AS FOLLOWS:

- Global Components
- General Navigation
- Overview Page
- Gain/Loss Page
- Activity Page
- Key Dates
- Documents
- Alerts
- Messages
- Help Pages
- Profile Pages

Please refer to the Morgan Stanley Knowledge Center for other Participant Guides and helpful videos.

Global Components

These components are available on all StockPlan Connect pages for all users.



1 Help Link
Launches the Help pages, including Frequently Asked Questions, Glossary, and Other Sites links (including the **Knowledge Center**). Click **here** for more information.

2 Service Center Link
Displays all our contact information.

3 Forms Link
Provides access to Tax, Change of Address, and other forms.

4 Profile Pages
Provides access to your Profile Overview, Tax Information, Payment Instructions, eDelivery, and Settings pages. Click **here** for more information.

5 Currency Selector
Select your preferred Currency display.

6 Language Selector
Select your preferred Language display from a list of 12 available languages.

7 Participant Name
Your name

8 Logout Link
Log out of StockPlan Connect.

9 Last Login
The last time you logged in

10 Alert Link and Indicator
The orange indicator tells you how many alerts you have. Click on the Alert link to view all of your alerts. Click **here** for more information.

11 Message Link and Indicator
The orange indicator tells you how many unread messages you have. Click on the Message link to view all of your messages. Click **here** for more information.

12 Company Name
Your Company

13 Company Quote and Link
Company quote, usually on a 20-minute delay. Click on the stock symbol link to access the full Market Data quote.

14 Market Value
The current market value of your account

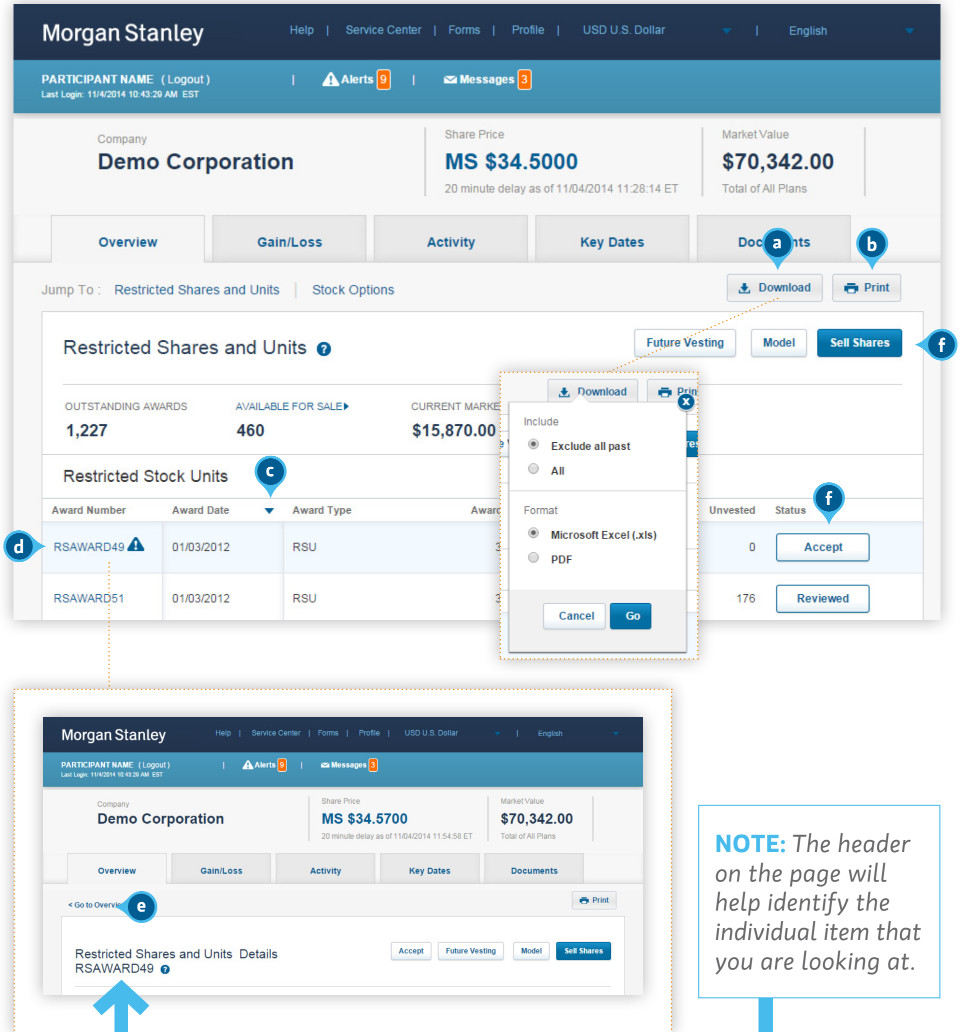
15 Page Tabs
Click on the tabs to get access to the Overview, Gain/Loss, Activity, Key Dates, or Documents pages.

NOTE: *Click on the Morgan Stanley logo at any time to return to the Overview page.*

General Navigation

The Overview, Gain/Loss, Activity, Key Dates, and Documents pages display information across your plans in consolidated views.

The following features are found on several of the pages within StockPlan Connect. There are some additional navigation tools, which are described in detail as they relate to specific screens.



NOTE: *The header on the page will help identify the individual item that you are looking at.*

a DOWNLOAD BUTTON

Download the information that is displayed on a page. Select only current awards or grants, or include historical information (awards or grants with no current positions) and the format of the download. The Download button will be displayed only on those pages that support downloads.

b PRINT BUTTON

Print the information on the screen.

c COLUMN SORT

All tables in StockPlan Connect can be sorted by any field, in ascending or descending order. To sort a column, click on the column header to activate the column and then click on the triangle.

d LINKS TO DETAIL PAGES

You can link to detailed information about a single award/grant, gain/loss entry, or activity by clicking on the Award/Grant Number link or the Transaction Date link. Clicking on these links, indicated by blue text, will allow you to view the details of a particular item. For example, if you click on the link "RSAWARD48," the details page for that particular award will be displayed. Information on the details pages pertains only to that one award.

e BREADCRUMBS

Once you have linked to a detail page, use the breadcrumb navigation to return to the appropriate screen. The text in the breadcrumb will tell you which page you will return to. In the example below, clicking on the breadcrumb link will return you to the Overview page.

f ACTION BUTTONS

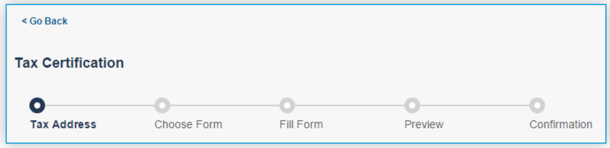
When applicable, Action Buttons will be available. Click on these buttons to launch different screens or processes. The buttons that appear will vary depending on you, your company, and your specific equity plans.

Some examples of Action Buttons are:

BUTTON	FUNCTION
Future Vesting	Displays a listing of upcoming vesting schedules by award.
Elect Tax Payment	Launches the Tax Election Process
Model	Launches the Model Sell Process
Sell Shares	Launches the Sell Shares Process
Exercise Grant	Launches the Exercise Grant Process
Status (Accept, Review, Reviewed, View)	Launches the Award Acceptance Process, Review Process, or Displays the Award Details
Certify	Launches the Tax Certification Process

PROGRESS INDICATORS

When you launch a process, such as Tax Certification, a progress indicator will tell you where you are in the process. In addition to Tax Certification, processes may include Sell Shares, Exercise Grants, Request a Password, and others.



PAGE NAVIGATION

If the data displayed on a list, specifically on the Gain/Loss, Activity, Key Dates (Table View), and Documents pages, is more than can fit on one page, use the page and record navigation to move from page to page.

Overview Page

The **Overview page** displays all your plan information consolidated into one comprehensive and scrollable view

JUMP LINKS

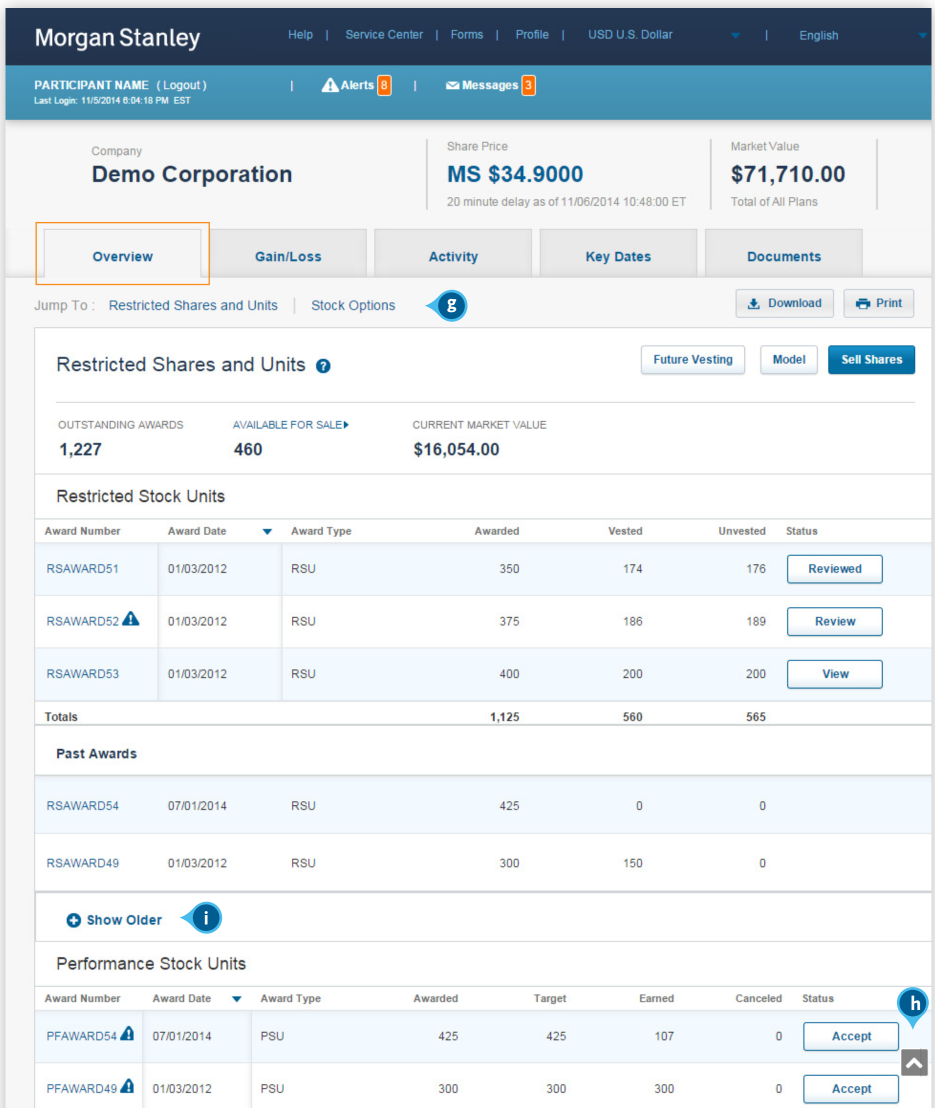
These links allow you to easily navigate between products. The jump links are helpful when you have a large listing of awards or grants.

BACK TO TOP ARROW

As you scroll down the Overview page, look for the Back to Top arrow on the bottom right-hand side of your screen. Clicking on the arrow will take you back to the top of the Overview page.

PAST GRANTS/AWARDS

If you have any past grants/awards (those grants/awards with no current positions), StockPlan Connect will display the two most recent records. Click on the Show Older link to see additional history.



Gain/Loss Page

The Gain/Loss page provides an overview of Realized and Unrealized Gain/Loss information, as well as details on specific awards or grants.

NOTE: *If you only have one Product Type, the type filters will not be displayed.*

j VIEW FILTERS

Use the filters at the top of Gain/Loss page to toggle between Unrealized Gain Loss and Realized Gain Loss Views. The blue line indicates which filter is active.

k TYPE FILTERS

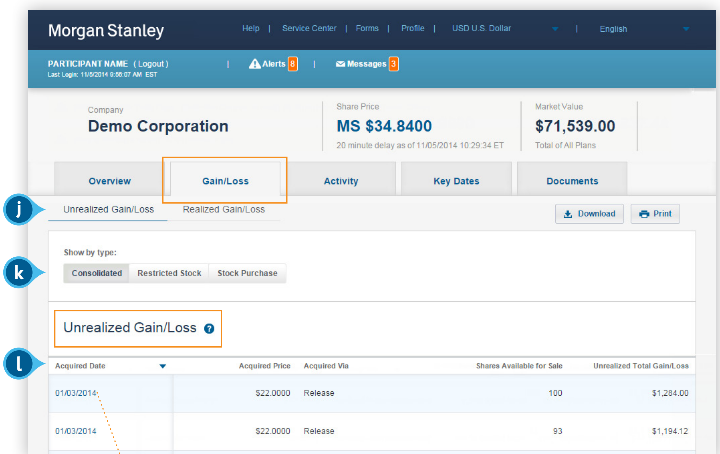
Use the type filters to display all entries or only those that pertain to a specific product type. The type filters work within the view filters. For example, if the view filter is set to Unrealized Gain/Loss, the type filters will only display the specified type (*Consolidated* in this example) for Unrealized Gain/Loss entries. Realized Gain/Loss entries will not be displayed.

l ACQUIRED/TRANSACTION DATE LINK

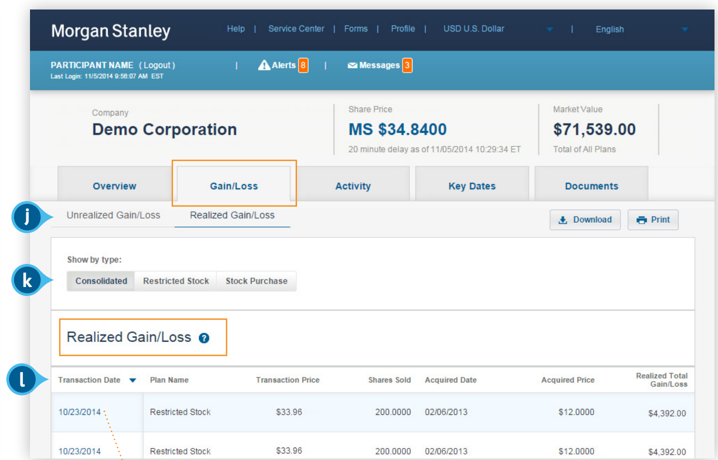
Unrealized Gain/Loss: click on the Acquired Date link to view details about Shares Available for Sale.

Realized Gain/Loss: click on the Transaction Date link to view details about the sales transaction.

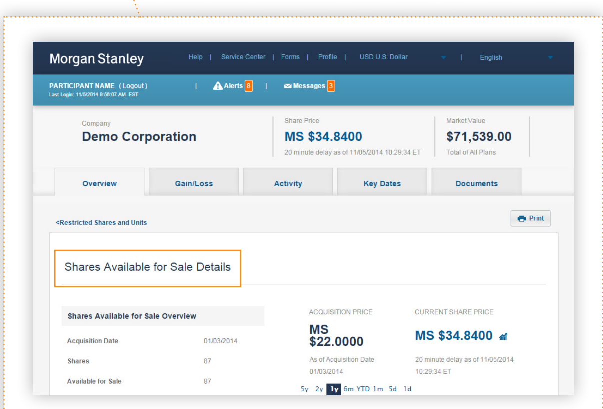
Unrealized Gain/Loss



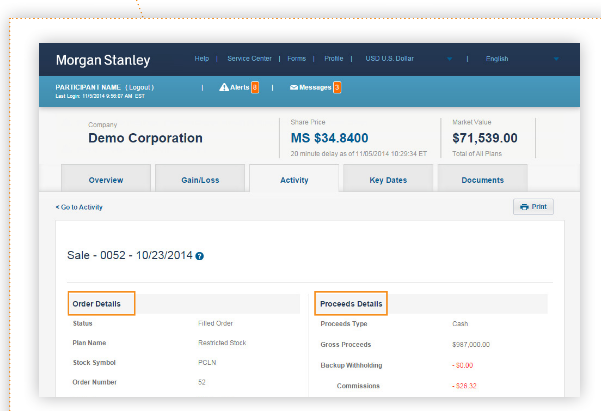
Realized Gain/Loss



Shares Available for Sale Details

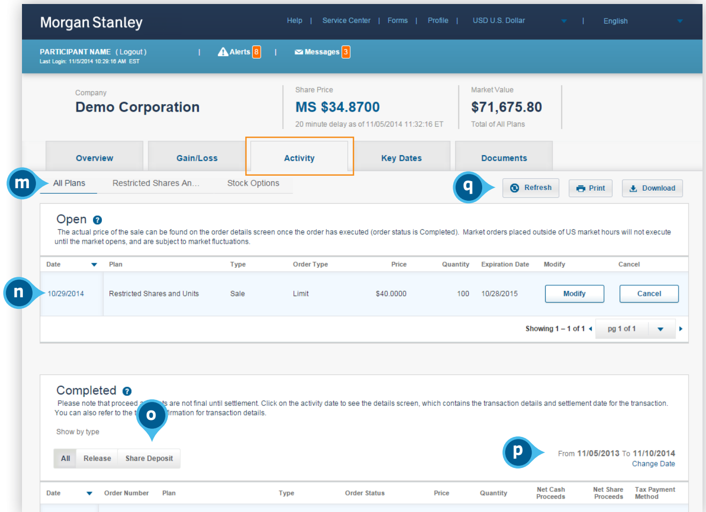


Transaction Details



Activity Page

The **Activity page** displays all your transactions, including open orders, trades, and dividend payments.



m VIEW FILTERS

Use the filters at the top of the Activity page to toggle between viewing Activity across All Plans or specific plans. The blue line indicates which filter is active.

n OPEN ORDERS

Any open market or limit orders will be displayed here. Click on the Modify or Cancel buttons to modify or cancel an open order.

o TYPE FILTERS

Use the type filters here to display All Transactions, or transactions by a specific type. NOTE: Only types with actual data will be displayed. For example, if you don't have any Share Deposits, the Share Deposit type filter will not be displayed.

p DATE FILTER

The date filter on the Activity page defaults to one year. You can use the date filter to change the dates for which you would like to see activity data.

q REFRESH BUTTON

To ensure that you are viewing the most recent data, click on the refresh button. The refresh button is useful when waiting for open orders to fill.

Calendar view

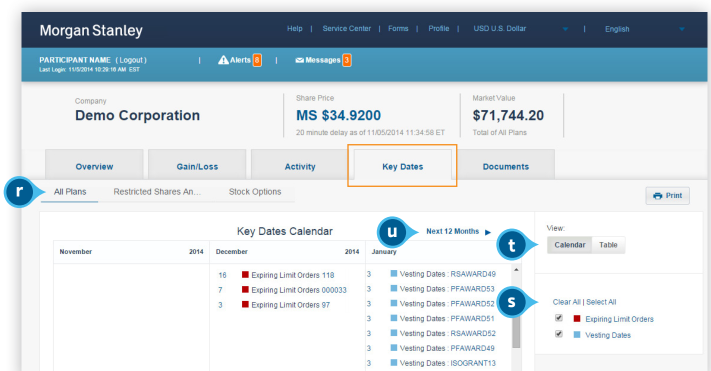
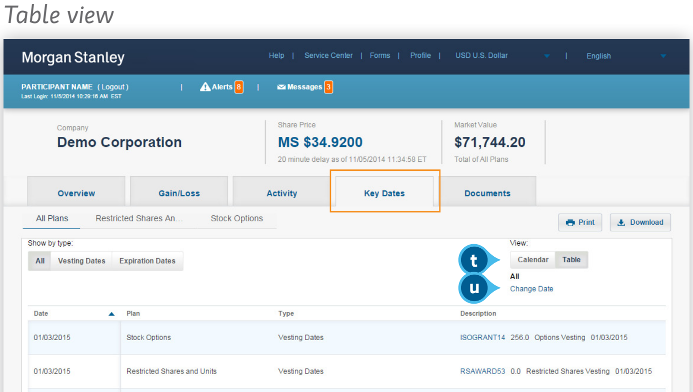


Table view



Key Dates Page

The **Key Dates page** displays all expiration, vesting, and other important dates that pertain to your equity benefits.

r VIEW FILTERS

Use the filters at the top of the Key Dates page to toggle between viewing Key Dates across All Plans or specific plans. The blue line indicates what filter is active.

s KEY DATE/TYPE FILTERS

Select the types of dates that you want to see by checking the appropriate types. NOTE: Only types with dates will be displayed. For example, if you don't have any Vesting Dates, the Vesting Dates filter will not be displayed.

t VIEW TOGGLE

Use the view toggle to toggle between the calendar view or the table listing of important dates.

u DATE SELECTORS

Use the Previous 12 Months and Next 12 Month links to scroll through the calendar. In the Table listing view, a date filter is available.

Documents Page

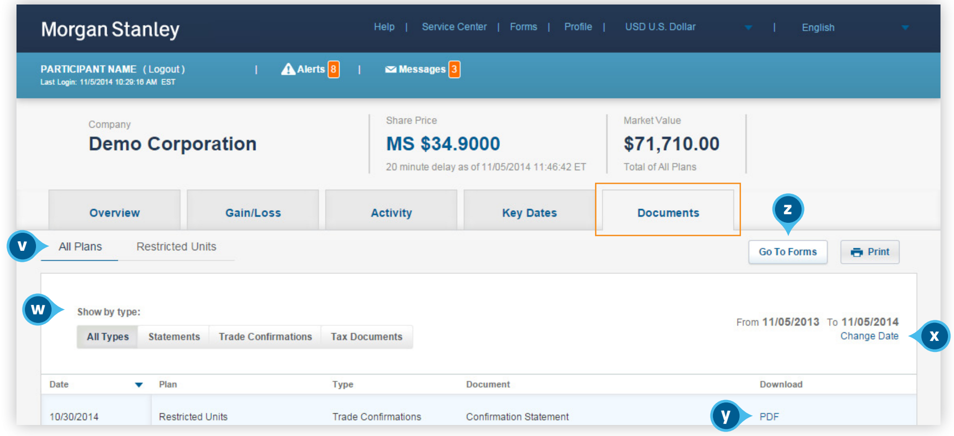
The **Documents page** displays tax documents, statements, trade confirmations, and plan agreements that pertain to your equity benefits.

v VIEW FILTERS

Use the filters at the top of the Documents page to toggle between viewing Documents across All Plans or specific plans. The blue line indicates what filter is active.

w TYPE FILTERS

Use the type filters here to display All Documents, Statements, Trade Confirmations, Tax Documents, or Plan Documents. NOTE: Only types with documents will be displayed. For example, if you don't have any Trade Confirmations, the Trade Confirmation type filter will not be displayed.



x DATE FILTER

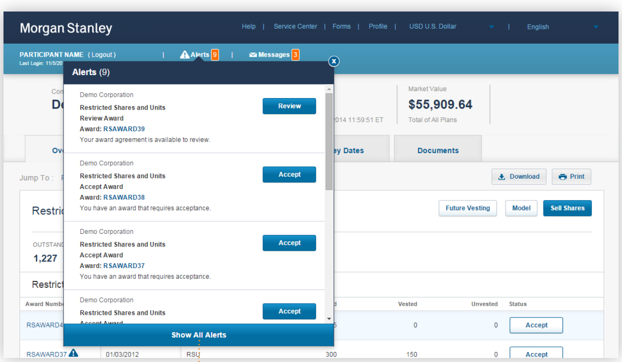
The date filter on the Documents page defaults to one year. You can use the date filter to change the dates you would like to see the document for.

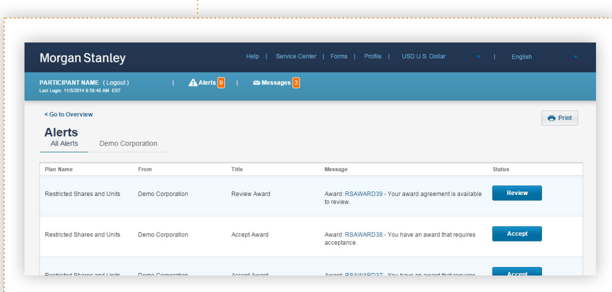
y DOWNLOAD (PDF) LINK

Click on the PDF link to view or download the document.

z GO TO FORMS BUTTON

Click on the Go To Forms button to access the Forms library, which lists any generic forms that you might need to complete. For example, a Change of Address form.





Alerts

Alerts, or action items, are generated when there is an action for you to complete. Any open action items will be available for you to view every time you log into StockPlan Connect. You can take action directly from an alert.

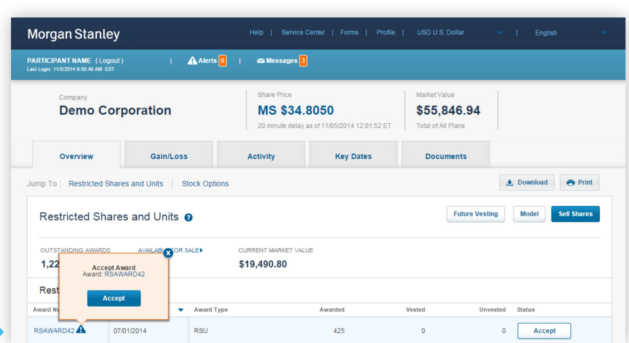
To preview your alerts, click on the Alerts link at the top of the page. The pop-up window will display up to eight alerts. Click on the "See All Alerts" link to see all of your alerts listed in a table format.

For most alerts, once the appropriate action has been taken, you will no longer see that alert. NOTE: "Elect Tax Payment" alerts will remain open until the Tax Election date window is closed.

Alerts may be generated to remind you:

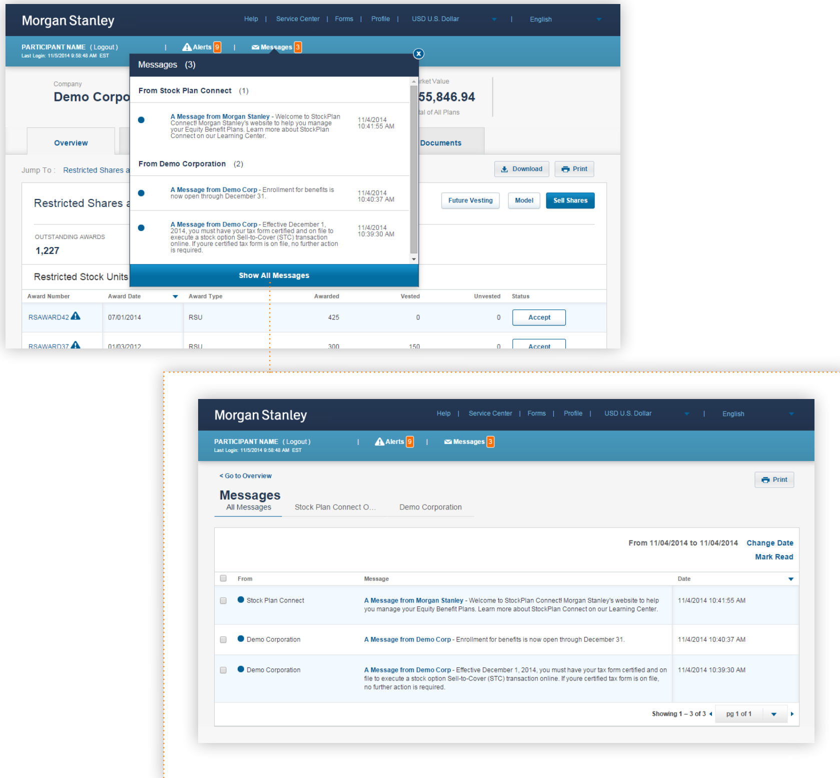
- To accept or review a grant
- That you have a grant expiring
- That you have options available to exercise
- That you have an upcoming vesting event
- To elect a tax payment
- To complete your tax certification
- That you have a limit order expiring

NOTE: *If you click on the Alert Icon (⚠) next to a specific award or grant, the alert will open and you can take the appropriate action.*



Messages

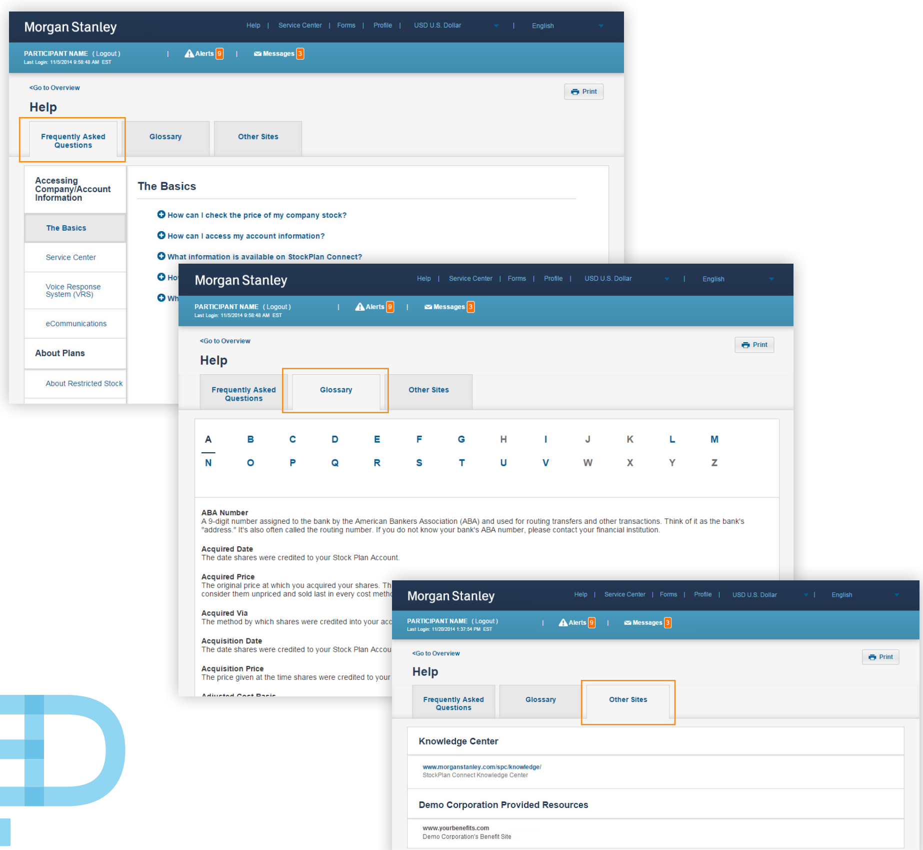
Messages allow Morgan Stanley or your company to notify you of important information about StockPlan Connect (such as system improvements) or your equity plans (such as blackout dates). The Message indicator tells you how many unread or new messages you have. To preview them, click on the Message link. Click on the "See All Messages" link to see all of your messages listed in a table format.



Help Pages

The **Help** pages are key resources that enable you to better understand the features of the StockPlan Connect site, the details of your stock plan, information about transactions and taxes, and more.

- **FAQS** – Browse to find the topic in which you are interested and click on the question to display the answer.
- **GLOSSARY** – Select the letter and scroll through the list of terms to find the definition you want.
- **OTHER SITES** – Additional help in the form of video tutorials and educational guides is available on our Knowledge Center, as well as links to other useful resources that your employer may have provided.

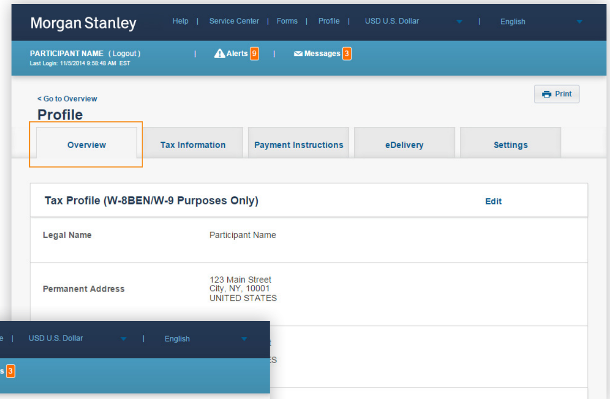


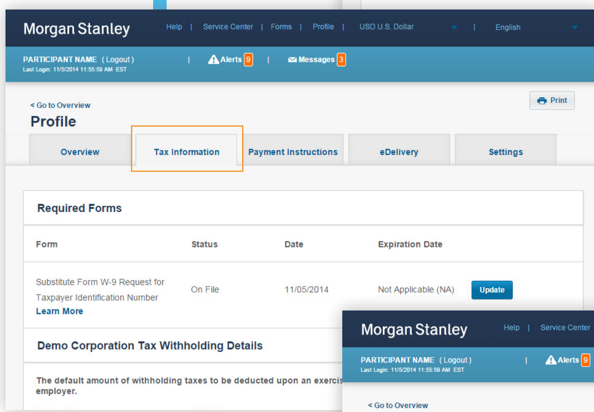
Profile Pages

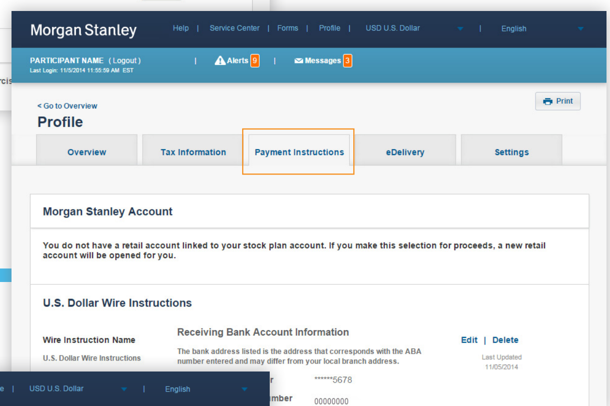
The **Profile** section contains the personal and account information that you provided when you registered and that we have on file for you. This information is organized into the following pages:

- The **OVERVIEW** page displays demographic information such as your name, address, personal contact information, and work-provided information.
- The **TAX INFORMATION** page allows you to view or update your tax certification forms as well as displays tax withholding details.
- The **PAYMENT INSTRUCTIONS** page allows you to view, enter, or edit your payment instructions.
- The **EDELIVERY** page allows you to view and update your eDelivery preferences.
- The **SETTINGS** page allows you to view and modify your User Name, Password, and Voice PIN, as well as your Security Questions.

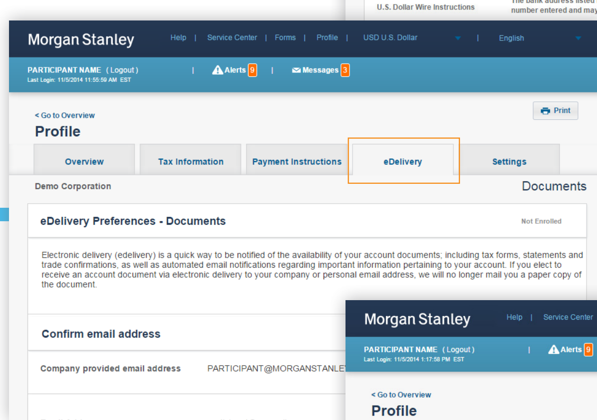
NOTE: *Refer to the tax certification guide available on our* ***Knowledge Center.***



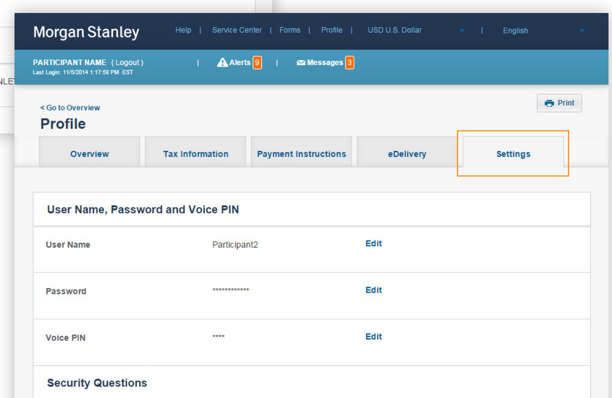




NOTE: *Refer to the payment instruction guides available on our* ***Knowledge Center.***



NOTE: *You may not see this page if your company does not subscribe to eDelivery.*



For more information on StockPlan Connect, please visit the **Knowledge Center.**

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